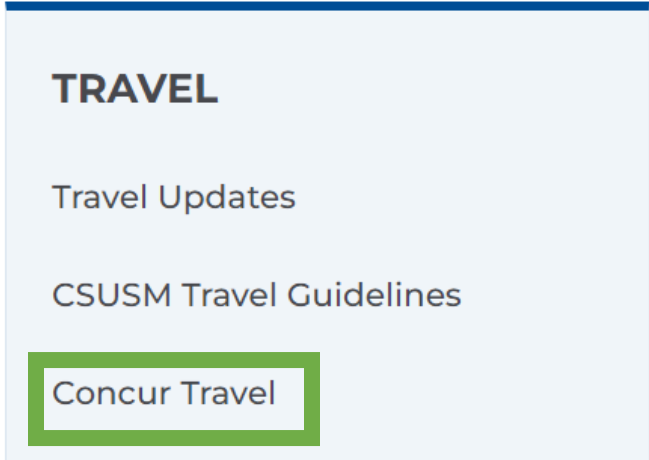
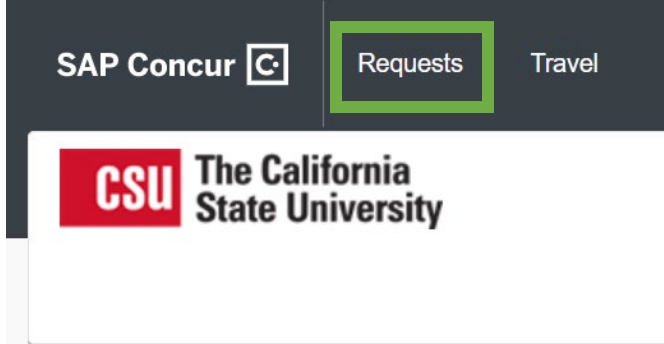


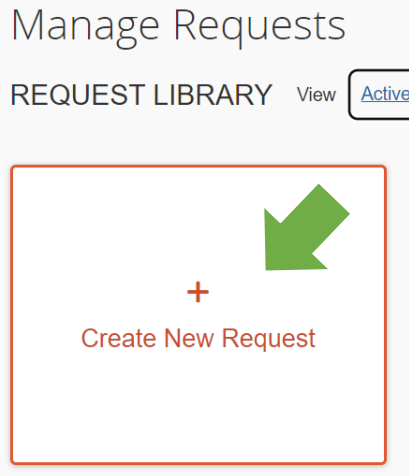
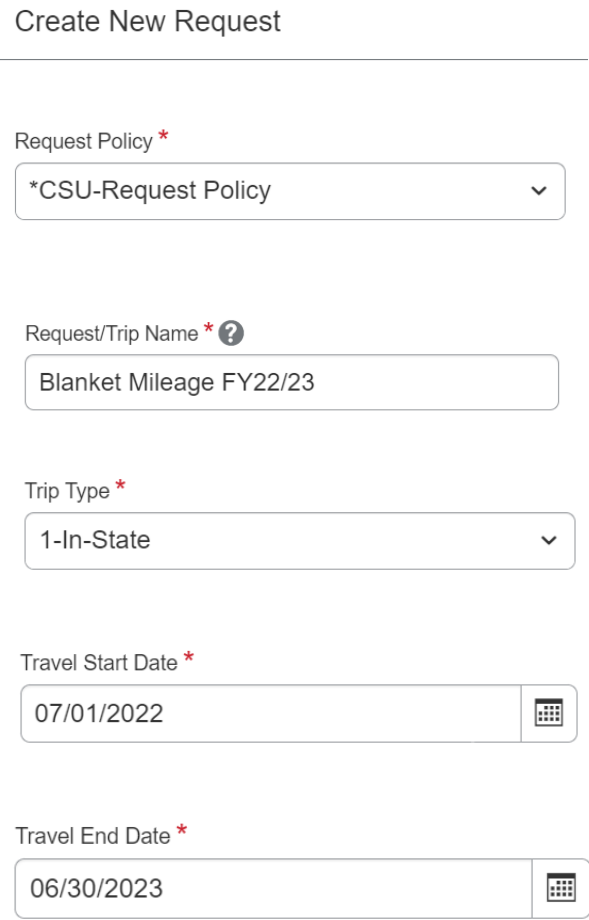
Blanket Mileage Request - Concur

The following demonstrates how to submit a blanket mileage request in concur.

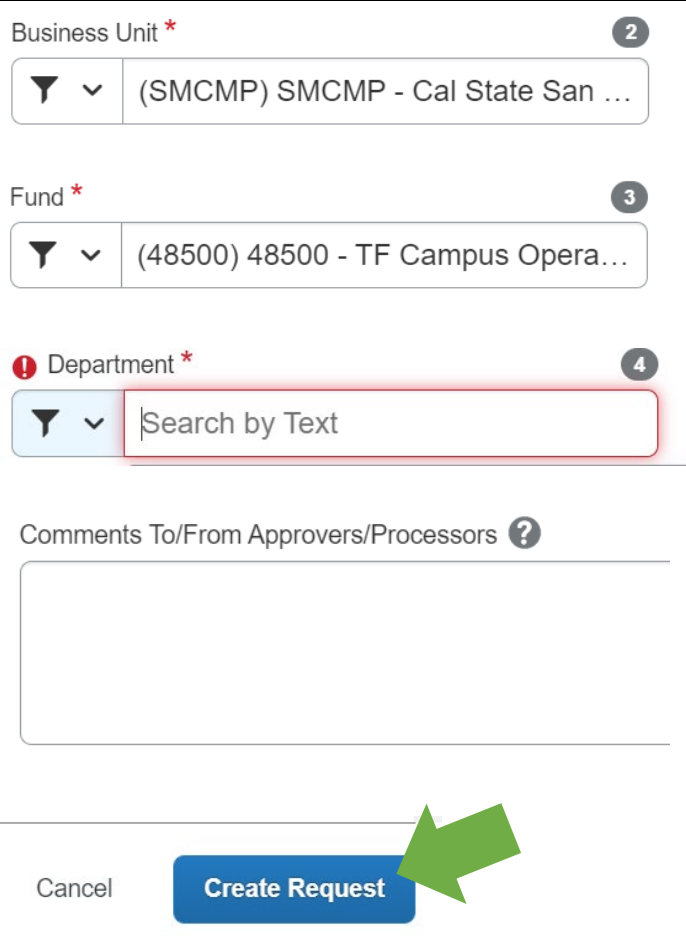
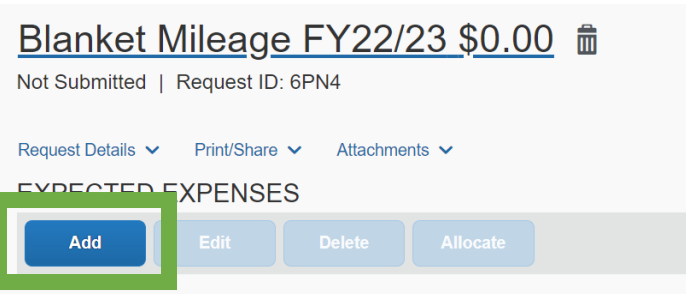
[CSUSM Travel Guideline](#)

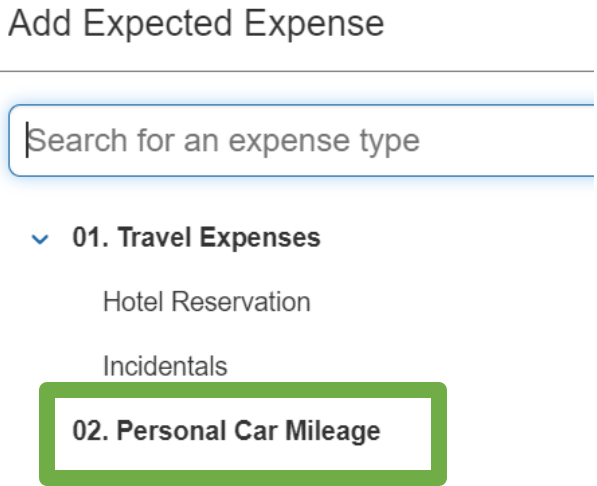
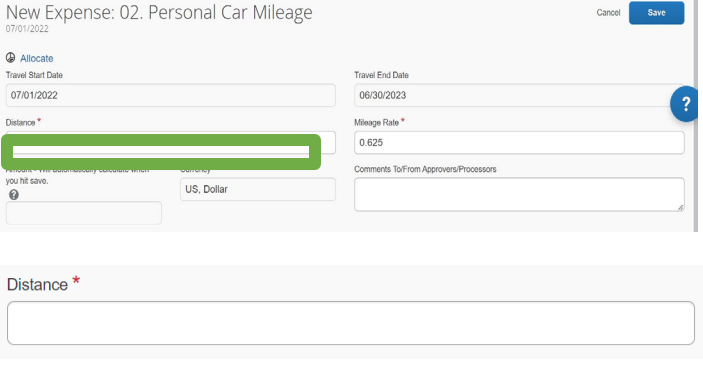
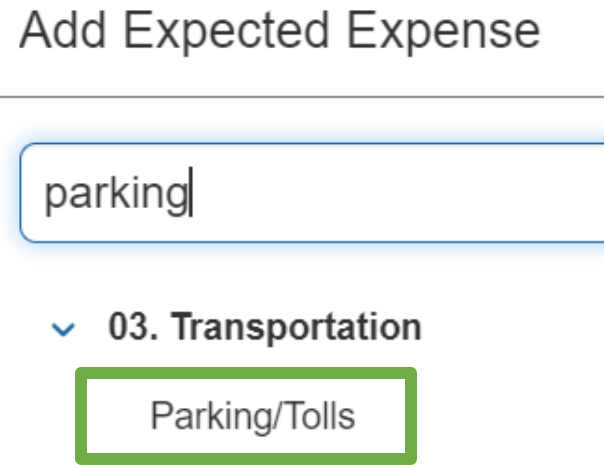
Blanket Travel Requests may be requested for mileage, tolls, and parking for a specific fiscal year or less. Hotel can be included for in-state trips that are reoccurring at the same location with the same business purpose and scope.

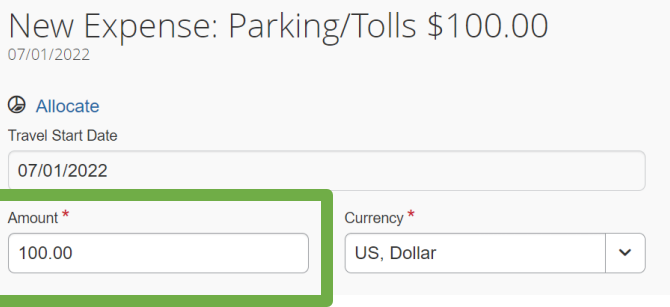
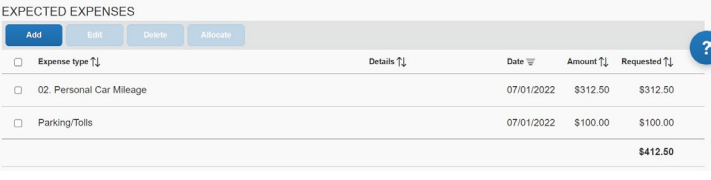
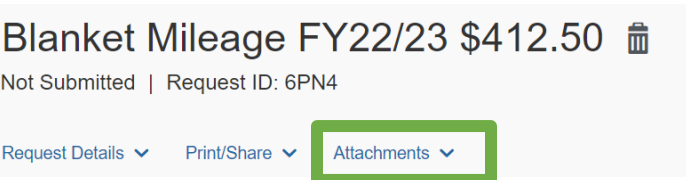
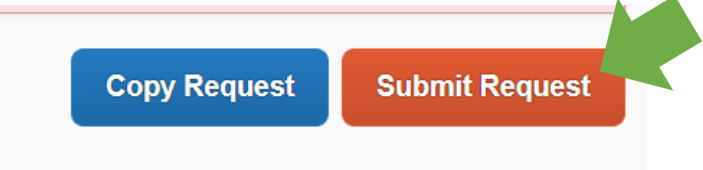
Processing Steps	Screenshot
<ul style="list-style-type: none">Log into Concur	 A screenshot of the Concur Travel menu. The word "TRAVEL" is at the top in bold. Below it are the links "Travel Updates", "CSUSM Travel Guidelines", and "Concur Travel". The "Concur Travel" link is highlighted with a green rectangular box.
<ul style="list-style-type: none">Click on Request	 A screenshot of the SAP Concur navigation bar. It shows "SAP Concur" with the Concur logo, followed by "Requests" and "Travel". The "Requests" button is highlighted with a green rectangular box. Below the navigation bar is the CSU logo and the text "The California State University".

Processing Steps	Screenshot
<ul style="list-style-type: none"> Click on new request 	
<p>Complete the form</p> <ul style="list-style-type: none"> Request Policy: CSU-Request Policy. Request/Trip Name: Blanket Mileage FY yy/yy Trip Type: 1- In-State Travel Start Date: Start of the Fiscal Year 7/01/2022. <i>*(If the request is submitted after the start of the fiscal year, please use a future date)</i> Travel End Date: End of the Fiscal Year 6/30/2022 	

Processing Steps	Screenshot
<p>Complete the form</p> <ul style="list-style-type: none"> ▪ Traveler Type: Select appropriate type from drop down. ▪ Trip Purpose: Mileage/ Parking Only ▪ If Faculty, is class covered?: Only required for faculty ▪ Personal Dates of Travel-If none enter NA: Blanket mileage should not have personal dates (enter NA) ▪ Destination City/State: Type Multiple Locations. ▪ Final Destination Country: Should auto populate based on multiple locations. ▪ Are you traveling to a banned state: No ▪ Are you traveling with students: Select appropriate response from drop down. 	<p>Traveler Type *</p> <p>None Selected</p> <p>None Selected</p> <p>Athletics</p> <p>Faculty</p> <p>Staff</p> <p>Trip Purpose *</p> <p>Mileage/ Parking Only</p> <p>If Faculty, is class covered?</p> <p>Search by Text</p> <p>Personal Dates of Travel-If none enter NA * ?</p> <p>NA</p> <p>Destination City/State * ?</p> <p>US Multiple Locations (Mileage Only), Ca</p> <p>Are you traveling to a banned state? *</p> <p>No</p> <p>Are you traveling with students? *</p> <p>None Selected</p> <p>This field is missing required information.</p> <p>None Selected</p> <p>NA</p> <p>No</p> <p>Yes</p>

Processing Steps	Screenshot
<p>Complete the form</p> <ul style="list-style-type: none"> ▪ Business Unit, Fund, and Department: Should auto populate based on your department. <p><i>*(Program, class and project are not required. Only enter if directed to do so by the department)</i></p> <ul style="list-style-type: none"> ▪ Comments: Add more details for approvers to view, not required. ▪ Select create request. 	 <p>Business Unit * 2 (SMCMP) SMCMP - Cal State San ...</p> <p>Fund * 3 (48500) 48500 - TF Campus Opera...</p> <p>! Department * 4 Search by Text</p> <p>Comments To/From Approvers/Processors ?</p> <p>Cancel Create Request</p>
<ul style="list-style-type: none"> ▪ Under expected expenses hit add. 	 <p><u>Blanket Mileage FY22/23 \$0.00</u> 🗑️</p> <p>Not Submitted Request ID: 6PN4</p> <p>Request Details ▾ Print/Share ▾ Attachments ▾</p> <p>EXPECTED EXPENSES</p> <p>Add Edit Delete Allocate</p>

Processing Steps	Screenshot
<ul style="list-style-type: none"> Select Personal Car Mileage 	
<ul style="list-style-type: none"> Enter the estimated mileage for the fiscal year. <p><i>*(This is an estimate only actual mileage claimed on an expense report will hit the budget)</i></p> <ul style="list-style-type: none"> Mileage rate auto populates based on the IRS guidelines. Hit Save 	
<ul style="list-style-type: none"> Select Parking/Tolls 	

Processing Steps	Screenshot																
<ul style="list-style-type: none"> Enter estimate cost Hit save 	 <p>New Expense: Parking/Tolls \$100.00 07/01/2022</p> <p>Allocate</p> <p>Travel Start Date 07/01/2022</p> <p>Amount * 100.00</p> <p>Currency * US, Dollar</p>																
<ul style="list-style-type: none"> Verify the amounts 	 <p>EXPECTED EXPENSES</p> <table border="1"> <thead> <tr> <th>Expense type</th> <th>Date</th> <th>Amount</th> <th>Requested</th> </tr> </thead> <tbody> <tr> <td>02. Personal Car Mileage</td> <td>07/01/2022</td> <td>\$312.50</td> <td>\$312.50</td> </tr> <tr> <td>Parking/Tolls</td> <td>07/01/2022</td> <td>\$100.00</td> <td>\$100.00</td> </tr> <tr> <td colspan="2"></td> <td></td> <td>\$412.50</td> </tr> </tbody> </table>	Expense type	Date	Amount	Requested	02. Personal Car Mileage	07/01/2022	\$312.50	\$312.50	Parking/Tolls	07/01/2022	\$100.00	\$100.00				\$412.50
Expense type	Date	Amount	Requested														
02. Personal Car Mileage	07/01/2022	\$312.50	\$312.50														
Parking/Tolls	07/01/2022	\$100.00	\$100.00														
			\$412.50														
<ul style="list-style-type: none"> Attach a memo substantiating the business purpose <p><i>*(memo can be informal. For example: Due to the nature of my position I am required to travel off campus to various meetings, site visits, etc.)</i></p>	 <p>Blanket Mileage FY22/23 \$412.50</p> <p>Not Submitted Request ID: 6PN4</p> <p>Request Details Print/Share Attachments</p>																
<ul style="list-style-type: none"> Review for accuracy, then submit. 	 <p>Copy Request Submit Request</p>																