



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 or student employee (job related) traveling on University business

Travel related expenses must be ordinary, reasonable not extravagant, and necessary to conduct official University business.

CSU Travel Ban

All non-essential travel will be eliminated for FY 2020-2021.

Travel Updates are posted on the Travel Operations website under What's New.

https://adminfin.fullerton.edu/finance/ap_travel/

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

- **Mileage** (private vehicle, motorcycle use is not allowed)
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.
- **Parking** (reasonable charges for parking)

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.

Naming Convention

Report/Trip Name – Blanket Travel FY Year-Year

Example for fiscal year 2020-2021: **Blanket Travel FY 2020-2021**

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

Concur Quick Guides

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

Questions: email concur@fullerton.edu or call (657) 278-3600.

BLANKET TRAVEL POLICY AND PROCEDURES

BLANKET TRAVEL REQUEST (paper) – state funds or zero dollars

Prepare Blanket Travel Request – CSUF employee, student employee (job-related), student employee (non-job related) or student traveling on University business

Travel related expenses must be ordinary, reasonable not extravagant, and necessary to conduct official University business.

CSU Travel Ban

All non-essential travel will be eliminated for FY 2020-2021.

Travel Updates are posted on the Travel Operations website under What's New.

https://adminfin.fullerton.edu/finance/ap_travel/

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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.

Blanket Travel Request

https://adminfin.fullerton.edu/finance/ap_travel/documents/forms/travel/BlanketTravelRequest.pdf

Fill in the following information:

- Fiscal Year (the fiscal year is from July 1st to June 30th)
- 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



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- CWID Number
- Chartfield (account-fund-department-program-class-project)
 - Required fields for state funds – account (6), fund (5), and department (5)
Account: **606001**
 - 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:**
 - o Directly supports a faculty member's project or research program;
 - o Is an integral part of the graduate student's degree work;
 - o Is required for attendance at student-oriented meetings, student government events, and the like; or
 - o 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

Student Travel https://adminfin.fullerton.edu/finance/ap_travel/services/travel/Student.php

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
https://adminfin.fullerton.edu/finance/ap_travel/documents/forms/travel/ReleaseOfLiability.pdf

Student Conduct Agreement Travel Related Event or Activity
https://adminfin.fullerton.edu/finance/ap_travel/documents/forms/travel/StudentConductAgreement.pdf



BLANKET TRAVEL POLICY AND PROCEDURES

Submit Blanket Travel Request

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

For a CSUF Student or Student Employee (non-job related) the completed and signed Student Travel forms must be attached to their Blanket Travel Request.

DRIVING REQUIREMENTS

Questions regarding the driving requirements or required insurance, contact the **Office of University Risk Management** at (657) 278-7346 or (657) 278-8673.

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.

Authorization to Obtain Driving Records from the Department of Motor Vehicles (INF 254)

<https://police.fullerton.edu/documents/forms/Authorization%20to%20Obtain%20Driving%20Records%20from%20the%20Department%20of%20Motor%20Vehicles.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 STD 261 form.

Authorization to Use Privately Owned Vehicles on State Business (STD 261)

https://adminfin.fullerton.edu/finance/ap_travel/documents/forms/travel/AuthPrivateVehiclesStateBusiness.pdf

The **University on-line Defensive Driver Training** must be completed once every four years.

Questions on how to log on: email the Employee Training Center at employeetrainingcenter@fullerton.edu or call (657) 278-2064.



BLANKET TRAVEL POLICY AND PROCEDURES

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;
- \$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.

Expenses that can be recouped from insurance are not eligible for reimbursement. The amount reimbursed shall be based on receipts submitted by the employee to the individual who approved the travel.

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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BLANKET TRAVEL POLICY AND PROCEDURES

Questions on how to log on: email the Employee Center at employeetrainingcenter@fullerton.edu or call (657) 278-2064.

Emergencies

Contact the **Office of University Risk Management** at (657) 278-7346 or (657) 278-8673.

RESPONSIBILITY – Traveler, Approving Authority, and Travel Operations

Traveler Responsibility

Individuals traveling on official University business must familiarize themselves with and adhere to the Travel Policy and these procedures.

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

The traveler is responsible for:

- a. Submitting a monthly Concur Expense Report or Travel Expense Claim within 60 days from the last day of the month for the expenses.
- b. Providing the business purpose and inclusive dates/times of each trip.
- c. Certifying he/she:
 - o Was authorized to travel.
 - o Expenses are in compliance with the Travel Policy.
 - o Has not and will not seek reimbursement for (1) a duplicate claim or (2) from any other source.
 - o Has verified that the amount due is correct.
 - o Actually spent the amount for listed expenses.
 - o Traveled on official business.

In the event that the traveler 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 no later than 120 days after the expense was paid or incurred.

Approving Authority Responsibility

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



BLANKET TRAVEL POLICY AND PROCEDURES

The approving authority is responsible for:

- a) Ensuring expenses are charged to funds authorized for the purpose and in compliance with the Travel Policy.
- b) Ensuring expenses requested are ordinary, reasonable and 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 traveler 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 Concur Expense Report or Travel Expense 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 for compliance with policy.
- b. Verify appropriate approver.
- c. Ensure appropriate documentation is submitted.
- d. Process reimbursements and payments.

TRAVEL EXPENSES

Travel Related Expenses

Travel related expenses must be ordinary, reasonable not extravagant, and necessary to conduct official University business.

CSU Travel Ban

All non-essential travel will be eliminated for FY 2020-2021.

Travel Updates are posted on the Travel Operations website under What's New.

https://adminfin.fullerton.edu/finance/ap_travel/

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.

BLANKET TRAVEL POLICY AND PROCEDURES

Mileage (private vehicle)

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.

The mileage reimbursement rate is

- **56 cents per mile** for business travel on January 1, 2021 through December 31, 2021.
- **57.5 cents per mile** for business travel on January 1, 2020 through December 31, 2020.

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 returns during working hours upon completion of special assignments. The employee's department determines what constitutes an individual employee's work location for the purpose of these procedures consistent with the definition above.

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

Regularly Scheduled Work Day

University business travel to a workshop, conference, training, assignment location, etc. (excluding commuting miles) occurs on a regularly scheduled work day, mileage is calculated:

Departing from the traveler's normal work location, mileage may be claimed from work location to destination.

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)

Multiple Locations: Mileage may be claimed from destination to next destination

Returning to the traveler's normal work location, mileage may be claimed from destination to work location

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)

Regularly Scheduled Day Off

BLANKET TRAVEL POLICY AND PROCEDURES

University business travel from the traveler's residence to a workshop, conference, training, assignment location, etc. (excluding commuting miles) occurs on a regularly scheduled day off, mileage is calculated:

From the traveler's residence to destination

Multiple Locations: Mileage may be claimed from destination to next destination

From destination to the traveler's residence

Mileage from CSU Fullerton to the Chancellor's Office and from CSU Fullerton to another CSU campus (one way)
Per the Concur Mileage Calculator

- Cal Maritime (**Maritime**) – 421.8 miles
- Cal Poly Pomona (**Pomona**) – 15.9 miles
- Cal Poly San Luis Obispo (**SLO**) – 231 miles
- Cal State Fullerton Irvine Campus (**Irvine Campus**) – 20.3 miles
- CSU, Bakersfield (**CSUB**) – 150.8 miles
- CSU, Channel Islands (**CSUCI**) – 96.9 miles
- CSU, Chico (**CSU Chico**) – 512.4 miles
- CSU, Dominguez Hills (**CSUDH**) – 24.4 miles
- CSU, East Bay (**CSUEB**) – 397.5 miles
- CSU, Fresno (**CSU Fresno**) – 264.5 miles
- CSU, Long Beach (**CSULB**) – 23 miles
- CSU, Los Angeles (**CSULA**) – 32.8 miles
- CSU, Monterey Bay (**CSUMB**) – 350.8 miles
- CSU, Northridge (**CSUN**) – 68.8 miles
- CSU, Sacramento (**CSU Sac**) – 427.3 miles
- CSU, San Bernardino (**CSUSB**) – 50 miles
- CSU, San Marcos (**San Marcos**) – 79.3 miles
- CSU, Stanislaus (**Stanislaus**) – 341.8 miles
- Chancellor's Office (**CO**) – 28.3 miles
- Humboldt State University (**HSU**) – 689.9 miles
- San Diego State University (**SDSU**) – 100.3 miles
- San Francisco State University (**SFSU**) – 424.3 miles
- San Jose State University (**SJSU**) – 377.2 miles
- Sonoma State University (**Sonoma**) – 458 miles

Parking

Expenses for reasonable parking

- Charged to a Procurement Card – **itemized receipt.**
- Paid by a Personal Credit Card or Cash – **itemized receipt for \$75 or more.**



BLANKET TRAVEL POLICY AND PROCEDURES

Expense Report (Concur)

Submit monthly Expense Report

A monthly Expense Report (blanket travel) must be submitted for only travel dates for that month and **within 60 days** from the last day of the month for the expenses.

Example: Blanket mileage for the month of July 2020 must be submitted by August 31, 2020.

Travel dates for different months must be entered on appropriate Expense Report for that month and not combined on one Expense Report to avoid duplicate payments.

Naming Convention

Select **State Blanket Travel *New* FY 2019** for the Policy

Report/Trip Name – Blanket Travel Month Year

Example for the fiscal year 2020-2021: **Blanket Travel JUL 2020**

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

Day Trips - departure time and return time

Departure time and return time are required for each day.

Upload Required Itemized Receipts for reasonable parking and/or Documentation

Charged to a Procurement Card – **itemized receipt.**

Paid by personal credit card or cash – **itemized receipt for \$75 or more.**

University Advancement - effective February 2020

Refer to the University Advancement Concur Process for instructions and required documentation.
Questions: contact Don McDougall at (657) 278-7071.

Concur Quick Guides

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

Questions: email concur@fullerton.edu or call (657) 278-3600.



BLANKET TRAVEL POLICY AND PROCEDURES

Change of Address

Send an email to travel@fullerton.edu to update the traveler's home address in the Accounts Payable system.

Travel Expense Claim / Monthly Mileage Details (paper) - state funds

Travel Expense Claim

A monthly Travel Expense Claim (blanket travel) must be submitted for only travel dates for that month and **within 60 days** from the last day of the month for the expenses.

Example: Blanket mileage for the month of July 2020 must be submitted by August 31, 2020.

Travel dates for different months must be entered on appropriate Travel Expense Claim for that month and not combined on one Travel Expense Claim to avoid duplicate payments.

Chartfield (state funds)

Required fields: account (6), fund (5), and department (5)
Account (Travel In State): **606001**

Optional fields: program (4), class (5), and project (8)

Prepare Monthly Mileage Details

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

Monthly Mileage Details

https://adminfin.fullerton.edu/finance/ap_travel/documents/forms/travel/MonthlyMileageDetails.pdf

Prepare monthly 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).

Travel Expense Claim

https://adminfin.fullerton.edu/finance/ap_travel/documents/forms/travel/TravelExpenseClaim.pdf

BLANKET TRAVEL POLICY AND PROCEDURES

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).

Expense(s) for reasonable parking

- Enter the date of the expense in column (2).
- Enter the amount of the expense in column (8C).
- If expense was charged to a Procurement Card, also enter amount of expense(s) on row (12B) Expenses Paid By University.

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 Itemized Receipts for parking and tools and/or Documentation

Charged to a Procurement Card – **copy of itemized receipt.**

Paid by personal credit card or cash – **original itemized receipt for \$75 or more.**

Submit monthly Travel Expense Claim and Monthly Mileage Details (state funds)

Submit monthly Travel Expense Claim, Monthly Mileage Details, and required receipt(s) / documentation to Travel Operations, CP-300.



BLANKET TRAVEL POLICY AND PROCEDURES

ACCOUNTS PAYABLE/TRAVEL DIRECT DEPOSIT AUTHORIZATION form - CSUF Employees

The CSUF employee must complete and sign the **Accounts Payable/Travel Direct Deposit Authorization** form. Attach a pre-printed voided check or letter from the employee's bank with their checking account number and bank routing number to the Direct Deposit Authorization form. Submit the original Direct Deposit Authorization form to Travel Operations, CP-300.

[Accounts Payable/Travel Direct Deposit Authorization](#)