From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Travel Year-end Reminders
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Attachments: image001.png
ATT00001.txt

Travel Year-end Reminders

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Sent on Behalf of: CSUSM Travel Office

Hello PCBO Community,

Year-end Due Dates

Please note **that all 25/26 travel expense reports must be in Travel Office's queue by June 12** to avoid having to accrue.

- We are allowing residual expense reports in Adobe Sign through this date for those who submitted the travel request in Adobe Sign before the Concur transition.
- After this date, Adobe Sign travel expense reports for employees will be declined and will need to be put into Concur.

Blanket Mileage Requests

As the new fiscal year approaches, **please encourage your departments to submit blanket mileage travel requests for the 26/27 fiscal year USING THE LOCAL MILEAGE REQUEST IN CONCUR.** If the traveler has a blanket mileage request for FY 25/26, they will **not** be able to copy the request and will receive an alert because the form type has changed.

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?

- Choose the Local Mileage Request in Concur, and make the date range from **07/01/2026 - 06/30/2027.** Parking and tolls can also be included.

The request is asking that I upload an attachment, but I don't have one. What do I do?

- Please attach a memo explaining the business purpose for the request. <u>This must be now added as an expense line.</u>

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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