

# Blanket Travel Guide

## Trainings and Support for Concur

The links provided below have training guides and resources you can access if you have any questions regarding Concur or need help trouble shooting.

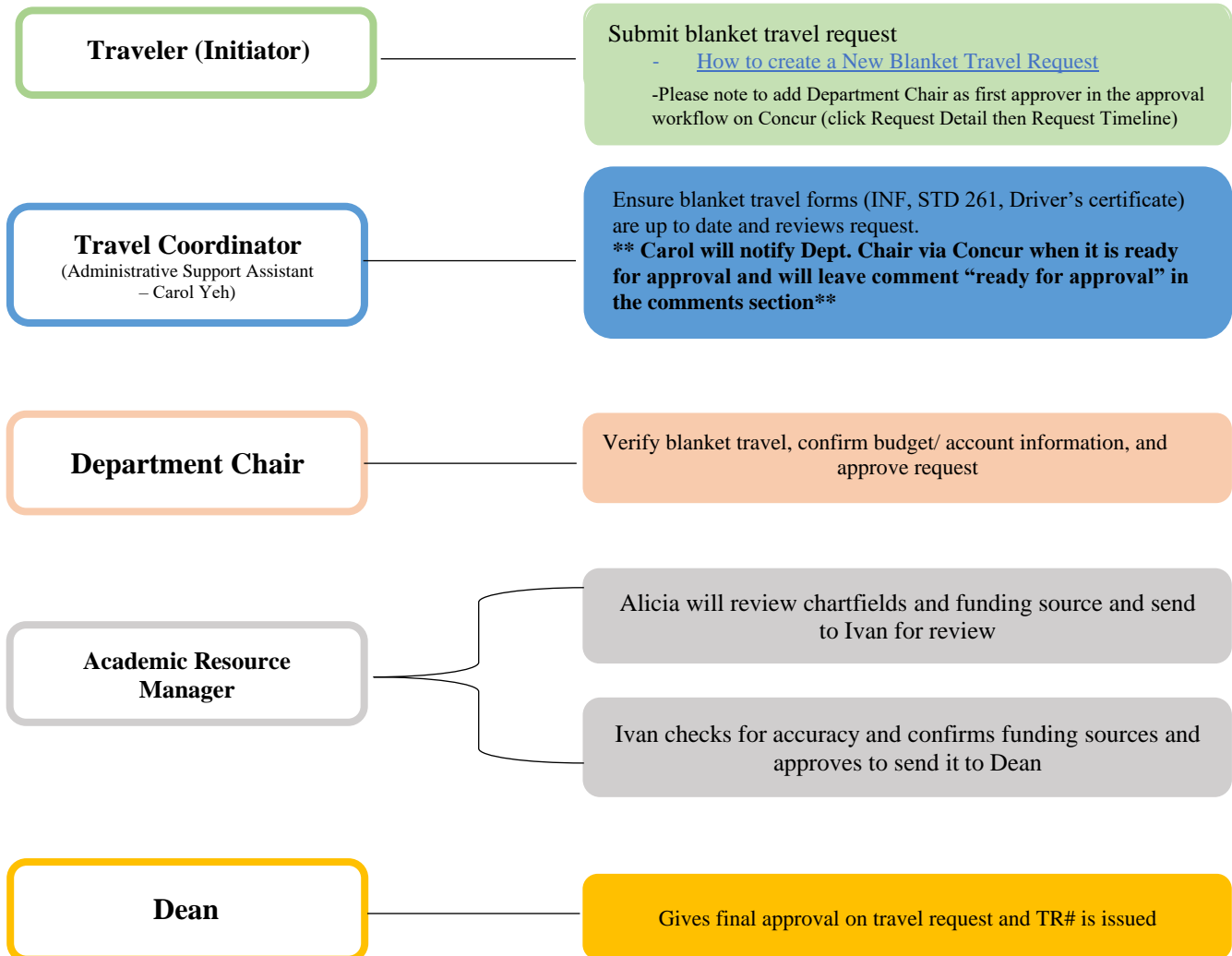
[Concur User Support](#)

[Concur Trainings](#)

[Concur Video Channel](#)

24/7 Help Line for User Support: 866-793-4040

## Blanket Travel Request Approval Workflow

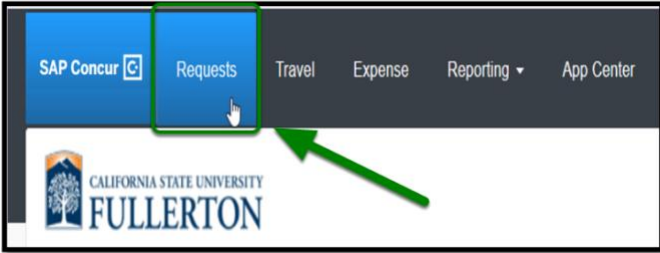


## Blanket Travel Request

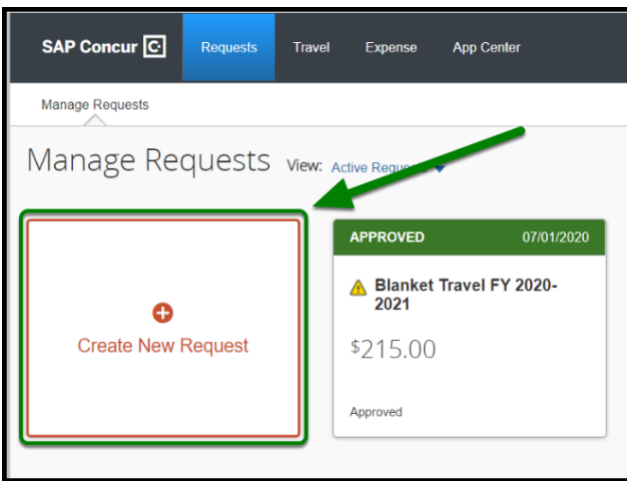
**Step 1:** Log into Concur using the CSUF Portal. You will see your Concur dashboard.

Click on **Requests**.

a. [Logging into Concur](#)

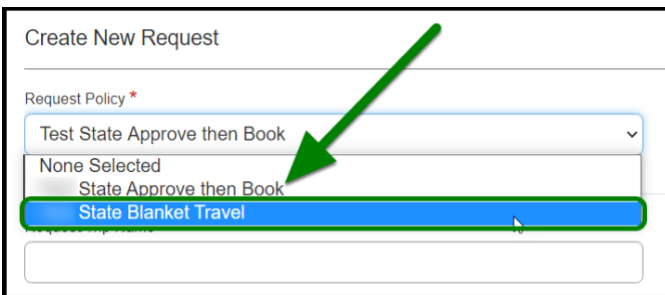


**Step 2:** Click on **Create New Request**.



### Request Header

**Step 1:** Change the Policy to **State Blanket Travel**.



**Step 2:** Enter in the Blanket Travel Fiscal Year box: **Blanket Travel FY Year – Year**.

**Example:** Blanket Travel FY 2023-2024



**Step 3:** Under *How will you book your travel*, leave it as **Outside of Concur**.

How will you book your travel? \*  
1. Outside of Concur

**Step 4:** Under *Trip Type*, leave it as **In-State**.

Trip Type \*  
In-State

**Step 5:** For Fiscal Year Start Date and Fiscal Year End Date select the Fiscal Year Dates.

**Example:**

- Fiscal Year Start Date: 07/01/2023
- Fiscal Year End Date: 06/30/2024

Fiscal Year Start Date \*  
07/01/2020

Fiscal Year End Date \*  
06/30/2021

### Report/Trip Purpose

**Step 1:** Under *Report/Trip Purpose*, leave it as **Blanket Travel (Mileage and Parking)**.

Report/Trip Purpose \*  
Blanket Travel (Mileage and Parking)

**Step 2:** Under *Traveler/User Type*, click on **Staff or Faculty**, as appropriate.

Traveler/User Type \*  
Staff  
None Selected  
Faculty  
Recruitment  
Staff  
Student

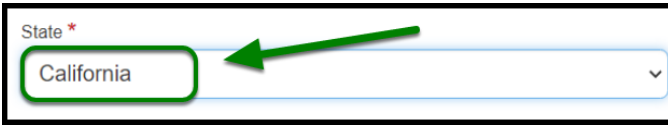
**Step 3:** Under *Purpose*, enter **Blanket Travel** and designate the year as example shows in the comments box.

Purpose \*  
Blanket Travel within California for FY 2020-2021

**Step 4:** Under *Main Destination City*, enter **Fullerton, California**.

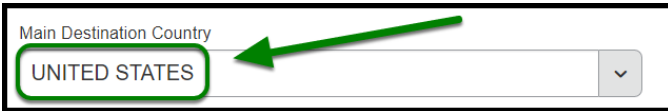
Main Destination City \*  
Fullerton, California

**Step 5:** Under *State*, leave it as **California**.



State \*  
California

**Step 6:** Under *Main Destination Country*, leave it as the **United States**.



Main Destination Country  
UNITED STATES

**Step 7:** In the *Comments* box, enter in **Various cities in California**.



Comment  
Various cities in California

**Step 8:** Ensure **Division**, **Department ID**, and **Fund** are listed correctly.

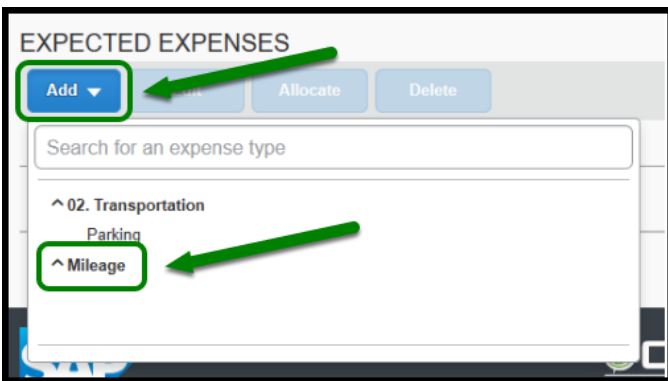
- “Division” and “Department ID” will automatically be filled out for you.
- **FUND:** THEFD
- Add **PROGRAM:** 5629

**Step 9:** Then click on **Create** in the lower right-hand corner.

### Adding Expenses

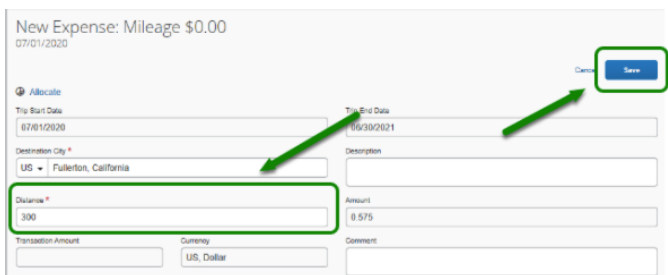
- [Adding expenses to blanket travel request](#)

**Step 1:** If you plan to have mileage on your blanket travel request, click on **Add** and select **Mileage**.



EXPECTED EXPENSES  
Add Allocate Delete  
Search for an expense type  
^02. Transportation  
Parking  
^Mileage

**Step 2:** Enter 150 miles in the **Distance** box. Then click on **Save**. (If you are a Supervisor or Clinical Coach, please reach out to your Department Coordinator to verify the mileage amount you will be inputting)



New Expense: Mileage \$0.00  
07/01/2020  
Allocate  
Trip Start Date: 07/01/2020  
Trip End Date: 08/31/2021  
Destination City: US - Fullerton, California  
Distance: 300  
Amount: 0.575  
Transaction Amount: US, Dollar  
Comment: Save

**Step 3:** Once you have filled out all required fields and added your expenses, click on **Submit Request**.