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

Traveler (Initiator)	Submit blanket travel request - [How to create a New Blanket Travel Request](#)
Travel Coordinator (Administrative Support Assistant – Alondra Gonzalez)	Ensure blanket travel forms (INF, STD 261, Driver's certificate) are up to date and reviews request. **** Alondra will notify Dept. Chair via Concur when it is ready for approval and will leave comment "ready for approval" in the comments section****
Department Chair	Verify blanket travel, confirm budget/ account information, and approve request
Academic Resource Manager	Alicia will review chartfields and funding source and send to Ivan for review
	Ivan checks for accuracy and confirms funding sources and approves to send it to Dean
Dean	Gives final approval on travel request and TR# is issued

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**.
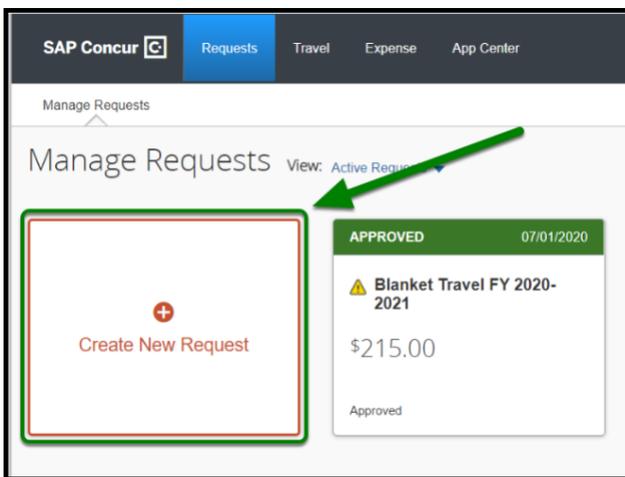
Request Header

Step 1: Change the Policy to **State Blanket Travel.**
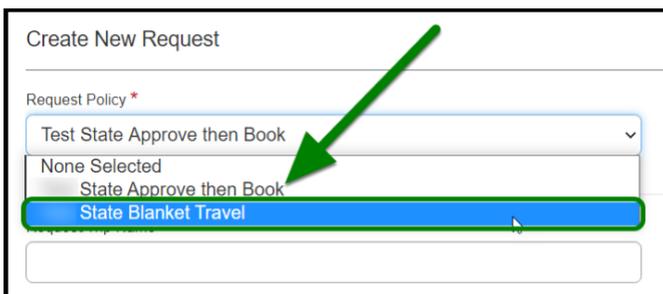
Step 2: Enter in the Blanket Travel Fiscal Year box: **Blanket Travel FY Year – Year.**

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 **Faculty**.

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**.

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

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

Step 2: Enter 1,000 miles in the **Distance** box. Then click on **Save.**

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