Student Travel Award Disbursement Process

MY ASU Trip: Getting Started

1. You may have an active profile if you are an active GA, RA, or TA. If able to login to My ASU TRIP, your profile is active. If not, work with the department funding your trip and complete the manual profile form and email it to My ASU TRIP. A profile will be created for you within three business days.
2. Update your MyASU TRIP Profile.
3. Activate e-receipts.
4. Add a delegate.
5. Create and submit a request before booking travel or traveling.

Creating a Trip Request

· **Within one week of receiving a travel award, please submit your travel request into the Concur/MyASUTrip travel system. This will ensure that you are covered under ASU insurance, in the event something occurs during your trip.** *For students traveling outside the United States and its territories please read https://provost.asu.edu/student-international-travel.

· If you are receiving funding from multiple sources, you should route the trip request in MyASUTrip through the other areas first, and the SHPRS Business Office should be added as the final approval.

   o The requests and expense reports should be routed in the following order: academic unit, GPSA (as applicable), other (as applicable) and finally, the SHPRS Business Office (Cost Center Manager Montana, Carrie).

· You are also required to add a brief statement on the travel request that explains the purpose of your travel and how your attendance at this conference benefits you, ASU, and your research.

· Please make sure to include your travel award letter to the trip request as an attachment. When you return from your trip and enter your expense report, please attach your award letter to a line on the report using the option "other supporting documentation". Trip requests and expense reports will not be approved without this back up.

· Add cost center, CC0349 and the applicable award program/gift/grant for airfare, hotel, daily allowances, etc up to **the amount of your award** and route the request to Carrie Montana, the SHPRS account signer, for approval. Make note of the Trip Request Code i.e. AVKU.

Booking Travel in Concur/My ASU Trip

· To book your airfare using the ASU Travel Card log into https://myasutrip.asu.edu/login and click 'Travel' tab at the top to book your flight. You may use the 'Trip Search' to search for flights on the left side of the screen. You may narrow your search by depart and return times. ASU will only reimburse for Economy class tickets. The system will ask you for your Request ID and that will be your Trip Request Code located on the top of your request page i.e. Request AVKU.
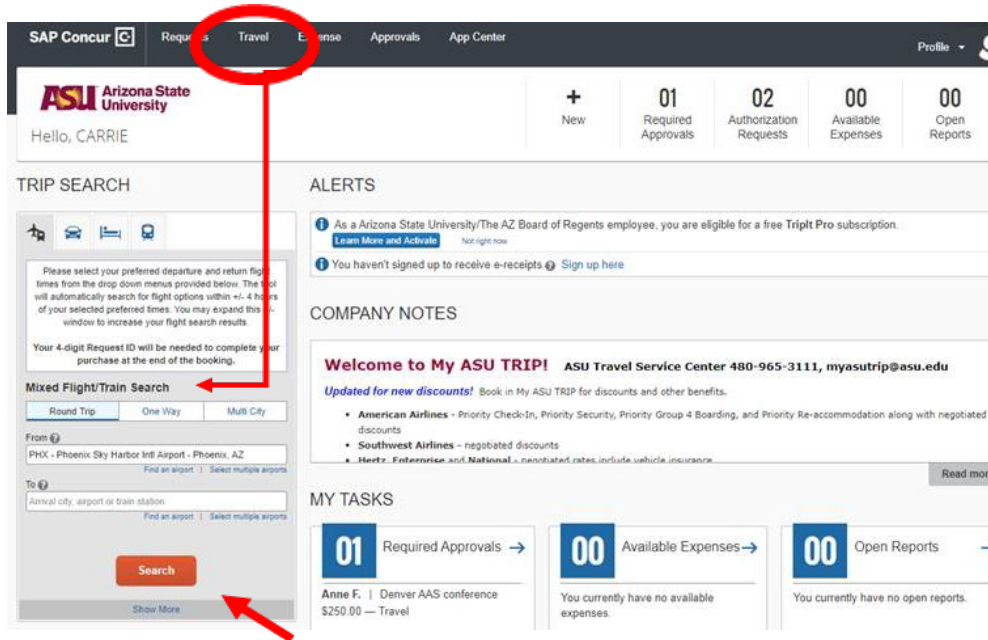
Figure 1 Please contact the Anthony Travel to assist you with problems finding a flight (University Travel 480-739-9145 Monday – Friday 8:00am - 5:00pm).

You may then select 'Method of Payment' as ASU Airfare card ending in 6886. <u>For Conference registration pre-payment contact SHPRS Business Office at 480-727-4030.</u>

Figure 2 After you purchase your flight you should receive an email confirmation from Anthony Travel within 30 minutes of booking through My ASU Trip.

Creating an Expense Report

- Within one week of trip completion, traveler must complete the trip expense report by logging into https://myasutrip.asu.edu/login and uploading applicable receipts for out of pocket expenses and airfare receipts if the ASU Airfare card was used. Please contact the SHPRS business office to assist you in completing the final steps of the travel expense report. Traveler should add Carrie Montana as an approver Cost Center Manager to the expense report prior to submittal.

- If you need additional assistance to complete your travel expense report you can visit https://cfo.asu.edu/traveler-resources and review the section titled "Additional Resources". If you have any questions or concerns, please contact the ASU Travel Service Center by email or at 480.965.3111. This process is necessary to reimburse you for travel expenses. If your trip is cancelled, please send an email to SHPRSFrontDesk@asu.edu and cancel your online travel request form.

- If you have any questions, please contact Carrie Montana in SHPRS Business Office via phone at 480-727-4030 or email SHPRSFrontDesk@asu.edu.

Congratulations and best wishes for all of your future academic and professional endeavors!