From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Reminder to Submit Blanket Mileage Travel Requests for FY25/26
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Partners in Campus Business Operations

Reminder to Submit Blanket Mileage Travel Requests for FY25/26

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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 25/26 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 **07/01/2025 - 06/30/2026**.

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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