

Travel Operations
College Park 300
Email: travel@fullerton.edu

**Blanket Travel Request
Travel Expense Claim (blanket mileage)
Policy and Procedures (travel prior to 12/1/14)**

Blanket Travel Request

The Blanket Travel Authorization is for travel within California, travel dates within a fiscal year and only to be used for the following expenses:

- 1) Mileage
- 2) Self-parking
- 3) Toll
- 4) Approved business meals (excluding alcohol beverages and tobacco) charged to a Procurement Card (approved Directive 11 required and must be attached to the Travel Expense Claim)

The fiscal year is from July 1st to June 30th

Submit approved Blanket Travel Authorization Form for travel dates between July 1st and June 30th to Travel Operations, CP-300

The Travel Authorization Blanket [Excel] Form is located on the Travel Operations website under Travel Forms

The link is: <http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.asp#Travel>

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, student employee or student
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 travel within California and only to be used for the following expenses: mileage, self-parking, toll, and business meals charged to a Procurement Card

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AUTOMOBILE (private vehicle)

Motorcycle, except those of University police department employees on motorcycle assignment, shall not be authorized for use on official University business, nor shall any reimbursement be made for the use of such vehicles.

Non-Reimbursable Expenses: Fast Track (or equivalent)

- Exceptions for Fast Track expenditures that arise because of special or unusual circumstances must be documented and approved by the appropriate approving authority

Private Vehicle Mileage (no reimbursement when the traveler uses a privately owned motorcycle or motor-driven cycle)

The mileage reimbursement rate is

- 0.56 per mile for business travel on January 1, 2014 through December 31, 2014
- 0.565 per mile for business travel on April 1, 2013 through December 31, 2013
- 0.50 per mile for business travel on January 1, 2010 through March 31, 2013

Normal Work Location is defined as the place where the major portion of an employee's working time is spent or the place to which the Employee's department determines what constitutes an individual employee's work location for the purpose of these procedures

University business travel occurs on a scheduled work day, mileage is calculated:

- If departing from the traveler's normal work location, mileage may be claimed from work location to destination
- If departing from the traveler's residence, mileage may be claimed from the lesser of the two locations (from traveler's work location to destination or from traveler's residence to destination)
- If returning to the traveler's normal work location, mileage may be claimed from destination to work location
- If returning to the traveler's residence, mileage may be claimed from the lesser of the two locations (from destination to traveler's work location or from destination to traveler's residence)

University business travel occurs on a regularly scheduled day off, mileage is calculated:

- From the traveler's residence

Expenses for travel between the traveler's residence and normal work location (commuting expense) shall not be allowed

School Site Teach Candidate Supervisor (CALState TEACH)

- In their roles as School Site Teacher Candidate Supervisors, faculty will be reimbursed in accordance with the Memorandum of Understanding between the California Faculty Association and California State University
- This Memorandum may be found at http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml

Mileage from CSUF to some frequently visited locations (one way)

- Azusa Pacific University – 24 miles
- Cal Poly Pomona – 15 miles
- Cal State Fullerton Irvine Campus (new campus located at 3 Banting) - 21 miles
- Cal State Fullerton Irvine Campus (old campus located at 7314 Trabuco Road) - 19 miles
- CSU Bakersfield - 141 miles
- CSU Dominguez Hills, Carson - 24 miles
- CSU Fresno - 253 miles
- CSU Long Beach - 25 miles
 - Note: until the 7th Street Bridge reopened on April 29, 2012 - mileage was temporary 27 miles to CSULB during the closure of the 7th Street Bridge
- CSU Los Angeles - 27 miles
- CSU Northridge – 56 miles
- CSU San Bernardino - 53 miles
- Chancellor's Office, Long Beach – 31 miles
- John Wayne (Orange County) Airport – 17 miles
- Los Angeles International Airport – 36 miles
- Ontario International Airport – 27 miles
- Rio Hondo Community College, Whittier - 23 miles

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- San Diego State University – 99 miles
 - UC Irvine - 20 miles
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.
6. Employee's Signature (agree to terms below)
The traveler's signature (employee, student employee or student) 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** (only for University Police, Physical Plant, etc.)
[Discontinuation of Campus Motorpool](#)
9. Check the Appropriate Box
Faculty / Staff
Student Employee
Student
10. Driving Requirements
<http://rmehs.fullerton.edu/DrivingOnCampus.asp>
Questions about these requirements, contact the Office of University Risk Management on ext. 4937.

Private Vehicle:

- **Be 18 years of age or older, must have a valid California or other State driver's license, and have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination or more than three thereof) during the past twelve month period.** The driver and all passengers in any vehicle driven on University business must wear a seat belt and all accidents must be reported to University Police or the Office of University Risk Management within 48 hours.
- **AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE DEPARTMENT OF MOTOR VEHICLES** (INF 254 – Request for Driver's License Information) is required if driving a private vehicle on University business. Submit the completed INF 254 form to University Police, UPD. A new completed INF 254 form must be submitted to University Police. <http://rmehs.fullerton.edu/documents/forms/INF254.pdf>
- **AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS** (STD 261) is required if driving a private vehicle on University business. Submit a copy of the approved STD 261 form or renewal form with the required approval (traveler's supervisor) to Travel Operations (CP-300) or fax a copy to 278-5816 every fiscal year (July 1st to June 30th). <http://finance.fullerton.edu/Documents/Controller/Travel/Forms/PrivateVehicleUse.pdf>. If driver's license expiration date on form has expired, must update before submitting a renewal copy.
- The **University on-line Defensive Driver Training** must be completed once every four years if driving a private vehicle on University business. Contact the Employee Center employeetrainingcenter@fullerton.edu or ext. 2064 if any questions on how to log on.

University Vehicle:

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- 11. Accounts Payable/Travel Operations Use Only
Leave blank (completed by Travel Operations)

If a "Revision" – fill in the travel document number
- 12. Approval(s)
The required approver's signatures are required (all signatures must be original)

Additional forms required

- For a CSUF student traveling on University business
 - Release of Liability, Promise Not To Sue, Assumption of Risk and Agreement To Pay Claims
 - Student conduct Agreement Travel Related Event or Activity
 - Documentation explaining the University business purpose travel



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Travel Expense Claim (blanket mileage)

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

AUTOMOBILE (private vehicle)

Motorcycles, except those of University police department employees on motorcycle assignment, shall not be authorized for use on official University business, nor shall any reimbursement be made for the use of such vehicles.

Complete the **Monthly Mileage Details Form**. The Completed Monthly Mileage Details Form must be attached to Travel Expense Claim

The Monthly Mileage Detail [Excel] is located on the Travel Operations website under Travel Forms
The link is: <http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.asp#Travel>

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Complete the **Travel Expense Claim** (If more than one page, each page of the Travel Expense Claim must be signed by the claimant and approver).

The mileage reimbursement rate must be selected from the drop down box in the Mileage Claimed (15) section on the Travel Expense Claim in order for the form to calculate the Private Vehicle Amount (8D)

- Select the appropriate mileage rate from the drop down box located just below “Select appropriate mileage rate
- Fill in the number of miles under Private Vehicle Use (8D)

Type “Monthly Mileage Details attached” in column 4 on the first row and enter the total number of miles in column 8 (D)

Enter expenses for self-parking and/or tolls in appropriate column and day (receipt required for \$25 or more)

Enter expenses for approved business meals charged to a Procurement Card in appropriate column and day (itemized receipt showing proof of payment and approved Directive 11 is required)

Non-Reimbursable Expenses: Fast Track (or equivalent)

- Exceptions for Fast Track expenditures that arise because of special or unusual circumstances must be documented and approved by the appropriate approving authority