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**To:** [pcbodist@coyote.csusm.edu](mailto:pcbodist@coyote.csusm.edu)  
**Subject:** [Pcbodist] Reminder to Submit Blanket Mileage Travel Requests for FY24/25  
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## Partners in Campus Business Operations Reminder to Submit Blanket Mileage Travel Requests for FY24/25

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*Sent on Behalf of: CSUSM Travel Office*

Hello PCBO Community,

As the new fiscal year approaches, **please encourage your departments to submit blanket mileage travel requests for the 24/25 fiscal year.**

### Who can submit a blanket mileage travel request?

- Faculty, staff, and administrators that drive locally for site visits, errands, off-campus meetings/events, etc., can utilize a blanket mileage travel request.

### How do I create a blanket mileage travel request?

- Submit a travel request like normal, but make the date range from **07/01/2024 - 06/30/2025**.

### What backup do I need?

- A simple Word document explaining the nature of the traveler's mileage needs will suffice.

**When should the blanket mileage request be submitted?**

- Please submit by mid-June.

**How often should I submit expense reports for a blanket mileage travel request?**

- Once per month is ideal, for example: *July mileage, August mileage, etc.*

Thank you!

**CSUSM Travel Office**

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