Student Travel Award Disbursement Process

MY ASU Trip: Getting Started

- 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 <u>manual profile</u> <u>form</u> and <u>email it to My ASU TRIP</u>. 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. <u>Create and submit a request</u> 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 <u>https://provost.asu.edu/student-international-travel</u>.
- 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.
 - 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.

| | SAP Concur | Requests |
|----------------------------------|---|---------------------|
| | Manage Requests | New Request |
| Request AVKU ◄ | | |
| Request Header Segments Expenses | Approval Flow Audit Trail Travel Advisory | |
| Trip Name TEST HELP | Trip Type 1. Out-of-State | Traveler Type Staff |
| Main Destination CityNo | Droiect/Gift/Grant/Drogram | Cost Center |

Booking Travel in Concur/My ASU Trip

.

To book your airfare using the ASU Travel Card log into <u>https://myasutrip.asu.edu/login</u> 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.

| SAP Concur C Reque s Travel | E ense Approvals App Center | | | | | Profile + S | |
|--|---|--------------------------------|-----------------------------|---------------------------------|-----------------------------|-------------------------|--|
| Hello, CARRIE | | + New | 01 Required Approvals | 02 Authorization Requests | 00 Available Expenses | 00 Open Reports | |
| TRIP SEARCH | ALERTS | | | | | | |
| ★ ≅ ⊨ ₽ | As a Arizona State University/The AZ Board of Regents employee, you are eligible for a free Triplt Pro subscription. Event Movement Activity Notifying the weat the second secon | | | | | | |
| Please select your preferred departure and return flip times from the drop down memus provided behavior. The tod will automatically search for flipt locitors within -4. A box of your selected preferred times. You may repard this -4. window to increase your flipt search results. Your 4-digit Request ID will be needed to complete y wr purchase at the end of the booking. | You haven't signed up to receive e-receive COMPANY NOTES Welcome to My ASU TRJ | | | ter 480-965-311 | 1, myasutrip@4 | ısu.edu | |
| Mixed Flight/Train Search Round Trip One Way Multi Cety From @ PHK - Phoenix Sky Harbor Infl Airport - Phoenix, A2 For an abort 1. Search multible approx | Updated for new discounts! Book in My American Airlines - Priority Check-1 discounts Southwest Airlines - negobiated dis Hertz: Enterprise and National - n | n, Priority Security counts | y, Priority Group 4 Boi | arding, and Priority Re | -accommodation alo | No. of Concession, Name | |
| To O Annual city, airport or train station Find an arcost Select multiple airports | MY TASKS | | | | | Read more | |
| Search | 01 Required Approvals → | 00 | Available Expe | enses→ | DD Open R | eports - | |
| Show More | Anne F. Denver AAS conference \$250.00 — Travel | You currer expenses | ntly have no available | e You | currently have no | open reports. | |

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</u> registration pre-payment contact SHPRS Business Office at 480-727-4030.

| Constanting of the second | | | Seat |
|--|--|--|---|
| UA 5435 | Basic Econ | iomy (N) | Select a seat |
| UA 5751 | Basic Ecor | nomy (N) | Select a seat |
| REVIEW | PRICE S | SUMMARY | |
| Description | Fare | Taxes and Fees | Charges |
| Airfare | \$91.16 | \$35.44 | \$126.60 |
| | | | 4120.00 |
| | | Total Estimated Co | ost: \$126.60 |
| | | Total Estimated Co Total Due No | ost: \$126.60 |
| | | | ost: \$126.60 |
| SELECT | AMETH | | ost: \$126.60 ow: \$126.60 |
| | | Total Due No | ost: \$126.60 ow: \$126.60 |
| | te to pay? | Total Due No | ost: \$126.60 ow: \$126.60 |
| How would you lik ASU Airfare * (| (e to pay? 6886) • | Total Due No OD OF PAYME Add credit card | ost: \$126.60 ow: \$126.60 |
| How would you like | (e to pay? 6886) • | Total Due No OD OF PAYME Add credit card | ost: \$126.60 ow: \$126.60 |
| fow would you lik ASU Airfare * (* * Indicates credit | ce to pay? 6886) V | Total Due No OD OF PAYME Add credit card any card | ost: \$126.60 ow: \$126.60 ENT |
| fow would you lik ASU Airfare * (* Indicates credit | ce to pay? 6886) ▼ @ card is a comp s a NOn-F | Total Due No OD OF PAYME Add credit card any card Refundable Ticke | ost: \$126.60 ow: \$126.60 ENT |
| fow would you lik ASU Airfare * (* Indicates credit M This is Customer | te to pay? 6886) V card is a comp S a Non-F rs holding NON | Total Due No OD OF PAYME Add credit card any card Refundable Ticke REFUNDABLE type ticke | ost: \$126.60 ow: \$126.60 ENT et ts may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within |
| fow would you lik ASU Airfare * (* Indicates credit Market Stream Custome year follo | card is a comp s a NON-F rs holding NON wing the DATE | Total Due No OD OF PAYME Add credit card any card Refundable Ticke REFUNDABLE type ticke OF ISSUE (READ THE F/ | ost: \$126.60 ow: \$126.60 ENT |

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

- <u>Within one week of trip completion</u>, traveler must complete the trip expense report by logging into <u>https://myasutrip.asu.edu/login</u> 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 <u>https://cfo.asu.edu/traveler-resources</u> 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 <u>SHPRSFrontDesk@asu.edu</u> 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 <u>SHPRSFrontDesk@asu.edu.</u>

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