

Adding Expenses to a Blanket Travel Request (New UI)

These instructions will cover how to add expenses to your Blanket Travel Request.

Click on any of the links below to skip ahead to that section.

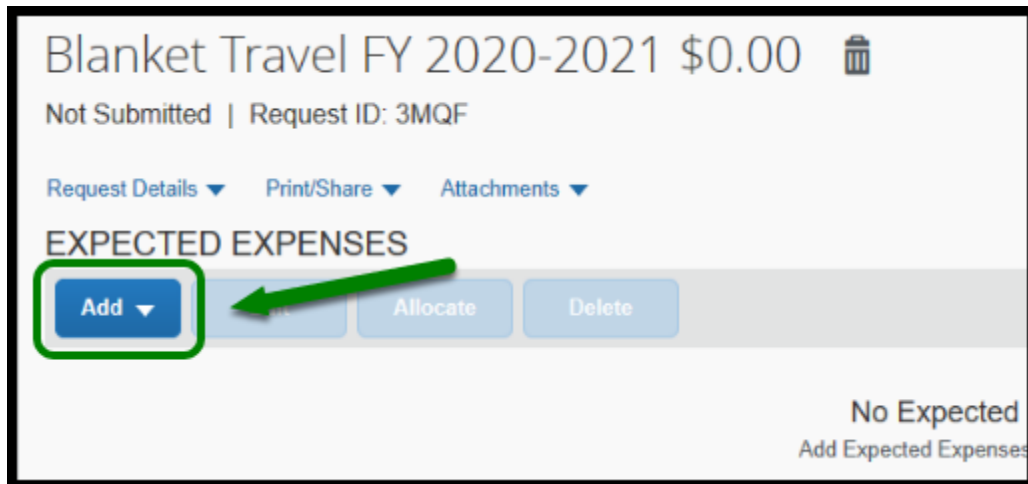
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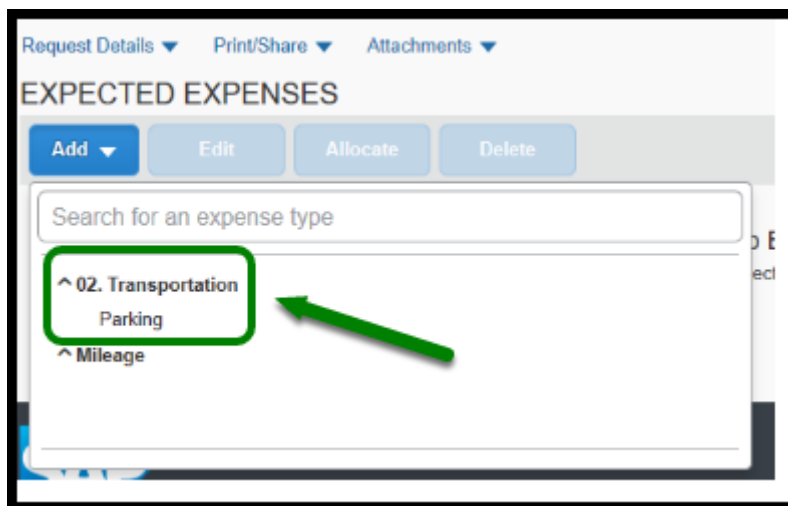
💡 If you need assistance with logging into Concur, please go to [Logging into Concur](#).

Adding Parking Expense

Step 1: Click on the **Add** drop-down.



Step 2: If you plan to have blanket travel expenses, click on **Parking** on the right-hand side.



Step 3: Enter the amount you are estimating for parking in the **Transaction Amount**.

Then click on **Save**.

New Expense: Parking \$50.00
07/01/2020

Allocate

Trip Start Date: 07/01/2020

Trip End Date: 06/30/2021

Description:

Transaction Amount: 50.00

Currency: US, Dollar

Comment:

Cancel Save

💡 Check with your Budget Coordinator for the amount that you can claim for parking allowance.

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Adding Mileage Expense

Step 1: If you plan to have mileage on your blanket travel request, click on **Add** and select **Mileage**.

EXPECTED EXPENSES

Add Allocate Delete

Search for an expense type

^ 02. Transportation

Parking

^ Mileage

Step 2: Enter the amount you are allowed for mileage in the **Distance** box.

Then click on **Save**.

New Expense: Mileage \$0.00
07/01/2020

Allocate

Trip Start Date: 07/01/2020

Trip End Date: 06/30/2021

Destination City *: US - Fullerton, California

Description:

Distance *: 300

Amount: 0.575

Transaction Amount:

Currency: US, Dollar

Comment:

Cancel Save

💡 Check with your Budget Coordinator for the distance amount that you can claim.

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Blanket Travel Request Checklist

💡 If you would like to use a checklist, please click on [Blanket Travel Request Checklist](#).

Need more help?

📘 Contact Concur Support at concur@fullerton.edu or at 657-278-3600.