CREATING A BLANKET TRAVEL AUTHORIZATION

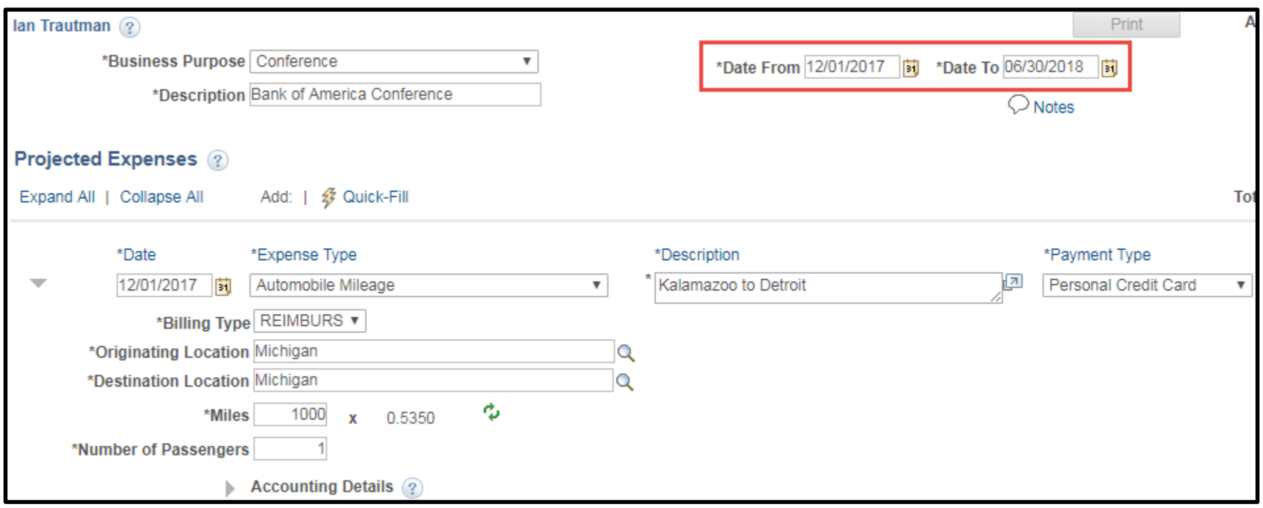
*****When creating a blanket authorization, you cannot backdate to a previous date. Please make sure that you make the "Date From" be a date a week in advance of the submit date (NOT the date of submission) to give approvers enough time to approve the authorization.**

Creating a blanket travel authorization from an existing authorization makes it easier for the traveler or their delegate by having preselected expense lines. Follow the navigation below to create a new authorization.

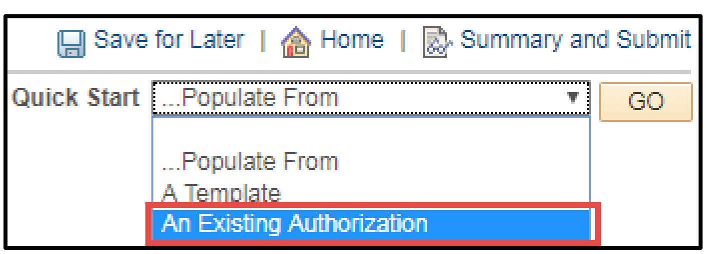
(From the PeopleSoft Financials home page)

1) **Select the "WMU Travel Authorizations" tile**
2) **On the "Create/Modify" screen select the "Add" button**

Create a travel authorization using the date range desired for the blanket authorization (see note above for further instruction). Add the expense types that will be commonly used, fill in the necessary details and submit for approval. ***** Make sure to add any notes about the blanket travel into the "Notes" link underneath the date range.**



When the traveler knows a trip is coming that falls under that blanket authorization, follow the navigation below to create a new travel authorization and from the "**Quick Start**" drop down menu at the top left of the authorization select "**An Existing Authorization**" and select "**GO**".



Change the dates to search for a trip if necessary and hit the “**Select**” button on the authorization to use.

1) Update the trip dates
2) Update any detail information (including the amount if different)
3) When travel authorization is complete select the “**Summary and Submit**” button to submit for approval.