

Blanket Travel via Concur

Blanket Travel is acceptable for all local one day travel with no overnight stay!

Log in to Concur using your Sac State Credentials at the Travel Homepage: <https://my.csus.edu/>.

*In order to Expense **Personal Car Mileage**, you must complete the Defensive Driving Fundamentals Course and add your license plate information under your User Profile at **Profile > Profile Settings > Personal Car**.

Request – A Travel Request is required to obtain preapproval of your travel prior to making any travel reservations and submitting an Expense Report. The Blanket Travel Request can be submitted on a fiscal year basis and expense monthly when there is travel.

Step 1: Click on **Requests Tab > Start a New Request**.

Step 2: Fill out all required fields on the **Request Header Tab**.

Request/Trip Name: Blanket Travel – (enter Fiscal Year) **How will you book your trip? 2-Book Outside of Concur, Trip Purpose: Mileage Only, Destination City/State: Multiple Locations**. Click **Save**.

Step 3: Skip **Segments Tab**. Click on **Expense Tab**.

Step 4: Enter all expenses (as estimates) that you may incur during the fiscal year. For instance, **Ground Transportation, Parking/Toll, Personal Car Mileage**, etc. You can add a comment on the header or within an Expense Type indicating the locations of the travel/site visits.

Step 5: Add an attachment (check with department) by clicking **Attachments > Attach Documents** on the top right hand side. You can attach Approval form of Teaching School Sites. Any attachments added will not roll over to Expense Report.

Step 6: Submit the Request by clicking the orange **Submit Request** Button. Request will then go through the Approval Workflow. Once fully approved, you will receive an email notification of approval.

Expense – An Expense Report must be submitted within 60 days of the Travel End Date. For Blanket Travel, please submit 1 report at the end of every month when there is travel.

Step 1: Click on **Requests Tab**. Find your approved Blanket Request. Once approved, after 90 days, your Request will move to **Approved Requests**. If moved, click **View** and then **Approved Requests**.

Step 2: Click on **Expense**, under the **Action** column on the right hand side of the Request.

Step 3: Change Report name to the month you are reporting, as well as change the dates of the **Travel Start** and **Travel End Date**. Answer field: **Is any portion of the trip going to be reimbursed by the CO (Chancellor's Office) or CPO? Yes/No**. Click **Next**.

Step 4: Click on each Expense Type that you are expensing on the right hand side and fill out all required fields. Add expenses for each date. For **Personal Car Mileage**, click **Personal Car Mileage**, enter **Transaction Date** and then click **Mileage Calculator**. Enter **Waypoints > Calculate Route > Add Mileage to Expense > Save**. Continue adding expenses for the month.

Within each Expense Type you can **Attach a Receipt** or **Allocate** to a different chartfield if needed.

Step 5: Click **Submit Report** when ready! Report will go through Approval workflow and once fully approved, you will receive an email notification from Concur when Travel Desk has approved and reimbursement has been sent for payment. Reimbursement is either check by mail to "Home" Address or Direct Deposit (Employee Reimbursement).