Below is a Step by Step guide to using the My ASU TRIP/Concur system. All travel completed for ASU business must be submitted through the travel system. Concur acts like a financial story of your trip. The Trip Request is what you expect to spend on the trip. The Expense Report is what you actually spent on the trip. If you have questions or encounter problems, please email SGSUP-Business@asu.edu. Please see the links to policy, guidelines, and other resources below:

My ASU TRIP Access   Student My ASU TRIP Profile Request   My ASU TRIP System Manual   Traveler Resources

Funding your Trip

PhD students receive $500 that can be used towards travel. MUEP students receive $400 that can be used towards travel. If you have received travel money from *any* non-SGSUP source (Grad College, other ASU academic units and/or grant resources), you will need to attach documentation confirming these amounts and add a comment stating the amount you have received. This documentation/information is required for both the pre-travel request and post-travel expense report.

Student Travel

If you are a student and this is your first time using the My ASU TRIP (Concur), you must **create a Travel Profile at least 5 weeks before you travel.** Use the My ASU Trip New/Updated Profile Request Form to request a travel profile. It usually takes 3-5 business days for your profile to be created. **You will not receive notification that your profile is completed. You will need to log in to see if your profile has been created.** Once you have access to Concur update your profile information under Profile Settings, making sure your name, address and other personal information is correct.

Requesting a Travel Profile

Have the following information ready before submitting a profile:
- Student ASURITE or affiliate number
- Sponsoring HR Department ID – **B1707**
- Mail Code - **5302**
- Cost Center ID or Grant ID – **CC0639**
- Department Contact name – **Maria Bellamy (Asurite mbaeza)**

International Travel: All students traveling internationally (and any Faculty and Staff accompanying the students) must register the travel here.

Delegates

Add a member of the Business Ops team to your account for assistance with entering trip information.
1. Log into your Concur page – at the top right there is a Profile pull-down menu. Click this and then click Profile Settings.
2. On the next page, go to the left side and you'll see Request Settings – click the "Request Delegates" link under that heading.
3. On the Request Delegates page, click the blue Add button. Then enter "Bellamy" – choose my name and select. Select all the boxes except for Receives Emails.
4. Click the blue Save button.

Creating a Trip Request in Concur (Before You Leave)

In preparation for completing your My ASU TRIP request please prepare all back-up material.
- Total cost estimates for your upcoming travel event
- Conference itinerary or other written back- up documentation of where, when, and why this event is occurring
- Business purpose justifying the travel on behalf of ASU

Log in to the My ASU TRIP webpage, which will bring you to the My ASU TRIP landing page where all policies and manuals are available.

Click on the My ASU TRIP access on the right side to enter the Concur system. To start a request, click on the "New" button near the top. A drop down will appear, and select Start a Request. For additional assistance, use the travel guide; pages 33-46 are most relevant.

Create New Request
You will enter basic trip information; destination, dates, purpose etc.

In the box marked "Project/Gift/Grant Program": Enter the **Cost Center as CC0639** unless provided an alternate cost the RA or Business Ops Team. For the Program:

PhD students - enter PG11856   **MUEP students - enter PG06418**

If you have multiple funding sources you will be able to allocate expenses to different accounts when you submit your expense report.

For the "Public Purpose/Benefit to ASU" provide the reason for the trip, including how this trip will benefit ASU and SGSUP. If the travel is being charged to a grant account then clearly specify how the travel relates to and benefits the sponsored project.

If you run out of room type "see additional comments" and continue in the Comments box where you have plenty of room. The more detailed you are the least likely the request will be sent back to you for changes.

Also, in the "Comment" box explain any personal travel that will occur, include dates and locations. And if you expect to use multiple funding sources at expense report time, please give a brief breakdown in this comment box (ex. GR12345 $500; GR99999 $500; PG01234 $400)

Include the following language **"I acknowledge that all expenses incurred on this trip that exceed funding awards documented at the time of expense report submission will be paid out of personal funds."**

If you are adding any personal time to the trip, please attach price quotes for two fares – one for your actual dates of travel and one as if you travelled only to attend the conference. You may only claim the lower of the two quotes. Please keep this comparison quote to attach to expense report along with the airfare receipt. If you added personal travel days to your trip, please email SGSUP-Business@asu.edu for assistance. Attachments will be added in the next page.

Expected Expenses
Click the Add button and select the expense type Airfare, Lodging, etc and enter the estimated cost for each. Refer to Travel Manual for additional information on expenses. Only estimate costs up to your approved funding total.

Add relevant comments about expenses for example "conference hotel costs", Lyft to/from airports.

Attachments
Attach your funding approvals and conference/meeting documentation. Preferred document type is PDF.

Approval Flow
Once you have estimated all your expenses, attached documents, and added relevant notes click the Submit button You will get the pop up Edit Approval Flow**. Enter Jarrett Johnson as the Cost Center Approver**. If you have questions on your travel administrator, please contact SGSUP-Business@asu.edu. You will receive email notifications with status updates and approval or denial of your requests.

Trip is Approved

Through Concur, book your airfare, hotel, transportation. You are not required to book through Concur but it is highly recommended for purchasing airfare. Pages 52- 76 of the travel guide can assist you with booking. For any booking questions you may contact **Anthony Travel** at 480-739-9145 or ASU@anthonytravel.com for assistance. You will need digital (PDF) copies of everything you purchase. They must clearly show the amount that was paid, date of purchase, dates of travel. ASU will not reimburse for airplane seat upgrades (business, first-class or early bird check-in) or personal travel time (days added to a trip that are not directly connected to the reason for travel).

Expense Report (When you return)

When you return from your trip you must complete an Expense Report in the My ASU TRIP system within **10 days of returning or you may lose funding. This is especially important for Grad College & GPSA travel awards**. If you added personal travel days to your trip, please email SGSUP-Business@asu.edu prior to completing the expense report to make sure you enter the approved travel information correctly.

Entering Expenses

Login in to the My ASU TRIP System.

Select "Requests" at the top of the page. You should see your trip on the page, click to select. Then click Create Expense Report. See pages 77-115 of the travel guide for additional help on completing and submitting your expense report. On each of the tabs everything in red must be completed.

Original documents from the request should be included with the claim, as well as itemized receipts for all expenses and any new required backup.

Below are a few tips to help with entering each expense type:
- Lodging: Airbnb is listed under "Other Accommodations/Airbnb"
  - For lodging over the allowable per diem, make a comment for any exceptions needed or state that it is the conference or suggested hotel and add backup from the host.
- Other Transportation: Shuttles are listed in Charter Bus. Uber/Lyft is listed under Taxi. Subway is listed under Public Transportation.
  - Please check tips to ensure they are not over 20%. Reduce if needed.
- Misc Travel Expense: Be sure to upload your Conference Brochure, award letters from GPSA, Grad College or other non-SGSUP funds in Other Supporting Documentation.
- Office & General Expense: You can ask to be reimbursed for posters printed, photocopies. If you used Fedex to ship items, enter this under Postage.

If you have any Exclamation Points in the Exceptions area that you cannot clear, you cannot submit your Expense Report. Please email, SGSUP-Business@asu.edu for assistance.

Approval Flow

Once you have entered all information, uploaded receipts, made sure the total amount is within your funding limit budget, click Submit and enter **Maria Bellamy as the Cost Center Approver.**

Once submitted you will receive email notifications about the status and approval or denial of your Expense Report.