

QUICK GUIDE: CREATING BLANKET REQUESTS

1. Fill out the header with the appropriate information
 - a. Trip Name: Blanket Request FY XX (this is a suggestion, and can be changed to meet your needs)
 - b. Start Date: 07/01/20XX
 - c. End Date: 06/30/20XX
 - d. Trip Purpose: Blanket Request
 - e. Destination City: Jonesboro, Arkansas
 - f. Destination Country: United States
 - g. Traveler Type: Employee
 - h. Trip Type: In-State
 - i. Additional Information: Describe the business purpose of your travel
 - j. FOAP: Your appropriate FOAP
2. Click on the Expenses Tab.
3. Add at least one expense type, with a \$0.00 amount.
4. Click Submit.