

Submitting Travel : Blanket Travel

Start:

NOTE

Used only if driving off campus for university related business (ie: supervision of student teachers)
 ***Only mileage & parking can be claimed. Any other expenses from travel would mean it is a regular DOMESTIC travel request.

Blanket Travel

Step 1
 Submit Blanket travel request for fiscal year

Step 2
 Travel to schools/off site locations

Report is from 1st of the month to last day of the month

Step 3
 An expense report would be submitted once a month at the end of the month.

Report is **due by 15th** of the **following** month

Step 4
 After the fiscal year ends (**June 30th**), traveler would close blanket travel request for the fiscal year

Travel process is complete