Policy and Procedures
Blanket Travel Authorization and
Travel Expense Claim (blanket mileage)

Blanket Travel Authorization

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.aspx#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.
Non-Reimbursable Expenses: FastTrack (or equivalent)
  - Exceptions for FastTrack 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 0.50 per mile for travel on January 1, 2010 through December 31, 2011
  - Expenses for travel between the traveler’s residence and normal work location (commuting expense) shall not be allowed

On a scheduled work day, traveler departs and/or returns to their residence, mileage is calculated:
  - From the lesser of the two locations (traveler’s headquarters or traveler’s residence)

On a scheduled work day, traveler departs from their headquarters and/or returns to their headquarters, mileage is calculated:
  - From the traveler’s headquarters to destination or from destination to traveler’s headquarters

On a scheduled day off, mileage is calculated:
  - From the traveler’s residence

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: mileage is temporary 27 miles to CSULB due to closure of the 7th Street Bridge that is scheduled to reopen in April 2012)
  - 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
  - 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
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9. Check the Appropriate Box
   Faculty / Staff
   Student Employee
   Student

10. 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 1st to June 30th). Click here. If driver’s license expiration date on form has expired, must update before submitting a renewal copy.
        • 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. To enroll in a Defensive Driver Training (DDT) class, contact Environmental Health and Instructional Safety at 278-7233 or email employeetrainingcenter@fullerton.edu for the next scheduled training session and instructions to enroll in an online class. The Environmental Health and Instructional Safety web site is Defensive Driving Training Requirements.

    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.

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 employee (state employee)
  o Statement of Certification for Students Receiving University Funds for Travel – completed form must be attached to Blanket Travel Authorization for a student employee (employed by CSU Fullerton – state employee)
- For a CSUF student
  o Statement of Certification for Students Receiving University Funds for Travel – completed form must be attached to Blanket Travel Authorization for a student employee (employed by CSU Fullerton – state employee)
  o Release of Liability, Promise Not To Sue, Assumption of Risk and Agreement To Pay Claims
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.

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.aspx#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).
- Select the current mileage rate in box #15
- Type “Monthly Mileage Details Form attached” in column 4 on the first row and enter the total number of miles in column 8 (D)
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- Enter any expenses for self parking (receipt required for $25 or more), tolls or approved business meals charged to a Procurement Card (attach approved Directive 11 required ) in the appropriate column and day
- Non-Reimbursable Expenses: FastTrack (or equivalent)
  - Exceptions for FastTrack expenditures that arise because of special or unusual circumstances must be documented and approved by the appropriate approving authority