**BLANKET RATs PROCEDURES and CLAIMING MILEAGE ONLY**

**January 23, 2017**

This is to clarify when a Request for Approval of Travel (RAT) is required for mileage claims only.

A person is on travel status when he/she is traveling on official University business outside the vicinity of his/her normal work location or residence. A RAT is required for all travel over 25 miles (one way) from headquarters or residence.

A blanket RAT is used for travel to record mileage, parking & tolls only and does not include an overnight stay. A blanket RAT is only used for approval of trips to the same site or region for similar University business activity or to a standing meeting of same nature (e.g., faculty meetings, lecture series, etc.) in a fiscal year. A standing meeting would be a meeting held for the same purpose or of similar nature on a regular interval.

Travel advances are not allowed for Blanket RATs.

CSUMB will accept faxed and emailed signed copies of RATs if the employee does not work on campus or if away from campus.

The Travel Expense Claim (TEC) must list the dates that the traveler visited the sites on University business, state the purpose, provide the amount of the mileage to a location(s) by attaching a MapQuest or google query, list amount for parking and tolls. For trips to the same location, mileage should be exactly the same for each round trip unless traveler had to follow a different route due to traffic, etc.

TECs for a blanket RAT should not be turned in any sooner than the end of each month and must meet year-end deadlines.

For non-travel status mileage, a RAT is not required. Submit mileage claim on a Personal Reimbursement and Petty Cash Form with a Miscellaneous Mileage Expense Reimbursement Form.

Should you have any question, please send an email to accounts\_payable@csumb.edu