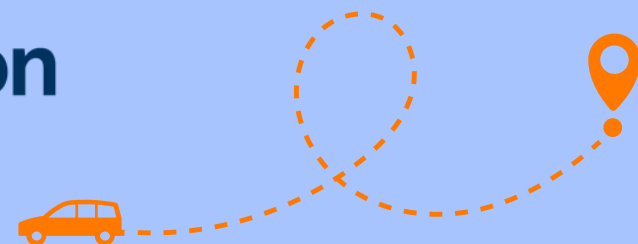
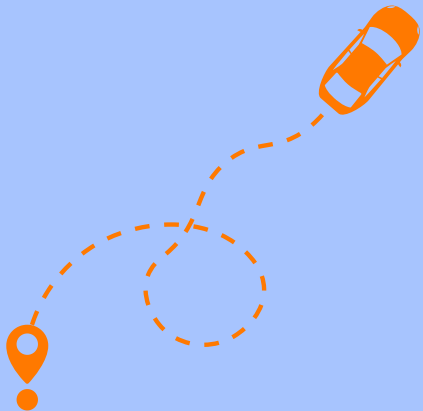


Blanket Travel Request Guide

A step by step guide
with screenshots

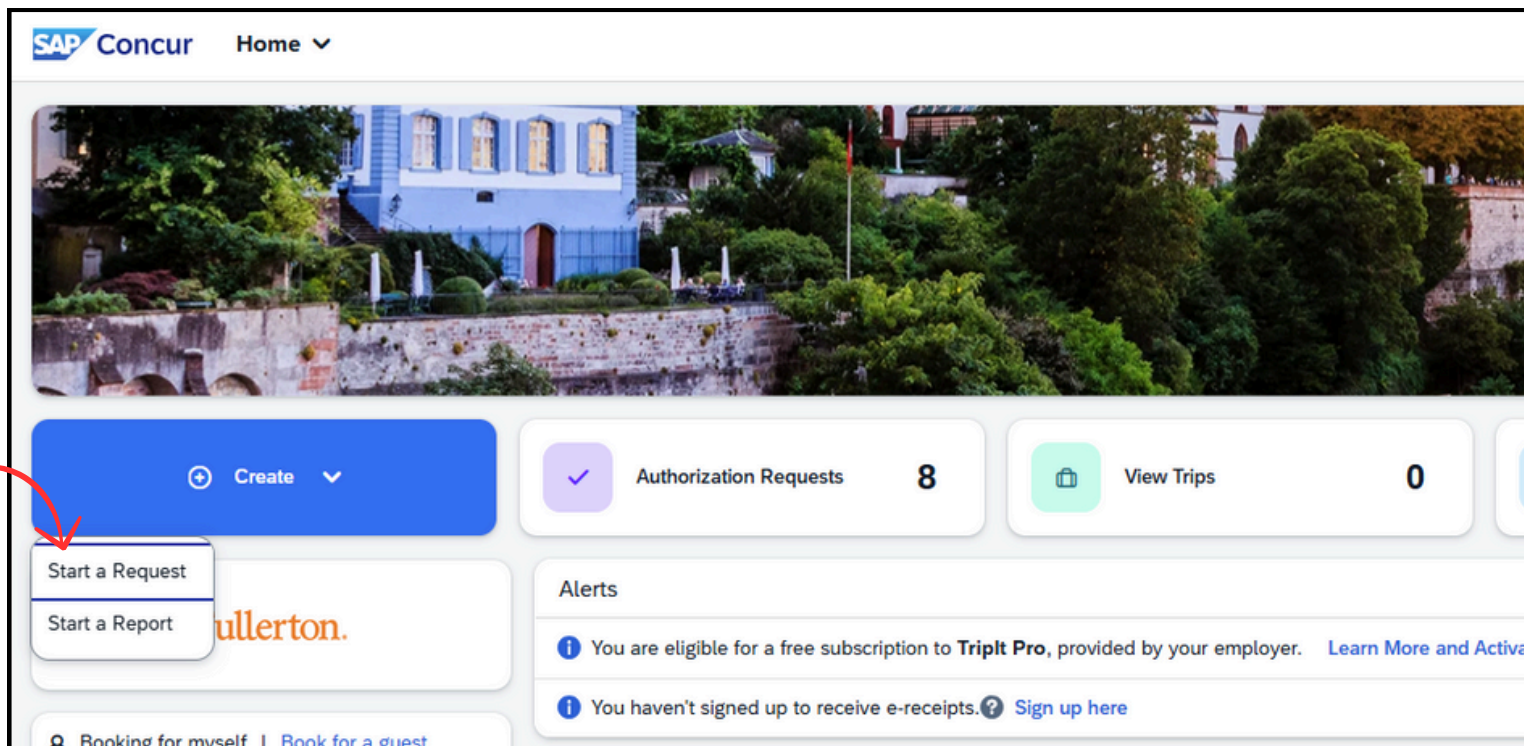
CSUF | COLLEGE OF
Education



Create Blanket Travel Request

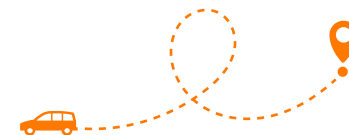
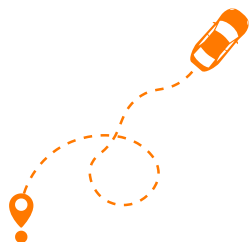
STEP 1

After logging into Concur through the CSUF Portal, click "Create" then select "Start a Request"



NOTE

If you are a Supervisor or Clinical Coach, please reach out to your Department Coordinator to verify the mileage amount you will be inputting.



Blanket Travel Request-Header Information

Create New Request

Request Policy * **STEP 2**
State Blanket Travel *Click State Blanket Travel*

Blanket Travel Fiscal Year * **STEP 3**
Blanket Travel FY 2025-2026 *Enter Blanket Travel FY Year - Year*

Trip Type * **STEP 4**
In-State *Click In-State*

Report/Trip Purpose * **STEP 6**
Blanket Travel (Mileage and Parking) *Blanket Travel (Mileage and Parking)*

Main Destination City * **STEP 9**
Fullerton, California *Enter Fullerton, California*

Division * **STEP 10**
(10237) VP Academic Affairs -NP

Class **STEP 11**
(20184) Operating Expenses & Travel

Comment **STEP 13**
Various cities in California *Enter 20184 Operating Expenses & Travel ONLY if your department is 10095, 10100, 10197, 10203, 10209*

How will you book your travel? * **STEP 5**
1. Outside of Concur *Enter Fiscal Start Date and Fiscal Year End*

Fiscal Year Start Date * **STEP 5**
07/01/2025

Fiscal Year End Date * **STEP 5**
06/30/2026

Traveler/User Type * **STEP 7**
Staff *Click Staff or Faculty depending on employment status*

State * **STEP 8**
California *Enter Blanket Travel and designate the year*

Department ID * **STEP 11**
(10100) Elem/Bilingual Education *Enter 5629 Mileage Reimbursement*

Programs **STEP 12**
(5629) Mileage Reimbursement *Enter THEFD*

Extension of **STEP 12**
Request ID *Enter THEFD*

Fiscal Year End Date * **STEP 12**
06/30/2026

Event Name/Business Purpose * **STEP 12**
Blanket Travel within California FY 2025-2026

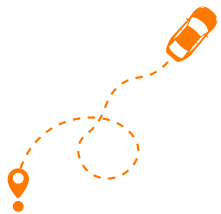
Main Destination Country **STEP 12**
UNITED STATES (US) *Enter THEFD*

Fund * **STEP 12**
(THEFD) THEFD:CSU Operating Fund *Enter THEFD*

NOTE
Division and Department fields should be automatically prefilled.

Buttons: Cancel, Create Request

STEP 14
Click Create Request to create blanket travel request



Blanket Travel Request - Adding Expected Expense

STEP 1
Click Add

STEP 2
Select Mileage

No Expected Expenses
Add expected expenses and/or travel plans to this request to submit for approval.

STEP 3
Confirm it's Fullerton, California

STEP 4
Enter distance 150

NOTE
If you are a Supervisor or Clinical Coach, please reach out to your Department Coordinator to verify the mileage amount you will be inputting.



STEP 5
Click Save

Blanket Travel Request Guide

Submitting Blanket Travel Request

STEP 1

Click Submit Request

Home / Requests / Manage Requests / Blanket Travel FY 2025-2026

Alerts: 1

Blanket Travel FY 2025-2026 \$105.00

Not Submitted | Request ID: 4X6W

Submit Request Copy Request Edit Approval Flow Delete Request

Request Details Print/Share Attachments

EXPECTED EXPENSES

Expense type	Details	Date	Amount	Requested
<input type="checkbox"/> Mileage	Fullerton, California, UNITED STATES	07/01/2025	\$105.00	\$105.00
				\$105.00

STEP 2

Scroll Down through the CSUF Request Agreement and Click Accept & Continue

CSUF Request Agreement

By clicking on the "Accept and Continue" button, I certify that:

- This is a true and accurate estimation of expenses that will be incurred to accomplish official business for CSUF and this request is in compliance with CSUF Travel Policy.
- If I am driving a vehicle on University business, then I certify that I:
 - (a) possess a valid CDL or other State driver's license,
 - (b) have completed all required training for the vehicle driver,
 - (c) have a current STD 261 on file if driving my personal vehicle,
 - (d) am enrolled in the CA DMV pull notice program (INF 254),
 - (e) have not been issued more than three moving violations or have been responsible for more than three accidents/violations/tickets during the next twelve-month period.

Cancel Accept & Continue

STEP 3

After submitting, make sure that the request is green and shows "Submitted"

Blanket Travel FY 2025-2026

07/01/2025 | 4X6W

\$105.00

Submitted

Submitted & Pending Approval

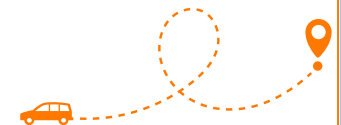
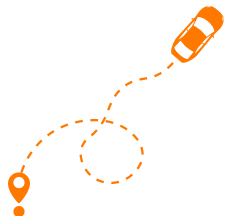
NOTE

Make sure to send the following items/forms to the department coordinator:

- INF254 (Needs to be submitted to the University Police Department)
- STD261 (Needs to be signed annually)
- Defensive Driver Training Certificate (Needs to be renewed every 4 years)

NOTE

After your blanket travel request is approved, please submit your blanket travel expense report **monthly** for reimbursement.



*End of the Blanket
Travel Request
Guide*

QUESTIONS?

If you have any questions, please first contact your department coordinator.

If additional assistance is needed, email coetravel@fullerton.edu or attend open office hours listed on the [COE Travel website](#)