Blanket Travel Request

Travel Expense Claim (blanket mileage)

Policy and Procedures (travel on or after 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) Parking (reasonable charges for parking) and Toll
3) 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](http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.asp#Travel)

<table>
<thead>
<tr>
<th>Department and Preparer Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Fiscal Year</td>
</tr>
<tr>
<td>□ Division</td>
</tr>
<tr>
<td>□ Department Name</td>
</tr>
<tr>
<td>□ Department ID (only one Department ID permitted)</td>
</tr>
<tr>
<td>□ Purpose</td>
</tr>
<tr>
<td>□ Select One: Original or Revision</td>
</tr>
<tr>
<td>□ Preparer’s Name</td>
</tr>
<tr>
<td>□ Preparer’s Phone No.</td>
</tr>
<tr>
<td>□ Preparer’s Email</td>
</tr>
</tbody>
</table>

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<th>Traveler Information:</th>
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</thead>
<tbody>
<tr>
<td>1. CSUF Employee / Student Employee / Student</td>
</tr>
<tr>
<td>Type the first and last name for each CSUF employee, student employee or student</td>
</tr>
<tr>
<td>2. CWID Number</td>
</tr>
<tr>
<td>Type the employee’s CWID number</td>
</tr>
<tr>
<td>3. Chartfield (account-fund-department-program-class-project)</td>
</tr>
<tr>
<td>Fill in the required fields (account – use 606001).</td>
</tr>
<tr>
<td>• The required fields are account (6), fund (5), and department (5)</td>
</tr>
<tr>
<td>• The optional fields are program (4), class (5), and project (8)</td>
</tr>
<tr>
<td>4. Estimated Amount</td>
</tr>
<tr>
<td>Fill in the estimated amount for travel within California and only to be used for the following expenses: mileage, parking, toll, and business meals charged to a Procurement Card</td>
</tr>
<tr>
<td>AUTOMOBILE (private vehicle)</td>
</tr>
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</table>
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:
- 0.575 per mile for business travel on January 1, 2015 through December 31, 2015.
- 0.56 per mile for business travel on January 1, 2014 through December 31, 2014.

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.

Commute expenses are under Human Resources authority and are NOT travel expenses.

Questions: Contact Ramon Knox in HR at ext. 4089.

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](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.
- 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.
- UC Irvine - 20 miles.

Mileage from CSUF to the Chancellor Office and from CSUF to another CSU campus (one way):
[https://csyou.calstate.edu/Policies/icsuam/Documents/3000/All_Campus_Mileage_Chart_201210.pdf](https://csyou.calstate.edu/Policies/icsuam/Documents/3000/All_Campus_Mileage_Chart_201210.pdf)
- Chancellor Office – 28 miles.
- CSUB – 142 miles.
- CSUCI – 85 miles.
- CSU Chico – 500 miles.
- CSUDH - 26 miles.
- CSUEB – 389 miles.
- CSU Fresno - 255 miles.
- HSU – 682 miles.
- Irvine Campus (located at 3 Banting) - 21 miles.
- CSULB - 22 miles.
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- CSULA - 28 miles
- Maritime – 413 miles
- CSUMB – 356 miles
- CSUN – 54 miles
- Cal Poly Pomona – 16 miles
- CSU Sac – 417 miles
- CSUSB – 52 miles
- SDSU – 99 miles
- SFSU – 418 miles
- SISU – 369 miles
- SLO – 231 miles
- San Marcos – 77 miles
- Sonoma – 452 miles
- Stanislaus – 332 miles
- CSU Sac – 417 miles
- Cal Poly Pomona – 16 miles
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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. Signature
   Employee / Student Employee / Student
   The traveler’s original signature (employee, student employee or student) is required

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.

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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
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.
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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 reasonable 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)

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