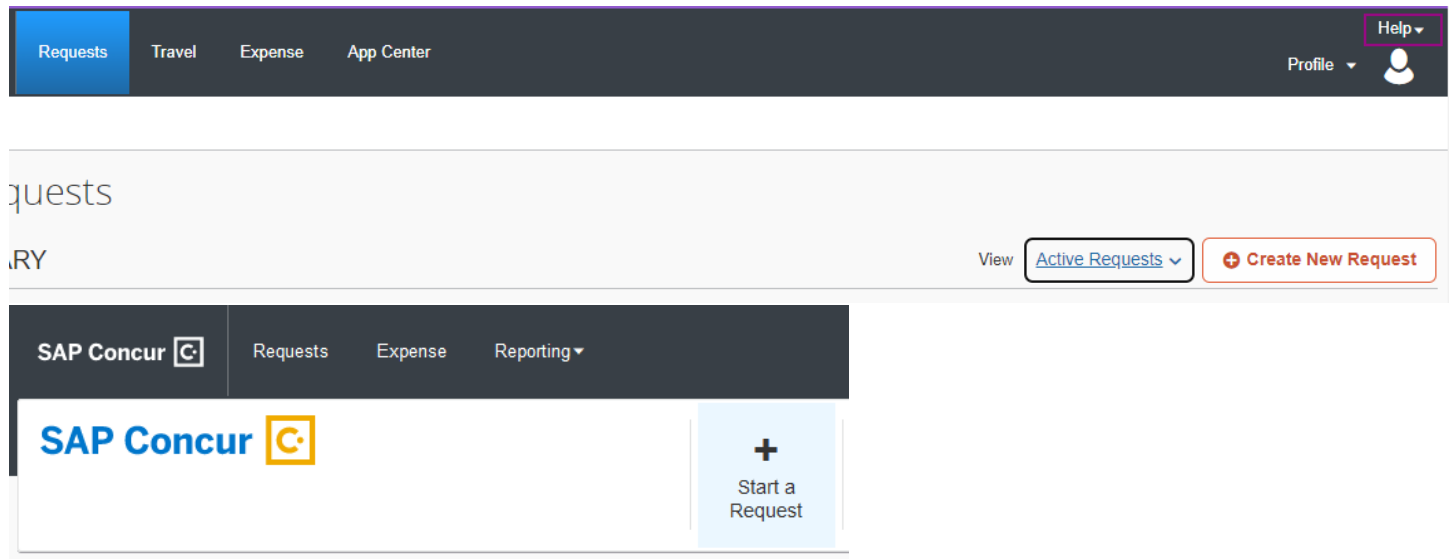


Create a Request

You can start a request by **Clicking** the Requests tab and then Create New Request or by **Clicking** Create a Request on the Quick Task Bar on the home page.

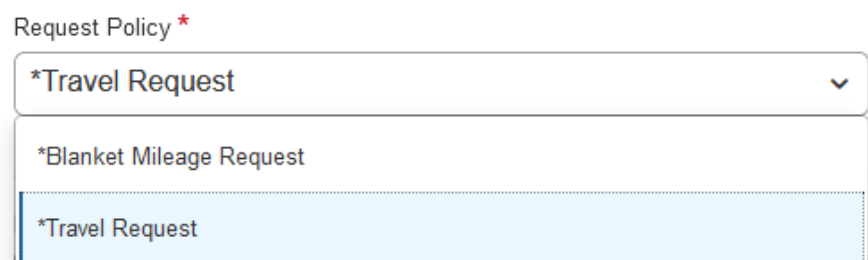


Request Policy - This Automatically defaults to the Travel Request Policy!

You may select Blanket Mileage instead via the drop-down arrow.

Travel Request - Travel outside of local mileage. Including in state, out of state and foreign travel.

Blanket Mileage -Travel that is only within *local* mileage



Document ID - This number uniquely identifies the travel per traveler.

(Examples: DoeJ.Dallas052422 or DoeJ.Blanket030123)

Last Name First Initial.+Destination City + Last Day of Travel

City of Travel - If several cities are involved use the last city name or enter Blanket for local mileage

Last Date of Travel - MM/DD/YYYY (*Example: 01/01/2023*)

Traveler Type - This is predetermined by the Concur setup and cannot be changed.

Duration (Days) - Days will automatically be calculated once the Travel Start and Travel End Dates have been entered. (*Not on Blanket mileage form*)

Travel Start Date and Travel End Dates - Enter the date travel will begin and end either by entering using calendar icon or manual entry using **MM/DD/YYYY** format.

Number of Personal Days & List Personal Days - Enter the *number of personal days* then list the dates in **MM/DD/YYYY** format in the List Personal Days field. **If none, enter 0.**
(*Not on Blanket mileage form*)

Number of Personal Days *

1

List Personal Days

01/08/23

Purpose of Travel - Select drop-down arrow and **select** purpose that most closely aligns with travel

Benefit - Provide a detailed benefit statement that describes the **benefit to UHCL** for travel, **do not** use acronyms or abbreviations. **Limit to 500 characters.**