


Blanket Travel Request



**CALIFORNIA STATE UNIVERSITY
FULLERTON**

CALIFORNIA STATE UNIVERSITY, FULLERTON
BLANKET TRAVEL REQUEST
 This form is for travel within California and only to be used for the following expenses: 1) business meals charged to a P-Card 2) mileage and 3) parking
 Fiscal Year _____

DIVISION: _____

DEPARTMENT: _____

DEPT ID: _____
(only one Dept ID permitted)

PURPOSE: _____

SELECT ONE: Original _____ Revision _____

PREPARED BY: _____

PHONE: _____

EMAIL: _____

CSUF EMPLOYEE / STUDENT EMPLOYEE / STUDENT	CVID #	ACCOUNT-FUND-DEPT-PROG-CLASS-PROJ				ESTIMATED AMOUNT	MAX. AMOUNT ALLOWED (Optional)	SIGNATURE EMPLOYEE / STUDENT EMPLOYEE / STUDENT (Agree to terms below)	DATE	Private Vehicle	University Vehicle	CHECK APPROPRIATE BOX			ACCOUNTS PAYABLE USE TRAVEL DOCUMENT NUMBER
		(4)	(5)	(5)	(4)							Faculty / Staff	Student Employee	Student	

I am in possession of a valid California or other State driver's license. I certify that I have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination of more than three thereof) during the past twelve-month period. I understand that I and any passengers in any vehicle driven on University business must wear a seat belt, and that I must report all accidents to University Police or the Office of University Risk Management within 48 hours. I understand that to drive on University business, I must have submitted an original "AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE DEPARTMENT OF MOTOR VEHICLES" form (DMF 254) to University Police, submitted a copy of the approved "AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS" form (STD 261) to Travel Operations (if driving a private vehicle) and completed

APPROVAL: I am authorized to approve this travel and adequate funds are available. In addition, I certify that this travel is for a University business

PRINT NAME OF APPROVE _____ APPROVER'S SIGNATURE _____ DATE _____

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INSTRUCTIONS: (See Sample Worksheet)

1) All signatures must be original

2) Required student travel forms for each student employee / student must be attached to Blanket Travel Authorization

3) A copy of approved STD 261 form must be submitted to Travel Operations prior to July 1st of each fiscal year

4) For expenses paid by State funds, a document number will be assigned to each employee / student employee / student

5) Travel Expense Claims must be submitted on a monthly basis for travel incurred within each month
(Combined months not permitted)

6) Travel Expense Claims must be submitted within 30 days prior to the next month
(i.e., July expenses must be submitted before end of August)

7) Completed Monthly Mileage Details form must be attached to the Travel Expense Claim

8) For business meals charged to a P-Card, an approved Directive 11 must be attached to the Travel Expense Claim

For questions, email Travel Operations: Travel@fullerton.edu

Rev. 1/11

Blanket Travel Request Form

This form needs to be completed by State-Side employees at the beginning of every fiscal year (July 1) if they plan on claiming mileage in that fiscal year.