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: 54321Dallas052422 or 987654Blanket030123)

Vendor ID - Enter without leading zeroes (Example: 987654 instead of 0000987654)
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)

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.