

Below is a Step by Step guide to using the My ASU TRIP/Concur system. If you have questions or encounter problems, please email [Jenna Snowberger](mailto:jenna.snowberger@asu.edu). For using the MyASU TRIP system manual, please click [here](#).

If this is your first time using the MyASU TRIP 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 login to see if your profile has been created.

*helpful hint: 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.

Creating a Trip Request in Concur (Before You Leave)

- 1) Calculate the total amount of money available to you from SGSUP, Grad College, other ASU academic units and/or grant resources that you will be able to apply towards the trip. PhD students receive \$350 that can be used towards travel. MUEP students receive \$400 that can be used towards travel. Please consult the SGSUP Student Handbook and any offer letters you may have received. If you have received travel money from *any* non-SGSUP source, you will need to attach documentation confirming these amounts or 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.
- 2) After receiving your Travel Profile, login to the [My ASU TRIP webpage](#).
- 3) Click on “Step 1: Create Your Trip Request” located in the Maroon color on the MyASU Trip home page. For additional assistance with steps 6-10 below, please click [here](#).
- 4) Select “Requests” at the top of the page next to the **Blue Concur** box. The information you enter in the Request, Segments, Expenses and Approval tabs is your anticipated costs based upon information you have searched for your trip.
- 5) On the **Request page**, you should see 5 tabs. Complete the Request Header, Segments, Expenses and Approval tabs in order, so you do not risk losing information. Do not enter information on the Audit Trail tab. All items that have a red line on the left side require an answer.
- 6) The **Request Header** is where you enter basic trip information; destination, dates, purpose etc.
 - a. In the box marked “Project/Gift/Grant Program”:
 - i. Enter cost center as CC0639 unless provided an alternate by the Business Operations Team
 - ii. Enter the grant code provided by the PI if the trip will be funded entirely by a grant
 - iii. PhD students - enter PG05699 if you’re using school funds
 - iv. MUEP students – enter PG06418 if you’re using school funds
 - v. **You will be able to amend the exact accounts to which various expenses are charged at the time you submit your expense report.**
 - b. In the “Public Purpose/Benefit to ASU” box give a simple & brief answer such as “Attend/present at XYZ planning conference.”
 - c. In the “Comment” box
 - i. Elaborate on the reason for the trip, including how this trip will benefit ASU and SGSUP. “Sharing research/advancing my education/networking with other professionals in the field. This will help me support ASU/SGSUP’s educational and research missions.” If you run out of room in the comment box, type “see additional comments” where you have plenty of room. The more detailed you are the least likely the request will be sent back to you for changes.
 - ii. If you expect to use multiple funding sources at expense report time, please give a brief breakdown in this comment box (ex. SGSUP \$500; grad college \$500; Dr. Smith \$400)

- iii. 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.”**
- 7) The **Segments tab** is where you enter the dates, destination and total estimated amounts anticipated for the trip for hotel and airfare. Click on an appropriate icon to generate a section for you to input the estimated cost for that specific segment. Be sure to click the **“SAVE”** button in the lower right corner, when you have entered all information.
 - a. 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 [Jenna Snowberger](mailto:jenna.snowberger@asu.edu) for assistance.
 - b. ASU requires that for trips with Car Rental reimbursements the driver/renter of the car *must* complete the [ASU Defensive Driving Course](#). **It can take several weeks to get driving approval due to DMV delays, so apply early.**
- 8) The **Expenses tab** is for additional items for the trip such as meals, conference registration and any other item not listed on the Segments tab. **Please include any possible expense at request time, because if your eventual expense report exceeds the approved request amount then we must secure Dean’s office approval for the reimbursement.**
- 9) The **Approval Flow tab** is where you enter [Jenna Snowberger](#)’s name.
- 10) Once you have entered all of these items and there are no error messages, hit the red “Submit Request” button in the upper right corner.

You will receive email notifications with status updates and approval or denial of your requests.

Once you receive notice that your trip is approved: Book your airfare, hotel, transportation. 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). Please email [Jenna Snowberger](#) if you are including personal travel time, for further instructions.

Remember not to exceed your approved travel budget while on your trip. Per Diem (daily food allowance) is an option if you have funds in your budget.

Expense Report (When you return)

When you return from your trip you must complete an Expense Report in the MyASU TRIP/CONCUR 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 [Jenna Snowberger](mailto:jenna.snowberger@asu.edu), prior to completing the expense report to make sure you enter the approved travel information correctly.

- 1) Login in to the system the MyASU TRIP/CONCUR System.
- 2) Select “Expense” at the top of the page next to the **Blue Concur** box. You should see your trip entered in on the page, select the box next your trip name, to begin completing your Expense report. Follow the tutorials to complete this process, click [here](#) for the tutorials. On each of the tabs everything in **red** must be completed. Most fields should be filled-in from the approved request.
- 3) You must enter all of the expenditures from your trip.
- 4) Click on “Create a New Expense Report” and Fill in all the boxes.
 - a. If your Public Purpose/Benefit to ASU is longer than allowed by the box. Enter “See Comment Box” and type your trip justification in the Comment Box.
 - b. For assistance with the Project/Gift/Grant/Program and Cost Center information please contact [Jenna Snowberger](mailto:jenna.snowberger@asu.edu).
- 5) Click on the word “Details” (should be under the name of the trip). In the drop down menu select “Itineraries” After entering in each item you must create a new Itinerary. Click on “Details” (top left corner of the page under the name of the trip). Select “New Itinerary.” **You must re-enter all of the travel dates, and travel information for your trip.** If you purchased your airfare in Concur, you will be able to import this information.
 - a. In the tabs on the Itinerary page is where you enter all food Per Diem. Checking the box means to exclude that meal from your trip.
- 6) Once you have completed the Itinerary page, you must enter
- 7) Below are a few tips to help with entering each expense type:
 - a. Lodging: Airbnb is listed under “Other Accommodations/Airbnb”
 - b. Other Transportation: Shuttles are listed in Charter Bus. Uber/Lyft is listed under Taxi. Subway is listed under Public Transportation.
 - c. Meals: Non-Standard Meal Allowance is a good way to get the full amount of money if you received additional funds from GPSA or Grad College. **DO NOT** use Business Meals or Meals on Travel Card.
 - d. Misc Travel Expense: Be sure to upload your Conference Brochure. **DO NOT claim Internet Fees.**
 - e. Misc Travel Expense: Upload award letters from GPSA, Grad College or other non-SGSUP funds in Other Supporting Documentation.
 - f. Office & General Expense: You can ask to be reimbursed for posters printed, photocopies. If you used Fedex to ship items, enter this under Postage.
- 8) Do not forget to upload your receipts on each page using the “Attach Receipt” button located in the lower right corner. You do not need receipts for Per Diem (daily food spending).
- 9) If you have any **Exclamation Points** in the Exceptions area, you cannot submit your Expense Report. Please email [Jenna Snowberger](mailto:jenna.snowberger@asu.edu), for assistance or click [here](#) to view the tutorials.
- 10) Once you have entered all information, uploaded receipts make sure the Total Amount is within your funding limit budget. Requests submitted above the approved budget **will be declined and sent back.**
- 11) Once submitted you will receive email notifications about the status and approval or denial of your Expense Report.