



Travel Operations  
College Park 300  
Email: [travel@fullerton.edu](mailto:travel@fullerton.edu)

### Checklist for the Blanket Travel Authorization Form

**Blanket authorization for mileage, self parking, and approved business meals charged to a Procurement Card (Directive 11 is required for business meals)**

If the traveler is currently employed by CSU Fullerton (state employee), submit approved Travel Authorization Form (blanket authorization in California for travel dates within a fiscal year) to Travel Operations, CP-300. The fiscal year is from July 1st to June 30th.

#### Department and Preparer Information:

- Fiscal Year
- Division
- Department Name
- Department ID (only one Department ID permitted)
- Purpose
- Select One: Original or Revision
- Preparer's Name
- Preparer's Phone No.
- Preparer's Email

#### Traveler Information:

1. **CSUF Employee Name**  
Type the first and last name for each CSUF employee.
2. **CWID Number**  
Type the employee's CWID number.
3. **Chartfield (account-fund-department-program-class-project)**  
Fill in the required fields (account – use 606001).
  - The required fields are account (6), fund (5), and department (5).
  - The optional fields are program (4), class (5), and project (8).
4. **Estimated Amount**  
Fill in the estimated amount for only mileage, parking, and business meals charged to a Procurement Card.
5. **Maximum Amount Allowed (optional)**  
If a Department does not wish to exceed a maximum amount, **fill in the maximum amount**.  
Leave blank if no maximum amount.

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6. Employee's Signature (agree to terms below)  
The traveler's signature is required (signature must be original).
7. Date  
Fill in the date the traveler signed the form.
8. Check if Private Vehicle or University Vehicle  
Private Vehicle:
  - On a scheduled work day, mileage is calculated from the lesser of the two locations (traveler's headquarters or a traveler's residence).
  - On a scheduled day off, mileage is calculated from the traveler's residence.University Vehicle (only for University Police, Physical Plant, etc.):  
[Discontinuation of Campus Motorpool](#)
9. Driving Requirements  
Private Vehicle:
  - **AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE DEPARTMENT OF MOTOR VEHICLES** (INF 254) is required if a private vehicle or University vehicle will be used for travel. Submit the completed INF 254 form to University Police, UPD. A new INF 254 form must be submitted to University Police when the traveler's Driver License expires. [Click here](#).
  - **AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS** (STD 261) is required if a private vehicle will be used for travel. Submit a copy of the approved STD 261 form or renewal form with the required approval to Travel Operations (CP-300) every fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>). [Click here](#).
  - The **University approved Defensive Driver Training class** is required if a private vehicle or University vehicle will be used for travel. A Defensive Driver Training class must be taken every four years. If you have any questions about the class schedule or on-line training, send an email to Melissa Dominguez at [mdominguez@fullerton.edu](mailto:mdominguez@fullerton.edu).University Vehicle:
  - **AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE DEPARTMENT OF MOTOR VEHICLES** (INF 254) is required if a private vehicle or University vehicle will be used for travel. Submit the completed INF 254 form to University Police, UPD. A new INF 254 form must be submitted to University Police when the traveler's Driver License expires. [Click here](#).
  - The **University approved Defensive Driver Training class** is required if a private vehicle or University vehicle will be used for travel. A Defensive Driver Training class must be taken every four years. If you have any questions about the class schedule or on-line training, send an email to Melissa Dominguez at [mdominguez@fullerton.edu](mailto:mdominguez@fullerton.edu).
10. Accounts Payable/Travel Operations Use Only  
Leave blank (completed by Travel Operations).  
If a "Revision" – fill in the travel document number.
11. Approval(s)  
The required approver's signatures are required (all signatures must be original).



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**Additional forms required**

- Academic Affairs Division Request for Exception to Travel & Equipment Restrictions – form must be attached to Travel Authorization if the fund is THEFD
- Statement of Certification for Student Travel - (Student employee) form must be attached to Travel Authorization

**NOTE:**

- Effective July 1, 2007 a Travel Expense Claim for blanket travel must be submitted to Travel Operations on a monthly basis and only for the travel dates for that month.
- Travel dates for different months must be listed on separate Travel Expense Claims and not combined on one Travel Expense Claim to avoid duplicate payments.