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)
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)

A Travel Request for a specific trip is required if there will be any other types of travel expenses (e.g., registration fee, lodging, transportation, etc.) regarding of the form of payment.

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 (if a Revision – fill in the travel document number)
- Preparer’s Name
- Preparer’s Phone No.
- Preparer’s Email

Traveler Information:

1. CSUF Employee / Student Employee / Student
   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, parking, and business meals charged to a Procurement Card

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)
- A justification memo signed by the Division Vice President and President for exceptions for Fast Track expenditures must be attached to the Travel Expense Claim

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

The mileage reimbursement rate is
- 53.5 cents per mile for business travel on January 1, 2017 through December 31, 2017
- 54 cents per mile for business travel on January 1, 2016 through December 31, 2016

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 their department determines what constitutes an individual employee’s work location for the purpose of these procedures

Direct trips between the employee’s residence and their designated work location are considered commuting miles and are not reimbursable

University business travel (excluding commuting miles) 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 (excluding commuting miles) occurs on a regularly scheduled day off, mileage is calculated:
- From the traveler’s residence to destination

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/icsum/Documents/3000/All_Campus_Mileage_Chart_201210.pdf](https://csyou.calstate.edu/Policies/icsum/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
Blaknort Travel Request
Travel Expense Claim (blanket mileage)
Policy and Procedures (travel on or after 12/1/14)

- CSUEB – 389 miles
- CSU Fresno - 255 miles
- HSU – 682 miles
- Irvine Campus (located at 3 Banting) - 21 miles
- CSULB - 22 miles
- 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
- SJSU – 369 miles
- SLO – 231 miles
- San Marcos – 77 miles
- Sonoma – 452 miles
- Stanislaus – 322 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. 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 (a student traveling on University business – an explanation is required in the Purpose section)
   - Travel is considered to have a University business purpose if the travel:
     - Directly supports a faculty member’s project or research program
     - Is an integral part of the graduate student’s degree work
     - Is required for attendance at student-oriented meetings, student government events, and the like
     - Enables the student to attend a conference to present research findings for the University or to act in some other capacity on behalf of the University

10. Driving Requirements (driving on University business)
    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.
• Submit an original completed AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE DEPARTMENT OF MOTOR VEHICLES (INF 254 – Request for Driver’s License Information) to University Police, UPD.
  http://rmehs.fullerton.edu/_documents/forms/INF254.pdf
• AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS (STD 261) is only required if driving a private vehicle on University business. The original STD 261 form is retained with the department supervisor and must be renewed every fiscal year (July 1st to June 30th). If driver’s license expiration date on STD 261 form has expired, must write the current expiration date on form.
  http://finance.fullerton.edu/Documents/Controller/Travel/Forms/PrivateVehicleUse.pdf
• The University on-line Defensive Driver Training must be completed once every four years. Contact the Employee Center employet rainingcenter@fullerton.edu or ext. 2064 if any questions on how to log on.

University 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.
• Submit an original completed AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE DEPARTMENT OF MOTOR VEHICLES (INF 254 – Request for Driver’s License Information) to University Police, UPD.
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11. Approval(s)
The approver’s signature is required (all signatures must be original)
• Final approver - per the Delegation of Authority (DOA) for Travel Requests
• If the traveler and responsible person is the same, an approval from the next higher level is required

Additional forms required
  ➢ For a CSUF student traveling on University business
    o Release of Liability, Promise Not To Sue, Assumption of Risk and Agreement To Pay Claims
    o Student conduct Agreement Travel Related Event or Activity
    o An explanation in the Purpose section on the Blanket Travel Request or documentation explaining the University business purpose
Blanket Travel Request
Travel Expense Claim (blanket mileage)
Policy and Procedures (travel on or after 12/1/14)

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](http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.asp#Travel)

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

**The mileage reimbursement rate is**
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- 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).

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- From the traveler’s residence to destination.

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https://csyou.calstate.edu/Policies/icsum/Documents/3000/All_Campus_Mileage_Chart_201210.pdf

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- SDSU – 99 miles
- SFSU – 419 miles
- SJSU – 369 miles
- SLO – 231 miles
- San Marcos – 77 miles
- Sonoma – 452 miles
- Stanislaus – 322 miles

Complete the Travel Expense Claim (If more than one page, each page of the Travel Expense Claim must be signed by the claimant and the 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 (8D)

Enter expenses for reasonable parking in appropriate column and day

- On or after November 1, 2016 - receipt required for $75 or more
- Prior to November 1, 2016 – 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 an approved Directive 11 are required

Non-Reimbursable Expenses: Fast Track (or equivalent)

- A justification memo signed by the Division Vice President and the President must be attached to the Travel Expense Claim

The claimant’s original signature (employee, student employee or student) is required

The approver’s signature is required (all signatures must be original)

- Authorized approver - per the Delegation of Authority (DOA) for Travel Expense Claims
- If the traveler and responsible person is the same, an approval from the next higher level is required
Submit Travel Expense Claim and Mileage Details Log to Travel Operations CP-300

- Travel on or after November 1, 2015 – a monthly claim must be submitted within 60 days from the last day of the month for the expenses
  - Example: Blanket mileage for the month of December 2015 must be submitted by February 29, 2016
- Travel prior to November 1, 2015 – monthly claims must be submitted within 30 days from the last day of the month for the expenses
  - Example: Blanket mileage for the month of September 2015 must be submitted by October 30, 2015
RESPONSIBILITY – Traveler, Approving Authority, and Travel Operations

TRAVELER RESPONSIBILITY

Individuals traveling on official University business must familiarize themselves with and adhere to the CSU Travel Policy and these procedures. Travelers must ensure they have documented authorization to travel prior to embarking on the trip and/or prior to making non-cancellable travel arrangements.

Travelers should make certain that the business related expenses they incur are ordinary, reasonable, not extravagant, and necessary for the purpose of the trip.

The person due the reimbursement for travel costs incurred is responsible for:

a. Submitting travel claims within 60 days from the return of the trip (travel on or after November 1, 2016) and within 30 days from the return of the trip (travel prior to November 1, 2016)
b. Providing the business purpose and inclusive dates of each trip

c. Certifying he/she:
   o Received authorization to travel
   o Traveled on official business
   o Actually spent the amount for listed expenses
   o Has verified that the amount due is accurate
   o Has not and will not seek reimbursement for (1) a duplicate claim or (2) from any other source

In the event that an employee received reimbursement for travel related expenses and subsequently receives a full or partial refund related to those expenses, the refunded amount must be returned to the University within 30 days of receipt.

APPROVING AUTHORITY RESPONSIBILITY

The approving authority designated to approve travel claims ensures all expenses are reasonable in terms of price, purpose, and necessity.

The approving authority is responsible for:

a) Ensuring expenses charged to his/her accounts are supported by sufficient funds and ensuring appropriateness of use of funds

b) Ensuring expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate

c) Validating, to the extent possible, that the expenses listed were actually incurred by the employee and that appropriate supporting documentation is attached

d) Reviewing and approving the business purpose and ensuring the request is in compliance with any applicable sponsored project/grant requirements

e) Approving/denying payment of the travel claim in a timely manner

f) Denying expenses not directly related to official University business

TRAVEL OPERATIONS

Travel Operations will perform the following functions:

a. Review/audit for compliance with policy

b. Verify appropriate approver

c. Ensure appropriate documentation is submitted