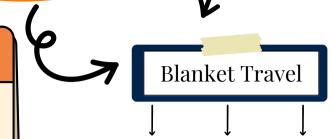
Submitting Travel: Blanket Travel

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.



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