

Blanket Travel Request (New UI)

These instructions will cover how to create and submit a Blanket Travel Request in Concur with the new policy. This policy is only available for the Fiscal Year 2020-2021.

For blanket travel that is submitted for FY 2019-2020, please refer to the [Blanket Travel Request](#) for more information.

Click on any of the links below to skip ahead to that section.

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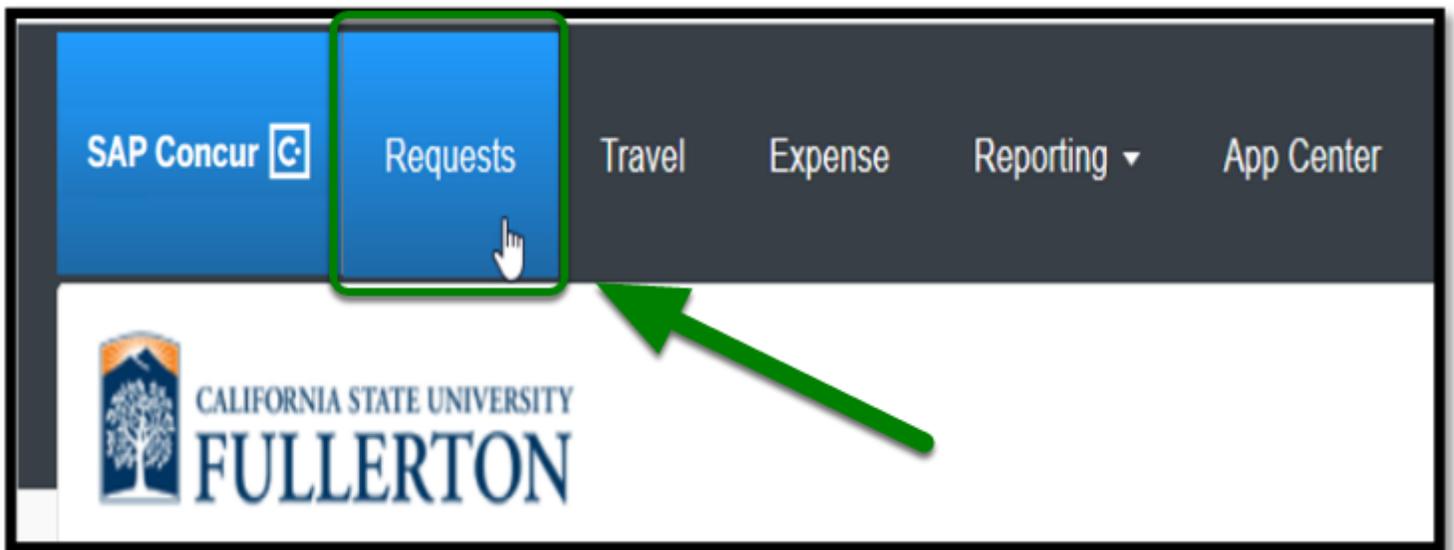
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💡 If you need assistance with logging into Concur, please go to [Logging into Concur](#).

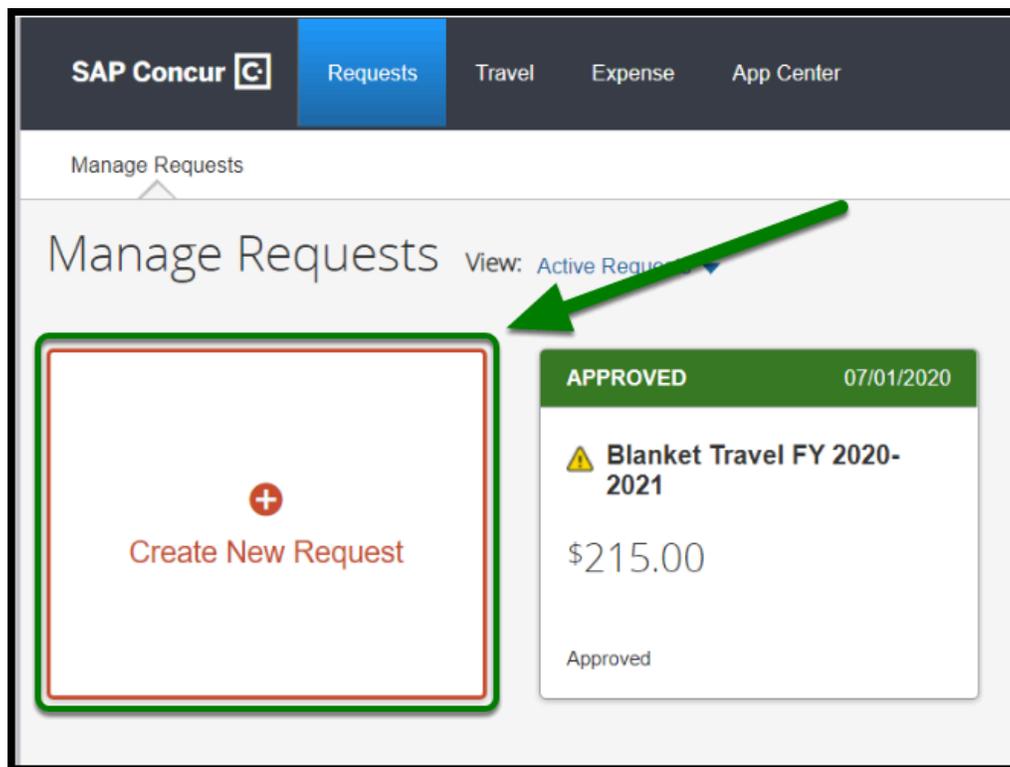
Starting a Blanket Travel Request

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

Click on **Requests**.



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



- i** Blanket Travel is for travel within California, travel dates within a fiscal year (July to June) and only to be used for the following expenses:
- **Mileage**
 - **Parking** (reasonable charges for parking)

Request Header

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

Create New Request

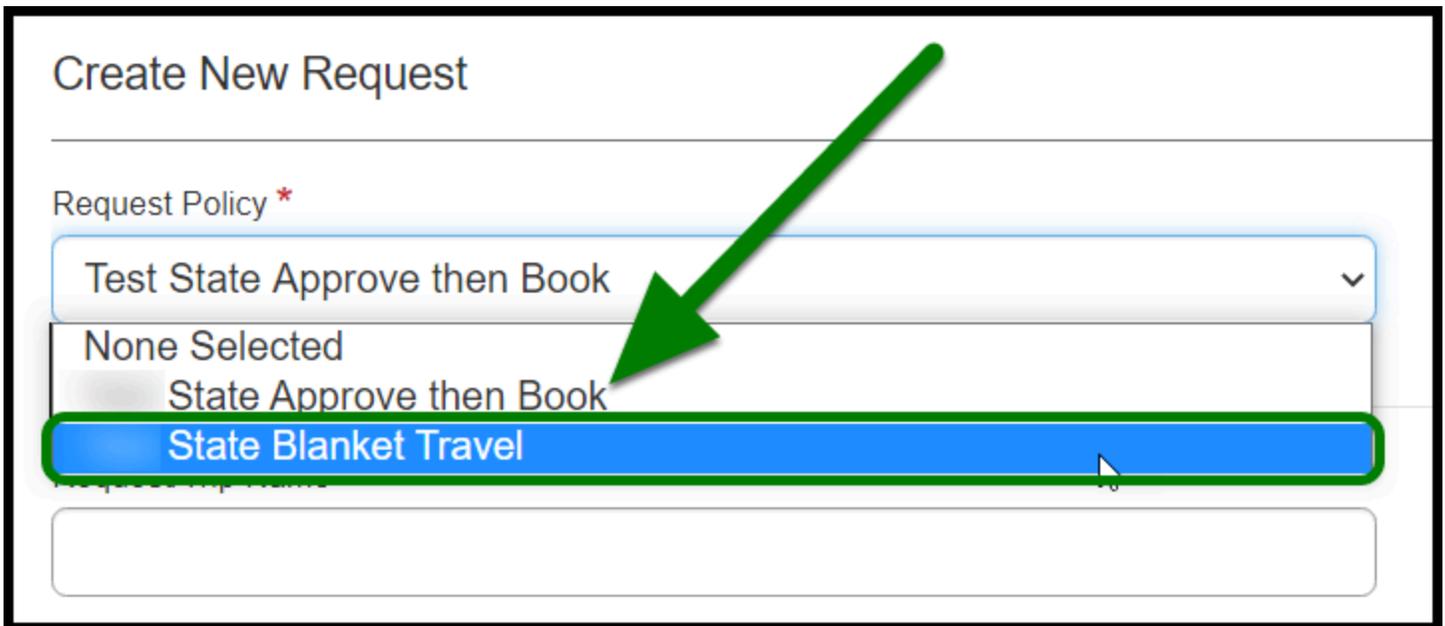
Request Policy *

Test State Approve then Book

None Selected

State Approve then Book

State Blanket Travel

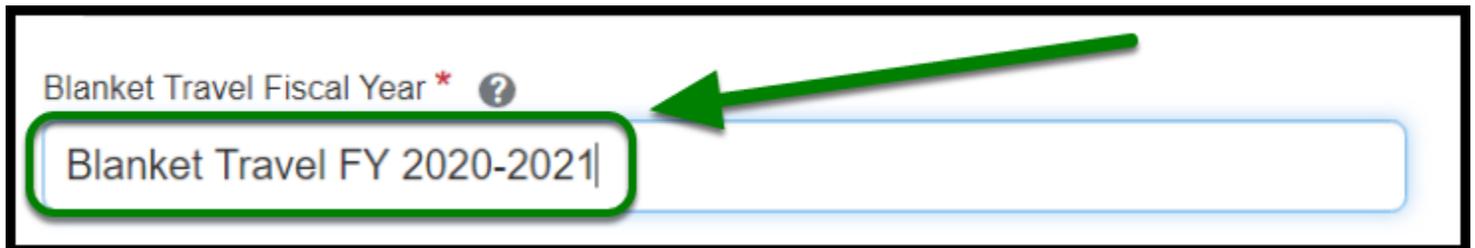


Step 2: Enter in the Blanket Travel Fiscal Year box: **Blanket Travel FY Year – Year.**

Example: **Blanket Travel FY 2020-2021**

Blanket Travel Fiscal Year * ?

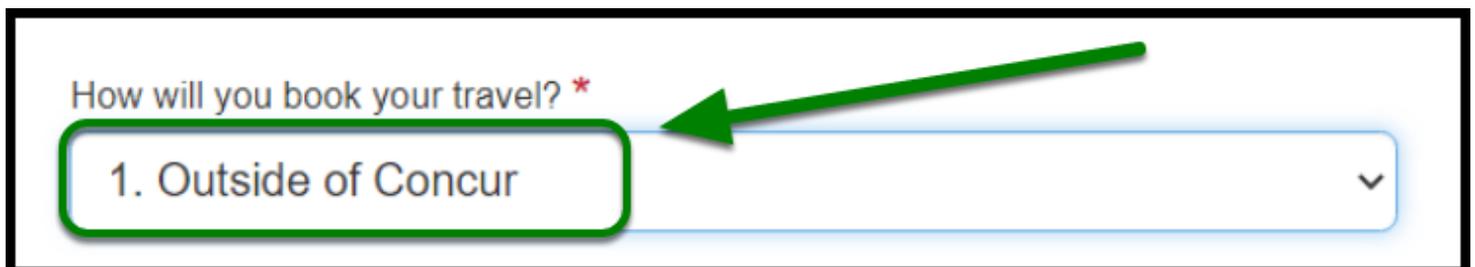
Blanket Travel FY 2020-2021



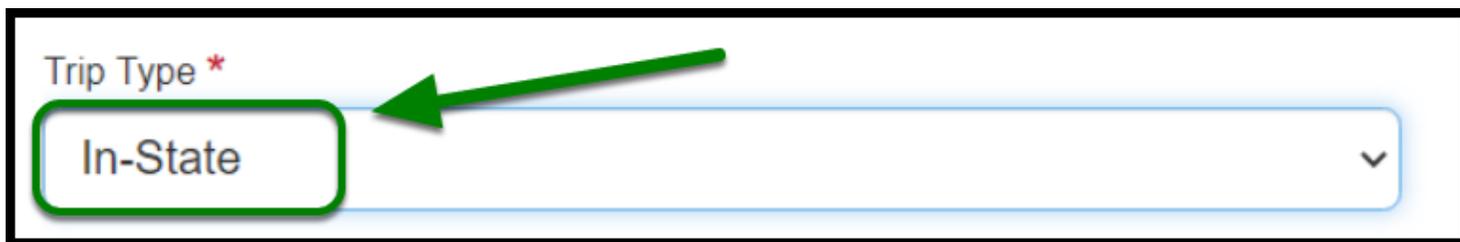
Step 3: Under *How will you book your travel*, leave it as **Outside of Concur.**

How will you book your travel? *

1. Outside of Concur



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



Trip Type *

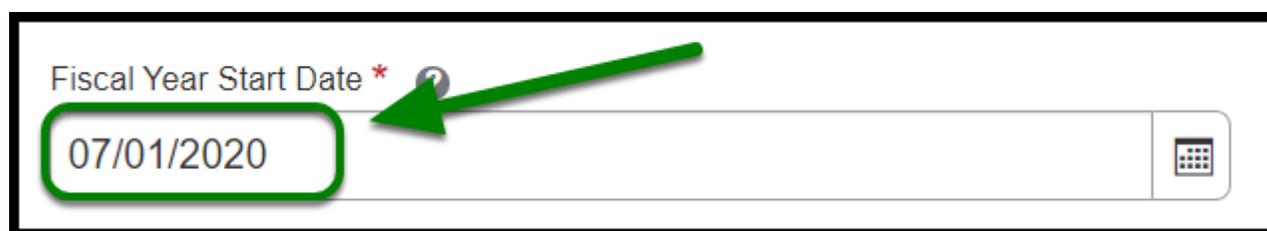
In-State

A green arrow points to the dropdown menu, and a green box highlights the selected option "In-State".

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

Example:

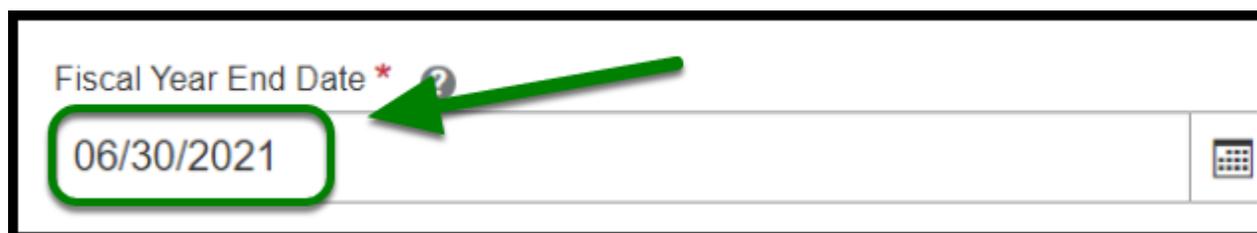
- **Fiscal Year Start Date: 07/01/2020**
- **Fiscal Year End Date: 06/30/2021**



Fiscal Year Start Date *

07/01/2020

A green arrow points to the date field, and a green box highlights the date "07/01/2020".



Fiscal Year End Date *

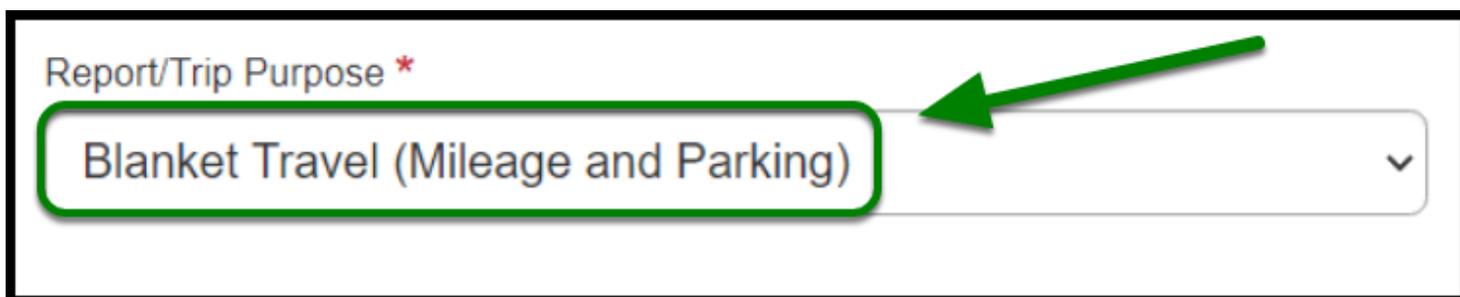
06/30/2021

A green arrow points to the date field, and a green box highlights the date "06/30/2021".

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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)

A green arrow points to the dropdown menu, and a green box highlights the selected option "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

i This will cover various cities.

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 *

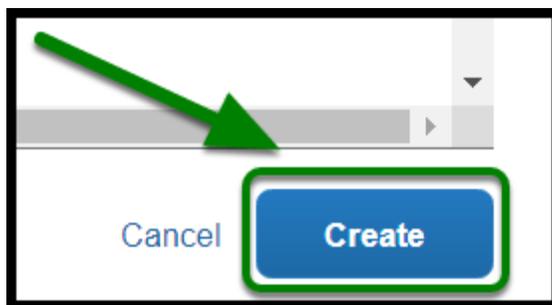
(10238) VP Administration & Finance

Department ID *

(10147) Adm & Finance IT

A screenshot of a web form field labeled 'Fund' with a red asterisk and a question mark icon. The field contains a dropdown arrow and the text '(THEFD) THEFD:CSU Operating Fund'. The entire field is enclosed in a black rectangular border.

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



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Adding Expenses

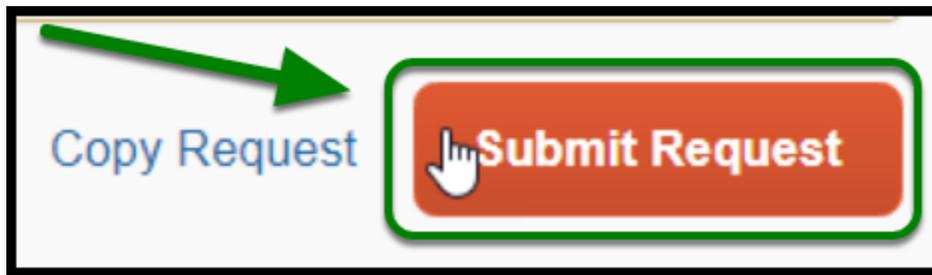
For Blanket Travel, you are allowed to input the following expenses to your Blanket Travel Request:

- **Mileage**
- **Parking** (reasonable charges for parking)

i For instructions on how to add these expenses to your Blanket Travel Request, go to [Adding Expenses to your Blanket Travel Request](#).

Submitting Blanket Travel Request

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



! When it comes to completing your Blanket Travel Expense Report, please change the dates to the month you are claiming.

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Blanket Travel Request Checklist

💡 If you would like to use a checklist, please click on [Blanket Travel Request Checklist](#).

Need more help?

i Contact Concur Support at concur@fullerton.edu or at 657-278-3600.