SHPRS provides *all faculty* with *a* travel allowance of $1,600 per school year.

* + Travel funds can be used for research trips, conference participation, professional meeting attendance, etc. and can be split into multiple trips
	+ Travel funds must be used within the current academic year. Unused funds do not roll over from one year to the next
	+ Travel funds may not be transferred to another traveler
	+ Travel funds are to be used for travel only; they cannot be used for other purchases (e.g., equipment)

#### *Travel must be completed, and expense claim submitted by June 30, of the current fiscal year.*

Please use the [My ASU Trip Quick Reference Guide](https://www.asu.edu/fs/documents/my-asu-trip-quick-reference-guide.pdf) for assistance. [My ASU TRIP](https://cfo.asu.edu/myasutrip) provides links to instructions on how to update a profile, create a trip request, book travel, and complete an expense report. You will also find the Trip Manual and Travel Policy for your review.

***TRIP REQUEST - Before you leave, you must submit a Request in MyASU Trip/Concur***

1. Check with SHPRS Business Office about your available funding for the fiscal year. Documentation is required when accessing travel funds awarded above and beyond the annual allotment per faculty member. ***Use account PG12245*** for standard SHPRS Travel allotment. If you have additional funds available and are unsure of your account, please check with ***Martha Canto***. **Travel authorization cannot be approved without supporting documentation attached and/or comments entered on trip request.**
2. Complete the online travel form at: <https://cfo.asu.edu/myasutrip> an approved travel request must be on file ***prior*** to departure.
3. The Auditor General’s Office requires that the travel authorization state the public purpose being served (example, presenting at a conference, conducting research at archive, etc.).
4. Upload your conference brochure.
5. If renting a car instead of airfare, provide proof that car rental is less than airfare. See page regarding car rental.
6. ***Martha Canto*** as Cost Center Manager and ***Becky Tsang*** as ATO.
7. In the comments box, include how your class(es) will be covered if travel occurs during class time.
8. If you are combining business and personal travel please review Personal Time with Business Travel guide for best practices, see attached.

#### [How do I handle a zero-dollar trip in MY ASU Trip?](https://cfo.asu.edu/faq/3998)  ASU employees who travel on official ASU business but are funded from another organization where no reimbursements are made must submit a zero-dollar trip request prior to the start date.

***BOOKING TRAVEL – Arranging for travel after your trip request is approved.***

Travel arrangements should utilize the most economical method of transportation in terms of expense to the university and the traveler's time away from the office. Utilizing the online booking tool within My [ASU TRIP](https://cfo.asu.edu/myasutrip) or calling the university's contracted travel agency are the preferred methods of booking travel. If renting a car for business travel faculty and staff must use an approved [vehicle rental contract](https://cfo.asu.edu/sunmart) and complete the [Authorized Driver Program](https://cfo.asu.edu/authorized-driver-program). If My ASU TRIP or the contracted travel agency are not used, the traveler should load his or her flight itinerary in My ASU TRIP to support the university's duty of care (to help ASU contact the traveler in case of emergency).

If traveling to an international destination, [ASU Travel Policy Standard 3](https://www.asu.edu/aad/manuals/fin/fin501.html) should be reviewed prior to committing to a trip. The traveler is responsible for obtaining the proper passports or visas and following specific requirements for travel on Grant Accounts ([RSP 504-01: Sponsored Projects Travel for ASU Employees](https://www.asu.edu/aad/manuals/rsp/rsp504-01.html)). If a passport is required for authorized university business travel and the traveler does not already have a passport, the expense is an authorized reimbursable travel expense. The cost of a visa and associated fees are authorized reimbursable university business travel expenses. If these purchases are not on an ASU Travel Card, receipts are required for reimbursement.

***Car Rental*** -faculty and staff are required to rent through the approved purchasing vehicle rental contracts. If a traveler rents off the contract they may be held liable for any cost incurred if there is an accident. Car rental information can be found at <https://cfo.asu.edu/sunmart#accordion-embed_1-2>.

The traveler is responsible for obtaining any required immunizations or international medical insurance, and the fees for these are reimbursable business travel expenses with a receipt.

When faced with conflicting federal, sponsoring agency, or ASU travel policies, the more restrictive policy is followed. However, to ensure the consistent and equitable treatment of all ASU travelers, if the restriction results in a lesser reimbursement from a sponsored account, the department should consider covering the difference from a non-sponsored account, per [*ASU Travel Policy Standard 4: Arranging for Travel.*](https://www.asu.edu/aad/manuals/fin/fin501.html)

***EXPENSE REPORT - When you return, process an Expense in MyASU Trip/Concur for reimbursements***

Within one week of travel completion, you must do the following:

1. Log into your trip online and open your trip request to complete the actual expense portion of the online travel claim. Actual expenses should not total more than the amount of funding authorized.
2. All receipts must be uploaded at time the actual expenses are entered.

Per ASU travel policy, travelers are allowed ***30*** calendar days following their trip-end date to submit all supporting documentation and receipts to Travel Reimbursements for

processing. *However, to allow time for SHPRS staff to perform the first level audit, receipts and trip summary should be submitted to Concur within* ***20 days*** *following your trip-end date (add* ***Martha Canto*** *as Cost Center Manager).*

If the expense report with all pertaining documentation is not submitted to Concur and in a timely manner, the Travel Office **30-day** policy will be violated. In such cases, a late reminder will be sent directly to the traveler via email notifying the traveler. At ***45*** days past trip-end date, a second late reminder will be sent and additionally at ***60*** days, notification will be sent and may result in a notification of the senior fiscal administrator in the applicable college or VP area. If any amounts were advanced or charged to the ASU Travel Card a payroll deduction may be necessary. Email travel related questions ***to Martha Canto at mgcanto@asu.edu.***