From: PCBO Subscription
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Travel Updates

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Sent on Behalf of: CSUSM Travel Office

Happy Fiscal New Year, PCBO Community!

First, the Travel Office wants to thank all of our campus business partners for your collaboration during fiscal year-end. We could not do it without you!

Please see below for travel reminders.

1. Please do not book "Uber Comfort" rides as, these are considered upgrades. We have seen an uptick in this ride selection.
2. Please remind your departments to submit blanket mileage travel requests for the 24/25 fiscal year.

Blanket Mileage FAQs

Who can submit a blanket mileage travel request?

- Faculty, staff, and administrators who 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 7/1/24-6/30/25.

What backup do I need?

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

When should this be submitted by?

- Please submit by the end of this week.

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

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

Have a great summer!
CSUSM Travel Office