



**BLANKET TRAVEL POLICY AND PROCEDURES**

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## BLANKET TRAVEL POLICY AND PROCEDURES

### BLANKET TRAVEL REQUEST (Concur)

#### Submit Blanket Travel Request in Concur - CSUF Employee and Student Employee (job-related)

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

- Mileage
- Parking (reasonable charges for parking)
- Approved business meals (excluding alcohol beverages and tobacco) charged to a Procurement Card - itemized receipt showing proof of payment and an approved Directive 11 (list of attendees) are required, 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.) regardless of the form of payment.

#### **Report/Trip Name** – naming convention

Blanket Travel FY Year-Year

Example for the current fiscal year 2017-2018: **Blanket Travel FY 2017-2018**

Refer to the Concur Quick Guides

<http://finance.fullerton.edu/concur/resources/>

Questions: email [concur@fullerton.edu](mailto:concur@fullerton.edu) or call ext. 7777

### BLANKET TRAVEL REQUEST (paper)

#### Prepare Blanket Travel Request

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

- Mileage
- Parking (reasonable charges for parking)
- Approved business meals (excluding alcohol beverages and tobacco) charged to a Procurement Card - itemized receipt showing proof of payment and an approved Directive 11 (list of attendees) are required, 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.) regardless of the form of payment.

The Blanket Travel Request is on the Travel Operations website under Travel Forms

<http://finance.fullerton.edu/documents/controller/Travel/Forms/TravelRequestBlanket.pdf>



## BLANKET TRAVEL POLICY AND PROCEDURES

Fill in the following information:

- Fiscal Year (the fiscal year is from July 1<sup>st</sup> to June 30<sup>th</sup>)
- Division
- Department Name
- Department ID (only one Department ID permitted)
- Purpose
  - For a CSUF Student or a CSUF Student Employee (non-job related) traveling on University business, an explanation in the Purpose section or documentation explaining the University business purpose is required
- Select One: Original or Revision (if a Revision – fill in the travel document number)
- Preparer's Name
- Preparer's Phone No.
- Preparer's Email
- First and Last Name - CSUF Employee / Student Employee / Student
- CWID Number
- Chartfield (account-fund-department-program-class-project)
  - Required fields for state funds – account (6), fund (5), and department (5)
  - Optional fields for state funds- program (4), class (5), and project (8)
- Estimate Amount
- Maximum Amount Allowed (optional)
  - Only required if a Department does not wish to exceed a maximum amount
  - Leave blank if no maximum amount
- Date
- Signature – Employee / Student Employee / Student (**original signature(s) required**)
- Check if Private Vehicle or University Vehicle will be used
  - University Vehicle - University Police, Physical Plant, etc.
- Check if CSUF Employee (Faculty / Staff)
- Check if CSUF Student Employee (job related)
- Check if CSUF Student or a Student Employee (non-job related)
  - 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; or
    - 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.
- Approval(s) - **Original signature(s) required**
  - 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.

### Student Travel Forms

For a CSUF Student or Student Employee (non-job related) traveling on University business, the following forms must be attached to the Blanket Travel Request:

Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims  
<http://rmehs.fullerton.edu/documents/forms/releaseofliabilitywriteable.pdf>



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Student conduct Agreement Travel Related Event or Activity  
<http://rmehs.fullerton.edu/documents/forms/Student%20Conduct%20Agreement.pdf>

### Submit Blanket Travel Request

Submit approved Blanket Travel Request for travel dates between July 1<sup>st</sup> and June 30<sup>th</sup> (Student Travel forms if applicable) to Travel Operations, CP-300.

## DRIVING REQUIREMENTS

### Requirements to Drive on University Business

#### 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 1<sup>st</sup> to June 30<sup>th</sup>). 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 [employeetrainingcenter@fullerton.edu](mailto:employeetrainingcenter@fullerton.edu) or ext. 2064 if any questions on how to log on.

#### Private Vehicle – Liability Insurance Coverage

An employee who regularly uses a private vehicle on University business is required to have and provide upon request satisfactory evidence of liability insurance coverage. Regular use is defined as more than four trips per calendar month.

When private vehicles are used on University business, the appropriate campus officials are responsible for requiring that employees have adequate liability insurance coverage.

The minimum prescribed liability insurance coverage is as follows:

- \$15,000 for personal injury to, or death of, one person;



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- \$30,000 for injury to, or death of, two or more persons in one accident; and
- \$5,000 for property damage.

When a privately owned vehicle operated by an employee is damaged by collision or receives other accidental damage, reasonable reimbursement for repairs incurred by the employee shall be allowed under the following conditions:

- The damage occurred while the vehicle was being used on official state business with the authorization of the employing University.
- The vehicle was damaged through no fault of the employee.
- The amount claimed is an actual loss to the employee, which is not recoverable either directly from or through the insurance coverage of any of the parties involved in the accident.
- The amount of the loss claimed does not result from a decision of an employee not to maintain collision coverage.
- The claim is processed in accordance with prescribed procedures.

### 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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The **University on-line Defensive Driver Training** must be completed once every four years. Contact the Employee Center [employeetrainingcenter@fullerton.edu](mailto:employeetrainingcenter@fullerton.edu) or ext. 2064 if any questions on how to log on.

Questions about the driving requirements: contact the Office of University Risk Management on ext. 4937.

### Exceptions

A justification memo signed by the Division Vice President and the President must be attached to the Blanket Travel Request, the Concur Blanket Expense Report or the paper Blanket Travel Expense Claim.

### Emergencies

Contact the Office of University Risk Management on ext. 4937.

## **BLANKET TRAVEL POLICY AND PROCEDURES**

### **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



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### 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

### TRAVEL EXPENSES

#### Business Meals (with an approved University Guest) charged to a Procurement Card

**Itemized receipt** showing proof of payment and an approved Directive 11 (list of attendees) are required.

#### Mileage (private vehicle)

##### The mileage reimbursement rate is

- 58 cents per mile for business travel on January 1, 2019 through December 31, 2019
- 54.5 cents per mile for business travel on January 1, 2018 through December 31, 2018

Motorcycles or motor-driven cycles, 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.

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 **regularly scheduled work day**, mileage is calculated:

##### If departing from

- a) The traveler's normal work location, mileage may be claimed from work location to destination
- b) 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)



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### If returning to

- a) The traveler's normal work location, mileage may be claimed from destination to work location
- b) 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 during a **regularly schedule day off**, mileage is calculated:

From the traveler's residence to destination

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  
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 – 332 miles



## BLANKET TRAVEL POLICY AND PROCEDURES

### Non-Reimbursable Expenses

Fast Track, Express Lane (or equivalent)

### Parking

Expenses for reasonable parking

- Receipt required - paid by a Procurement Card
- Receipt required for \$75 or more - paid by a Personal Credit Card or Cash

### Tolls

Excludes Fast Track, Express Lane (or equivalent)

Paid by a Procurement Card – receipt required

Paid by a Personal Credit Card or Cash – receipt required for \$75 or more

## Expense Report (Concur)

### Submit Expense Report

A monthly Expense Report must be submitted **within 60 days** from the last day of the month for the expenses.

**Example:** Blanket mileage for the month of December 2017 must be submitted by January 30, 2018

An Expense Report for blanket travel must be submitted on a monthly basis and only for the travel dates for that month.

**Report/Trip Name** – naming convention

Blanket Travel FY Year-Year

Example for the current fiscal year 2017-2018: **Blanket Travel FY 2017-2018**

Select **Blanket Travel (Mileage/Parking/Tolls)** for the Report /Trip Purpose

### Day Trips

Departure time and return time for each day is required.

Refer to the Concur Quick Guides

<http://finance.fullerton.edu/concur/resources/>

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Questions: email [concur@fullerton.edu](mailto:concur@fullerton.edu) or call ext. 7777

### Change of Address

Send an email to DL-Travel to update the traveler's home address in the Accounts Payable system.

### Travel Expense Claim and Monthly Mileage Details (paper)

#### Travel Expense Claim

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.

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 2017 must be submitted by January 30, 2018

#### Prepare Monthly Mileage Details

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  
[http://finance.fullerton.edu/documents/controller/accountspayable/forms/MonthlyMileageDetail\\_Current.pdf](http://finance.fullerton.edu/documents/controller/accountspayable/forms/MonthlyMileageDetail_Current.pdf)

#### Prepare Travel Expense Claim

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)



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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

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 (list of attendees) are required

**If address has changed**, check the box. The traveler's home address will be updated in the Accounts Payable system.

The **claimant's original signature is required** (employee, student employee or student) - if more than one page, each page of the Travel Expense Claim must be signed by the claimant

The approver's signature is required (**all signatures must be original**) - If more than one page, each page of the Travel Expense Claim must be signed by the approver

- 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

### Attach Required Receipts and/or Documentation

Expenses for reasonable parking

- Receipt required – paid by a Procurement Card
- Receipt required for \$75 or more – paid by a Personal Credit Card or Cash

Business meals charged to a Procurement Card - **itemized receipt** showing proof of payment and an approved Directive 11 (list of attendees) are required

### Submit Travel Expense Claim and Monthly Mileage Details

Submit Travel Expense Claim and Mileage Details to Travel Operations CP-300

## ACCOUNTS PAYABLE/TRAVEL DIRECT DEPOSIT AUTHORIZATION

Complete and sign the **Accounts Payable/Travel Direct Deposit Authorization** form.

<http://finance.fullerton.edu/documents/controller/accountspayable/forms/AP-TravelDirectDepositAuthorization.pdf>

Attach a voided check to the Direct Deposit Authorization form and submit to Travel Operations CP-300.