

SHPRS Travel Information

SHPRS provides *benefits eligible faculty* with a travel allowance, the amount determined at the beginning of each fiscal year and is dependent on FTE with SHPRS.

- Travel funds can be used for research trips, conference participation, professional meeting attendance, and can be split into multiple trips
- Travel funds must be used within the current fiscal year prior to mid-June due to the closing of fiscal year-end. 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 mid-June of the current fiscal year.***

Please use the [My ASU Trip Quick Reference Guide](#) for assistance. [My ASU TRIP](#) 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 are unsure of your balance on PG12245 please check with **Klarisa Montaña**.
2. Complete the trip request in Concur: <https://cfo.asu.edu/myasutrip> prior to your departure. The trip request must be fully approved **prior** to departure. Travel requests cannot be approved without supporting documentation attached and/or comments entered on trip request.
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. For Conferences, upload the pdf of the conference hotel rates, conference registration costs, and other relevant fees.
5. If renting a car instead of airfare, provide proof that car rental is less than airfare. See page regarding car rental.
6. List **Klarisa Montaña** 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.



ASU
Auto-rental-liability.



Personal Time with
Business Travel.pdf

How do I handle a zero-dollar trip in MY ASU Trip? 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 – Arrange for travel after your trip request is approved.

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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](#) 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](#) and complete the [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).

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 **Klarisa Montaña** 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 the expense may be considered payable compensation in which you will be taxed.

Email travel related questions *to Klarisa Montaña at krmonta1@asu.edu.*