



My ASU TRIP Manual

ASU Travel Service Center

Call 480-965-3111

Mon. through Fri., 8 a.m. to 5 p.m., Arizona time

Email: MyASUTrip@asu.edu

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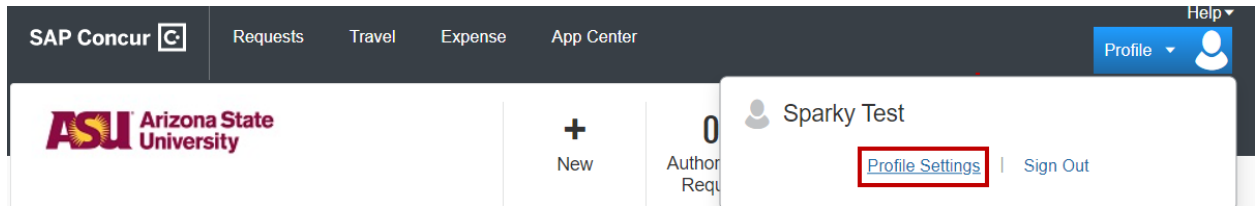
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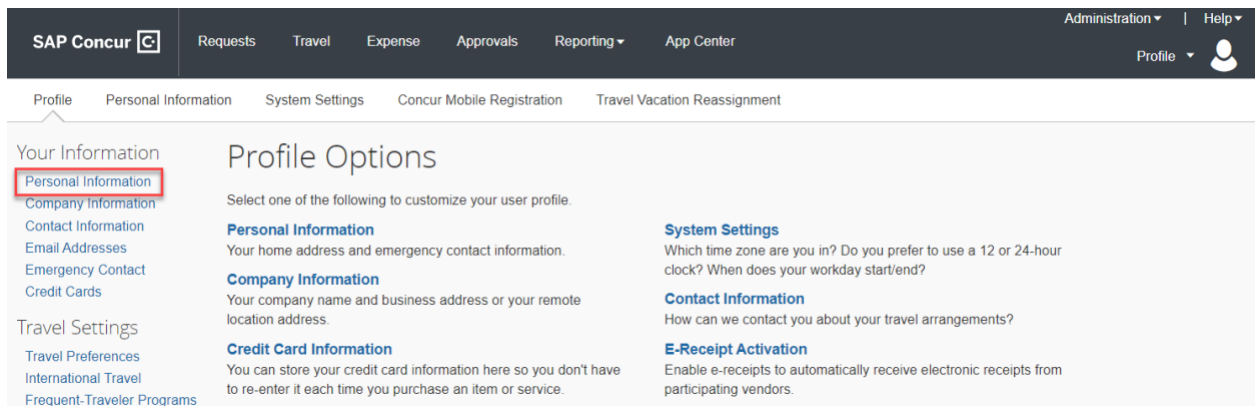
Profile

Update profile information

1. From the [My ASU TRIP](#) homepage, click **Profile**.
2. Then, click **Profile Settings**.



3. Click **Personal Information**.



4. Verify that the first, middle and last name fields match the official identification documents you will present at airports. If any of the fields do not match your ID, changes can be made as shown below:

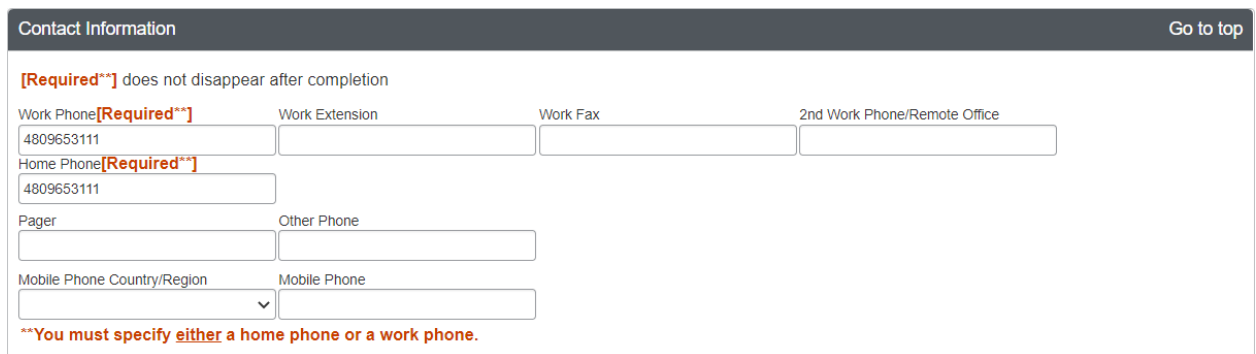
Title	Optional.
First Name	To change, contact the Travel Service Center.
Middle Name	If your travel documents do not display a middle name, use the checkbox below the field. If the middle name needs to be changed, contact the Travel Service Center.
Preferred Name	Optional.
Last Name	To change, contact the Travel Service Center.
Suffix	Optional.

Profile

Changes made by the Travel Service Center are not permanent. Changes can be overridden by PeopleSoft when there are changes in your department or your position. The Travel Service Center recommends you make the name change permanent by contacting the Office of Human Resources.

5. **Company Information** is auto-populated from PeopleSoft.
6. Complete the optional **Work Address** field.
7. Enter **Contact Information**. A work phone or home phone is required.
8. Enter your Mobile Phone number to receive Safety Text message alerts.

Note: [Required**] does not disappear after field completion.



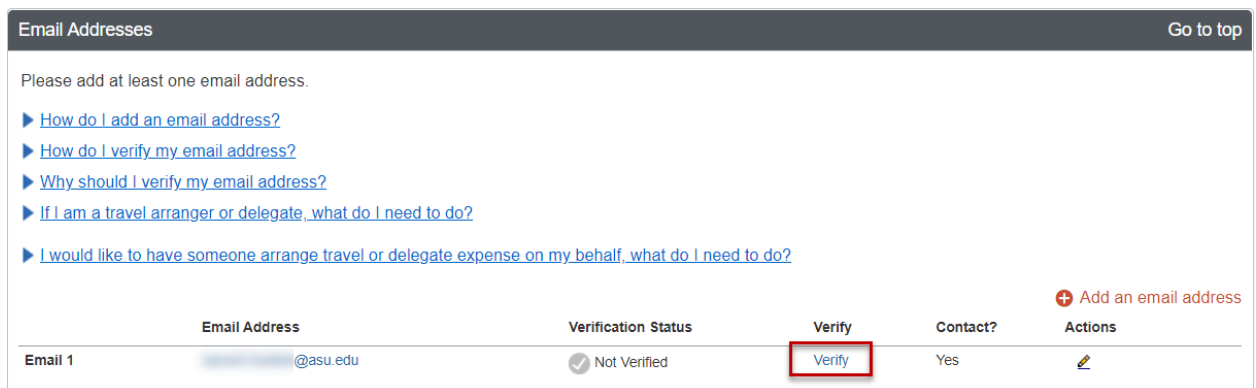
Contact Information Go to top

[Required**] does not disappear after completion

Work Phone [Required**] 4809653111	Work Extension	Work Fax	2nd Work Phone/Remote Office
Home Phone [Required**] 4809653111			
Pager	Other Phone		
Mobile Phone Country/Region	Mobile Phone		

****You must specify either a home phone or a work phone.**

9. **Verify** email to receive e-receipts and forward itineraries. E-receipts and forwarded itineraries simplify expense report preparation.



Email Addresses Go to top

Please add at least one email address.

- [▶ How do I add an email address?](#)
- [▶ How do I verify my email address?](#)
- [▶ Why should I verify my email address?](#)
- [▶ If I am a travel arranger or delegate, what do I need to do?](#)
- [▶ I would like to have someone arrange travel or delegate expense on my behalf, what do I need to do?](#)

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 [redacted]@asu.edu	Not Verified	Verify	Yes	

[+ Add an email address](#)

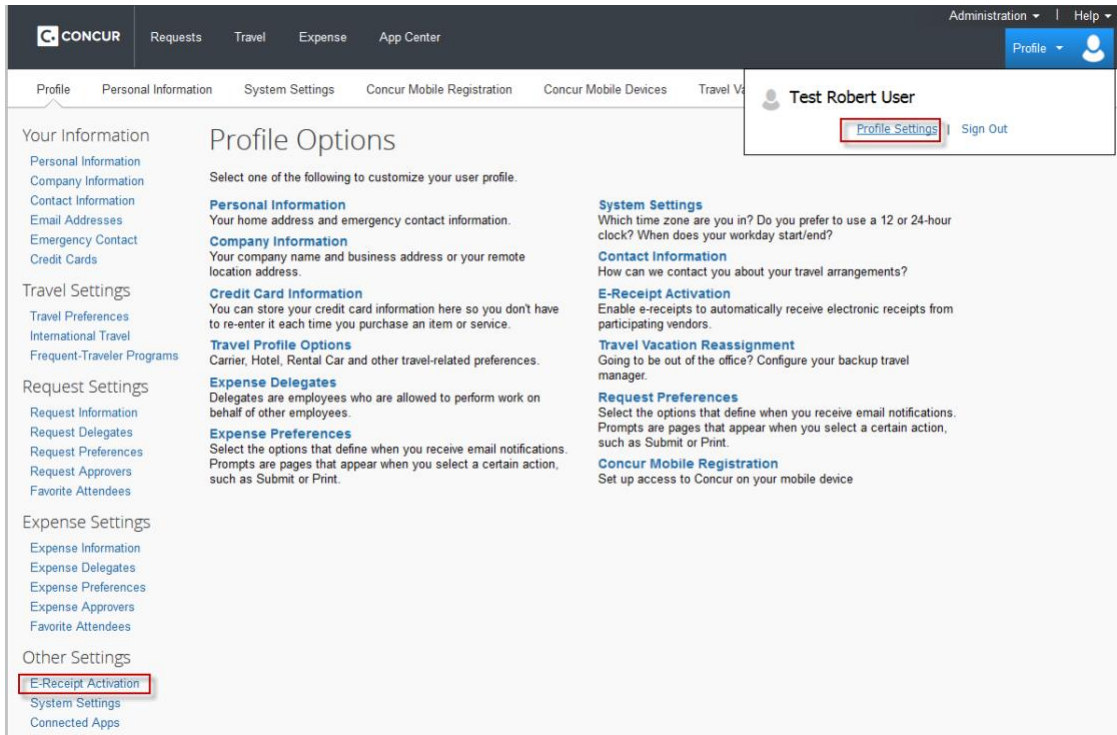
10. Enter an **Emergency Contact**.
11. Complete optional **Travel Preferences** and **Frequent-traveler Programs**.
12. Enter **Gender** and **Date of Birth**. Note: [Required] does not disappear after completion.
13. **Passports, Visas, and Credit Card** fields are optional.

Profile

Activate E-receipts

Follow these steps to activate e-receipts to ease expense report preparation.

1. Click **Profile**.
2. Click **Profile Settings**.
3. Click **E-Receipt Activation** and then **Enable**.



E-Receipt Activation

Save time on your expense reports. When you enable e-receipt syncing, receipts from participating suppliers will be added to your SAP Concur account and used to pre-populate expenses for you. **Enable**

Please note that this setting does not control all e-receipts. E-receipts will continue to sync for any participating partners you have connected to your SAP Concur account. Settings for these partners can be managed directly in the SAP Concur App Center under a partner's individual listing. For more information, contact your company's SAP Concur account administrator.

4. Click **I Agree**.

Profile

E-Receipt Activation



Your SAP Concur solution can enable the automatic collection of the electronic receipts and folio data ("e-receipts") generated by your transactions with participating travel partners.

By enrolling in travel partner integrations, you will enable e-receipts functionality generally within your SAP Concur solution and you authorize SAP Concur and its corporate affiliates to receive, transfer, and use e-receipts generated by your transactions with participating travel partners. This is in connection with SAP Concur services, including air, rail, hotel, car rental, and other ground transportation suppliers, and you authorize such participating travel partners and their respective agents and affiliates to share such e-receipts with your SAP Concur solution. To retrieve e-receipts from participating travel partners, your SAP Concur solution may need to share certain details about you and your travel plans with participating travel partners, which might include your name,

I Agree

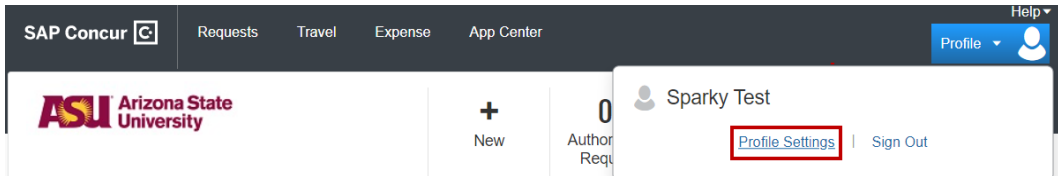
I Decline

Profile

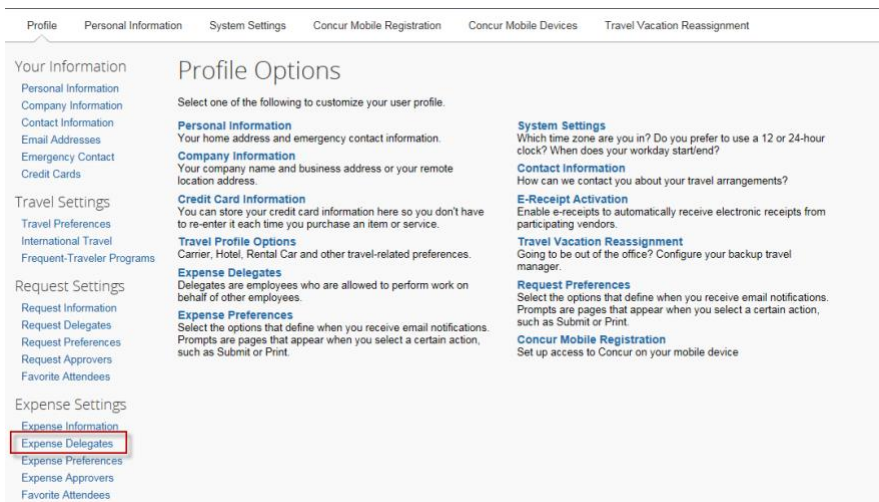
Add a delegate

A delegate can create a trip request or expense report on your behalf and book travel, but cannot submit an expense report for you.

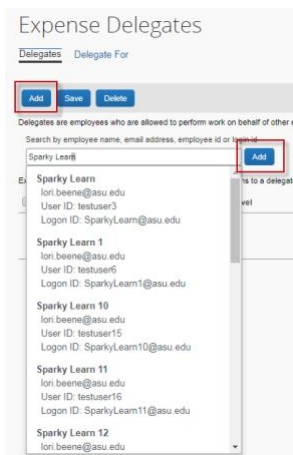
1. Click **Profile** at the top of the My ASU TRIP home page. Then, click **Profile Settings**.



2. Click **Expense Delegates**.



3. Add delegate by clicking **Add**. You can search by employee name, email address, employee ID or logon ID. Select your delegate and click **Add**.



Profile

4. Check boxes that apply. You have not assigned a delegate until these boxes are checked.
 - **Can Prepare:** Delegate can prepare requests and expense reports on your behalf.
 - **Can Book Travel:** Delegate can book travel within My ASU TRIP for you.
 - **Can Submit Requests:** Delegate can submit a completed request on your behalf; they will not be able to submit an expense report for you.
 - **Can View Receipts:** This allows them to view receipts and is necessary for them to be able to complete requests and expense reports.
 - **Receives Emails:** The delegate receives an email when requests or expense reports have been approved or sent back for revision.

Expense Delegates

Delegates Delegate For

Add Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Book Travel	Can Submit Requests	Can View Receipts	Receives Emails
<input type="checkbox"/>	[blurred]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Click **Save**.

Profile

Apply for an ASU Travel Card

1. Sign into [the travel card application page](#) with your ASURITE ID and click **Submit New Form**.
2. Enter the applicant's ASURITE ID. If applicable, include the ASURITE ID of the department contact.

View Forms ^

Submit New Form

Forms Requiring Approval

Forms In Process

Completed Forms

Canceled Forms

Search Forms

Dashboard Report

Submit New Form

Student employees and **Graduate Students** may not request a Travel Card.

Applicant's ASURITE: [Search for Applicant](#)

Contact's ASURITE (optional): [Search for Contact](#)

Cancel **Continue**

3. Click **Continue**.

The **Submit New Form** page appears with the user's employee information and an **Approving cost center or grant** field, which requires completion. The system uses the **Approving cost center of grant** field to route the card application for approval. The cost center or grant entered does not affect where the card charges are expensed.

4. Click the **ASU Travel Card Standards of Use** and **ASU Commitment to Ethics** links and read both documents.
5. Complete the **Phone Number** field. This information is provided to U.S. Bank, who will contact you at this number if necessary.

Profile

Training Requirements

[ASU Travel Card Standards of Use](#)

[ASU Commitment to Ethics](#)

Employee Information

Employee Name:	[Redacted]		
Employee ID:	[Redacted]	HR Mail Code:	[Redacted]
Email Address:	[Redacted]	Phone Number:	<input type="text"/> (No Spaces)
Employee Job Title:	[Redacted]		
Employee Group:	SAL	Campus Location:	[Redacted]
HR Department Code:	D0206002	HR Department Name:	[Redacted]
VP/College Code:	BF		
Approving Cost Center or Grant:	<input type="text"/>	(Example: CC0012 or GR00223) Search CC or Grant ID	

6. Scroll down to complete the **Card Use** section.
 - If this is your initial application, request a monthly limit of **\$2,500**, **\$5,000** or **Other** for an alternate amount. Request the greatest amount of travel expenses you expect per month.
 - If you currently have a card and are requesting a card limit increase or decrease, check the **Increasing limit** or **Decreasing limit** box and enter the requested new limit in the text field labeled other.
 - If you are changing departments, check **Cardholder transferred departments**.

Card Use

Indicate monthly maximum dollar amount of travel expenses for this card.

Amount Select ONE

<input type="radio"/> \$2,500.00	Check if application is revising existing card (check all that apply). <input type="checkbox"/> Increasing limit <input type="checkbox"/> Decreasing limit <input type="checkbox"/> Cardholder transferred departments (this application should be entered with new department information)
<input type="radio"/> \$5,000.00	
<input type="radio"/> Other	
If Other: \$ <input type="text"/>	

7. Review and select each checkbox in the **Acceptance of Terms** section.

Profile

Acceptance of Terms

I understand the ASU Travel Card is a corporate liability card paid directly by ASU.

I have read the terms of this application and have agreed to each term as noted below.

<input type="checkbox"/> I have reviewed the ASU Travel Card Standards of Use and ASU Commitment to Ethics.
<input type="checkbox"/> The card is to be used only for University travel related expenses with an appropriate business purpose.
<input type="checkbox"/> I will promptly submit my travel claims within 30 days after completion of my trip.
<input type="checkbox"/> The travel card is not to be used for personal expenses, alcohol, or other expenses prohibited in the ASU Travel Card Standards of Use.
<input type="checkbox"/> If I use my ASU Travel Card for expenses not reimbursable by ASU, I will immediately repay ASU; otherwise, I authorize ASU Financial Services to deduct these expenses from my ASU payroll check. If no longer employed by ASU, I understand amounts owed may be sent to an outside collection agency. (Note: Travelers will see the balance due ASU at the time they submit their travel expense report. Employees will also be notified by ASU Travel when the deduction amount has been sent to Payroll for processing.)
<input type="checkbox"/> I will notify U.S. Bank immediately if my card is lost, I believe my account number has been compromised, or I believe fraud has occurred. I will notify U.S. Bank within 60 days to dispute a fraudulent charge.
<input type="checkbox"/> This card may be suspended or canceled at the discretion of ASU Financial Services or ASU Department.

8. Click **Continue**.
9. Select an option in the Travel Approval and Dean/VP Approval sections and click **Continue**.

Submit New Form

Approval Information

Travel Approval - Select One:

[Dropdown menu for Travel Approval]

Dean/VP Approval - Select One:

[Dropdown menu for Dean/VP Approval]

If no Dean/Vp approver is listed, Please use [Search for VP/Dean](#).

Asurite: <input type="text"/>	Name: <input type="text"/>	Email: <input type="text"/>
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Profile

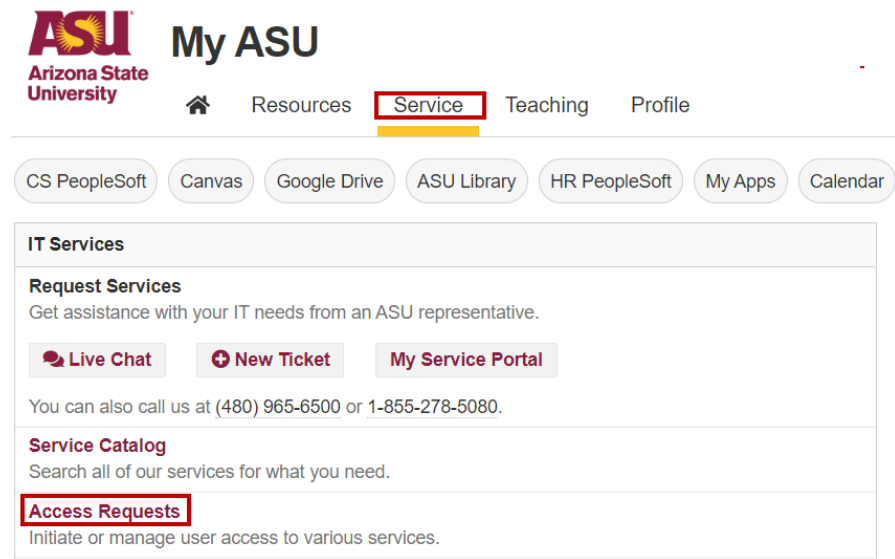
10. A confirmation window appears to explain that your application has been received and is awaiting approval.

Click **Forms In Process** to check on the application status.

Approvers

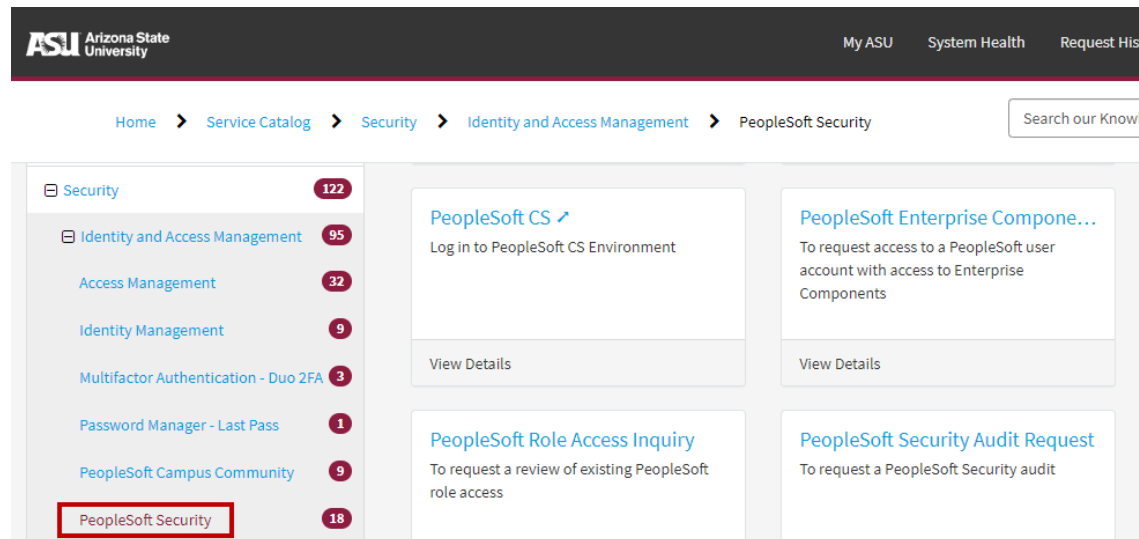
Request an approver role

1. Click **Service** in My ASU.
2. Click **Access Requests** under IT Services.



The screenshot shows the My ASU navigation menu. The 'Service' link is highlighted with a red box. Below the navigation menu, there are several service categories: CS PeopleSoft, Canvas, Google Drive, ASU Library, HR PeopleSoft, My Apps, and Calendar. Under the 'IT Services' section, there are links for 'Request Services', 'Live Chat', 'New Ticket', and 'My Service Portal'. The 'Access Requests' link is highlighted with a red box.

3. In the drop-down menu, click **PeopleSoft Security**.



The screenshot shows the PeopleSoft Security page. The sidebar on the left contains a list of security-related links, with 'PeopleSoft Security' highlighted by a red box. The main content area displays four tiles: 'PeopleSoft CS', 'PeopleSoft Enterprise Components', 'PeopleSoft Role Access Inquiry', and 'PeopleSoft Security Audit Request'. The 'PeopleSoft Security' link in the sidebar is highlighted with a red box.

4. Select **PeopleSoft – Submit a Role Request**.

Approvers

PeopleSoft Security

Includes PeopleSoft Campus Community and PeopleSoft role-specific access for CS, HR, PRD and Data Warehouse.

Hours Of Availability:

- Network Availability & Incident Response: 24x7x365
- Service Request Availability: Standard Business Hours

Costs: Maintenance and support of ASU network funded by UTO, new connections and other project costs may apply.

How to Request:

The image shows two navigation cards. The left card is titled 'PeopleSoft - Status of Role Request' and contains the text 'Status of PeopleSoft Enterprise Oasis request submission' and a 'View Details' button. The right card is titled 'PeopleSoft - Submit a Role Request' and contains the text 'Submit a PeopleSoft Oasis Security Request' and a 'View Details' button. The right card is highlighted with a red border.

5. Enter your ASURITE and click **Continue**.

The form is titled 'ASU PeopleSoft Security Request' and shows the user 'svanord'. It has a section 'Requested Security Access ASURITEs and Purpose' with an information icon and instructions: '- Enter the UserID for which you are requesting a change, then click the Continue>> button. The system will evaluate whether this is a new access request or one which has been started but not yet submitted. - Note: Fields which have a label preceded by an asterisk (*) are required.' There is a field for '*End-User's UserID:' with a search icon and a 'Continue >>' button.

The form is titled 'ASU PeopleSoft Security Request' and shows the user 'svanord'. It has a section 'Requested Security Access ASURITEs and Purpose' with a 'View Employee Data' link. There is a field for '*End-User's UserID:' with a search icon. Below it is a text area for '*Purpose for Access Request (maximum of 2 lines)'. At the bottom, there is a field for '*Supervisor's UserID:' with a search icon and a 'Continue >>' button, and a 'Cancel/Reset' button.

6. Explain in the **Purpose for Access Request** field the reason for the requested role.
7. Enter your supervisor's ASURITE and click **Continue**.

If you are applying for an ATO role, ensure the name is a Dean or Vice President.

8. Click **Add Role**.
 - If applying for the **My ASU TRIP Approver** role, you must be a Cost Center Manager or Grant Manager in Workday.

Approvers

9. Select the necessary role under **Human Capital Management – Financial Services Travel**.

Human Capital Management (HR) - Financial Services Travel (FS)

<input type="checkbox"/> My ASU TRIP Approver	<input type="checkbox"/> My ASU TRIP Dean/VP Approver
<input type="checkbox"/> My ASU TRIP ATO	

10. Click **Save and return**.
11. Click **Save and submit** to forward your request for approval.

Approvers

Note: The view when approving requests is different than when approving expense reports.


Approve a trip request

1. From the My ASU TRIP homepage, Click **Approvals** at the top of the page > **Requests** > and the name of the Trip.

The screenshot shows the SAP Concur interface. At the top, there is a navigation bar with 'SAP Concur' logo, 'Requests', 'Travel', 'Expense', 'Approvals' (highlighted with a red box), and 'App Center'. On the right, there is a 'Help' dropdown and a user profile icon. Below the navigation bar, there are links for 'Approvals Home', 'Requests', and 'Reports'. The main content area is titled 'Approvals' and contains two summary cards: '01 Requests' (highlighted with a red box) and '00 Expense Reports'. Below these cards is a 'Requests' section with an 'Approve' button. A table lists requests with columns: Request Type, Request Name, Request ID, Employee, Request Dates, Date Submitted, and Total. One request is listed: 'Travel' with 'Workday Rising' (highlighted with a red box) as the request name. The request ID is 'HACH', the employee is 'User, Test', the request dates are '08/16/2022' and '08/20/2022', the date submitted is '07/20/2022', and the total is '\$1,357.00'. A tooltip is visible over the 'Workday Rising' text.

2. To view the **Request Header**, click Request Details and select Request Header in the drop-down menu.

The screenshot shows the 'Request Header' view for a 'Workday Rising' request totaling \$1,357.00. The header includes the request title, a 'More Actions' dropdown, and an 'Approve' button. Below the header, there is a 'Request Details' dropdown menu (highlighted with a red box) and a 'Request' dropdown menu (also highlighted with a red box). The 'Request' dropdown menu is open, showing options: 'Request Header' (highlighted with a red box), 'Request Timeline', 'Audit Trail', 'Linked Add-ons', and 'Travel Advisory'. The main content area is titled 'EXPENSES' and contains a table with columns: Expense type, Date, Amount, Requested, and Approved. A single expense is listed: 'Taxi' with a date of '08/16/2022', an amount of '\$30.00', a requested amount of '\$30.00', and an approved amount of '\$30.00'. There are 'Edit', 'Delete', and 'Allocate' buttons above the table.

3. Review the details on the Request Header. Any field not grayed out can be modified as necessary. Click  for additional information about a field.

Approvers

Edit Request Header ✕

Workday Rising | Request ID: HACH

Trip Name * **Trip Type *** **Traveler Type ***

Employee ID **Department ID** **Business Travel Begin Date ***

Business Travel End Date * **Main Destination City *** **Project/Gift/Grant/Program**

Cost Center **Does this trip contain personal travel? *** **Business Type ***

Conference/Event Host * **Public Purpose/Benefit to ASU *** **Trip Not to Exceed**

Cancel

- Click on the arrow to view the exceptions. Yellow exceptions are informational. These should be reviewed, but do not prevent approval.

Alerts: 3 ⬆

REQUEST

⚠️ Book flights in My ASU TRIP after your trip request is fully approved. Failure to do so affects reimbursement. Vehicle rentals and lodging should be booked in My ASU TRIP, if possible. [View](#)

⚠️ COVID-19 requirements: Follow [current travel guidance](https://cfo.asu.edu/domestic-travel-guidance?target=_blank). [View](#)

⚠️ Do not book until your trip request is completely approved. You will get an email when this request is approved. [View](#)

Workday Rising \$1,312.00

👤 Test User | Pending Cost Center Approval | Request ID: HACH

- Click on the Expense type to view individual expenses.

EXPECTED EXPENSES

<input type="checkbox"/>	Alerts ↑↓	Expense type ⌵	Details ↑↓	Date ↑↓	Amount ↑↓	Requested ↑↓	Approved ↑↓
<input type="checkbox"/>		Airfare		08/16/2022	\$450.00	\$450.00	\$450.00
<input type="checkbox"/>		Daily Allowances	Milwaukee, Wisconsin	08/16/2022	\$252.00	\$252.00	\$252.00
<input type="checkbox"/>		Hotel		08/16/2022	\$600.00	\$600.00	\$600.00
<input type="checkbox"/>		<input type="button" value="⋮"/> Parking		08/16/2022	\$25.00	\$25.00	\$25.00
<input type="checkbox"/>		<input type="button" value="⋮"/> Taxi		08/16/2022	\$30.00	\$30.00	\$30.00
							\$1,357.00

- Expenses with an **Approved Amount** field can be reduced by the approver; calculated fields are unable to be reduced (mileage and daily allowances). For a change to the calculated fields, the request will need to be returned to the traveler. Add comments as necessary.

Approvers

The screenshot shows a mobile application interface for approving a transaction. At the top, there are navigation arrows and the text 'Parking \$25.00'. Below this is the date '08/16/2022' and an 'Allocate' icon. The main form has three input fields: 'Estimate' with the value '25.00', 'Currency' with the value 'US, Dollar', and 'Approved Amount*' with the value '25.00'. There is a 'Comment' text area below these fields. At the bottom, there is a 'Save' button and a 'Cancel' button. The user information 'Test User 07/20/2022' and the transaction type 'Airport parking' are also visible.

7. For hotels, the **Allowed Lodging rate lookup** shows the state allowed lodging limits for the destination as selected by the traveler. If not completed, you can populate the field. To search for a US destination, start typing the two-letter state abbreviation and then the city name. These rates are exclusive of taxes.

The screenshot shows a dropdown menu titled 'Allowed Lodging rate lookup' with a question mark icon. The search input field contains 'WI Mi'. The dropdown list is open, showing a 'Comment' field on the left and search results on the right. The results are categorized under 'Recently Used' and include: 'LA New Orleans Oct 1 - Jan 31 \$150 (US-LA New Orleans 10-01 \$150)', 'NC Derita \$130 (US-NC Derita \$130)', 'WI Middleton Apr 1 - Oct 31 \$127 (US-WI Middleton 04-01 \$127)', and 'WI Milwaukee \$120 (US-WI Milwaukee \$120)'.

To search for an international destination, start with the country name, then city. These rates include all taxes.

Approvers

Allowed Lodging rate lookup ?

Comment

- Germany Berlin \$212 (DE Berlin \$212)
- Germany Boeblingen \$227 (DE Boeblingen \$227)
- Germany Bonames \$220 (DE Bonames \$220)
- Germany Bonn \$205 (DE Bonn \$205)
- Germany Bremen \$205 (DE Bremen \$205)
- Germany Cologne \$228 (DE Cologne \$228)
- Germany Dresden \$201 (DE Dresden \$201)
- Germany Duesseldorf \$245 (DE Duesseldorf \$245)

- Review allocations and modify if necessary. These determine how a request will be pre-encumbered. Optional worktags (department reporting roll, department reporting, ASU audit reporting and academic employee) can be modified or added.

Workday Rising \$1,357.00 More Actions Approve

Test User | Pending Cost Center Approval | Request ID: HACH

[Request Details](#) | [Print/Share](#) | [Attachments](#)

EXPECTED EXPENSES

Add Edit Delete Allocate

<input checked="" type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date	Amount ↑↓	Requested ↑↓	Approved ↑↓
<input checked="" type="checkbox"/>	...	Taxi		08/16/2022	\$30.00	\$30.00	\$30.00
<input checked="" type="checkbox"/>		Daily Allowances	Milwaukee, Wisconsin	08/16/2022	\$252.00	\$252.00	\$252.00
<input checked="" type="checkbox"/>		Hotel		08/16/2022	\$600.00	\$600.00	\$600.00
<input checked="" type="checkbox"/>		Airfare		08/16/2022	\$450.00	\$450.00	\$450.00
<input checked="" type="checkbox"/>	...	Parking		08/16/2022	\$25.00	\$25.00	\$25.00
							\$1,357.00

Allocate ×

Expenses: 5 | \$1,312.00

Percent	Amount
Allocated \$1,312.00	100%
Remaining \$0.00	0%

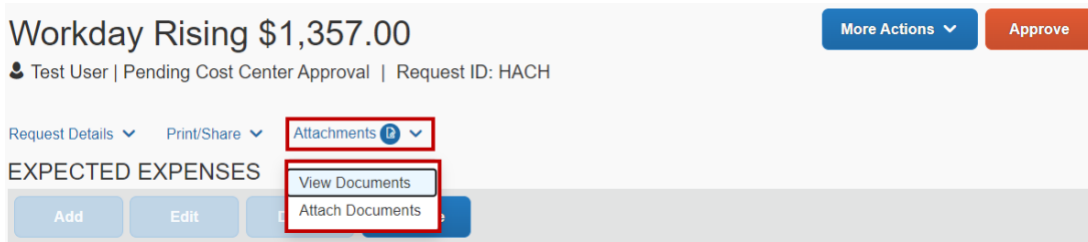
Default Allocation

Code: PG02756-CC0244-1. OUT-OF-STATE Percent % 100

Add Edit Remove Save as Favorite

Approvers

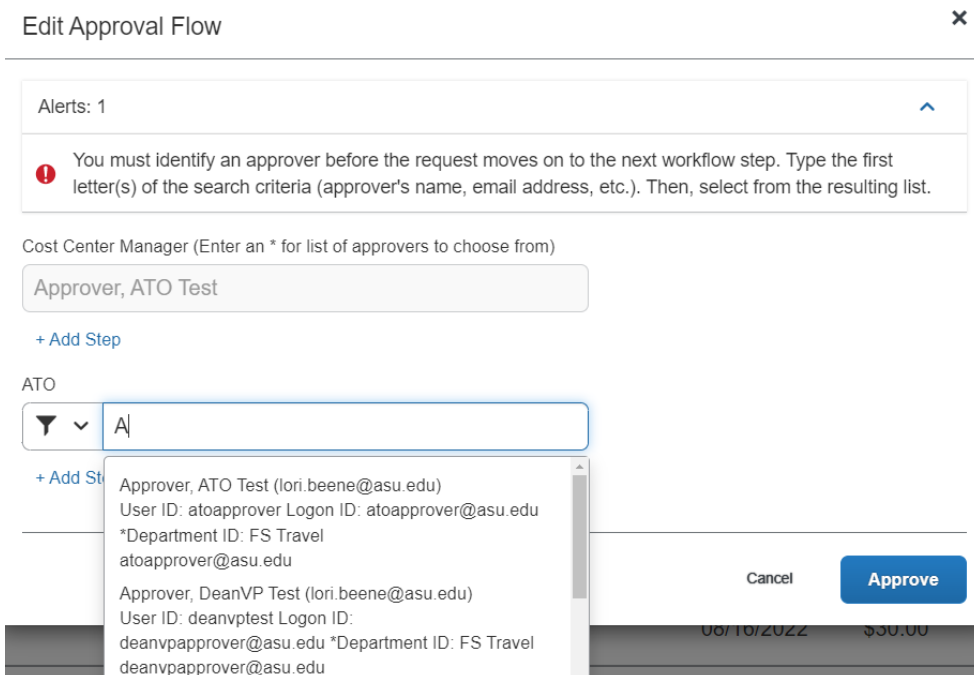
9. Click **Attachments, View Documents** to review any attached documents, or **Attach Documents** to add anything additional. Be sure your pop-up blocker is not enabled.



10. Open the **Approval Flow** to select the next approver. The Approval Flow can be reached by clicking More Actions and selecting Edit Approval Flow or by clicking Approve.



11. Select the next approver by typing in the first letter of the last name and selecting the appropriate individual.



Approvers

Click **+ Add Step** to search for and add an approver that is not part of the standard workflow.

Edit Approval Flow ✕

Alerts: 1 ^

! You must identify an approver before the request moves on to the next workflow step. Type the first letter(s) of the search criteria (approver's name, email address, etc.). Then, select from the resulting list.

Cost Center Manager (Enter an * for list of approvers to choose from)

Approver, ATO Test

+ Add Step

User-Added Approver

▼ A Delete

+ Add Step

ATO ▼

+ Add Step

- Approver, ATO Test (lori.beene@asu.edu)
User ID: atoapprover Logon ID: atoapprover@asu.edu
*Department ID: FS Travel
atoapprover@asu.edu
- Approver, DeanVP Test (lori.beene@asu.edu)
User ID: deanvptest Logon ID:
deanvpapprover@asu.edu *Department ID: FS Travel
deanvpapprover@asu.edu

Select the additional approver by typing in the first letter of the last name and selecting the appropriate individual.

If you do not know the appropriate ATO or Dean/VP, use the *Travel Approvers Dashboard* available on the travel home page.

- The **Audit Trail** shows activity for the history of the request. To open the Audit Trail, click Request Details and select Audit Trail.

Audit Trail ✕

Workday Rising | \$1,357.00

Request Level

Date/Time	Updated By	Action	Description
07/20/2022 5:49 PM	System, Concur	Approval Status Change	Status changed from Pending Grant Approval to Auto Approved

Approvers

13. The **Travel Advisory** is an assessment of the risk associated with the main destination in the request. To open the Travel Advisory, click Request Details and select Travel Advisory.

Workday Rising \$1,357.00
Test User | Pending Cost Center Approval | Request ID: HACH

Request Details | Print/Share | Attachments

EXPENSES

Expense type	Details	Date	Amount	Requested	Approved
Airfare		08/16/2022	\$450.00	\$450.00 <small>Allocated</small>	\$450.00

Travel Advisory

Country/Region: UNITED STATES | Risk Level: [Travel risk advisory](#) - Risk Level: Guarded (Level 2)

14. **Send Back Request or Approve.** Add a comment if you want to send back the request. The traveler will receive an email with the comments included. They should make the appropriate adjustments and resubmit. Approve will send the request to the next approver you have specified.

Workday Rising \$1,357.00
Test User | Pending Cost Center Approval | Request ID: HACH

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

More Actions | Approve

- Edit Approval Flow
- Approve & Forward
- Send Back to Employee**

Send Back to Employee

Comment History

No comments.

Add Comment

Reason for Sending Back the Request*

Please provide a more complete public purpose. |

Cancel | Send Back

Approvers

Approve an expense report

1. From the My ASU TRIP homepage, click **Approvals** at the top of the page > **Expense Reports** > and the name of the trip.

The screenshot shows the SAP Concur interface. At the top, there is a navigation bar with 'SAP Concur' logo, 'Requests', 'Travel', 'Expense', 'Approvals' (highlighted with a red box), and 'App Center'. On the right, there is a 'Help' dropdown and a 'Profile' dropdown. Below the navigation bar, there are tabs for 'Approvals Home', 'Requests', and 'Reports'. The main content area is titled 'Approvals' and contains two summary cards: '02 Requests' and '01 Expense Reports' (highlighted with a red box). Below these cards is a table titled 'Expense Reports' with the following data:

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Concur Training 4/2021 <small>Attend training on the new concur user interface.</small>	Learn 1, Sparky	04/28/2021	\$556.98	\$2,423.89

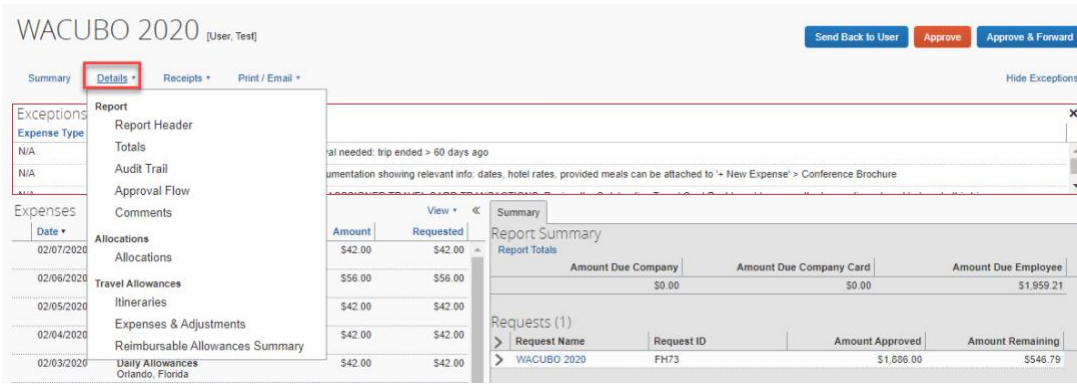
2. Review **Report Summary**. Amount Due Company is owed to ASU and may have the potential to be payroll deducted. Amount Due Employee will be reimbursed to the traveler.

The screenshot shows the 'WACUBO 2020' report summary. At the top, there are buttons for 'Send Back to User', 'Approve', and 'Approve & Forward'. Below these are tabs for 'Summary', 'Details', 'Receipts', and 'Print / Email'. The 'Summary' tab is active. There is an 'Exceptions' table with two rows, each with a warning icon and text: 'Dean/VP approval needed: trip ended > 60 days ago' and 'Conference documentation showing relevant info: dates, hotel rates, provided meals can be attached to < New Expense > Conference Brochure'. Below the exceptions is an 'Expenses' table with columns for Date, Expense Type, Amount, and Requested. A 'Report Summary' table is highlighted with a red box, showing the following data:

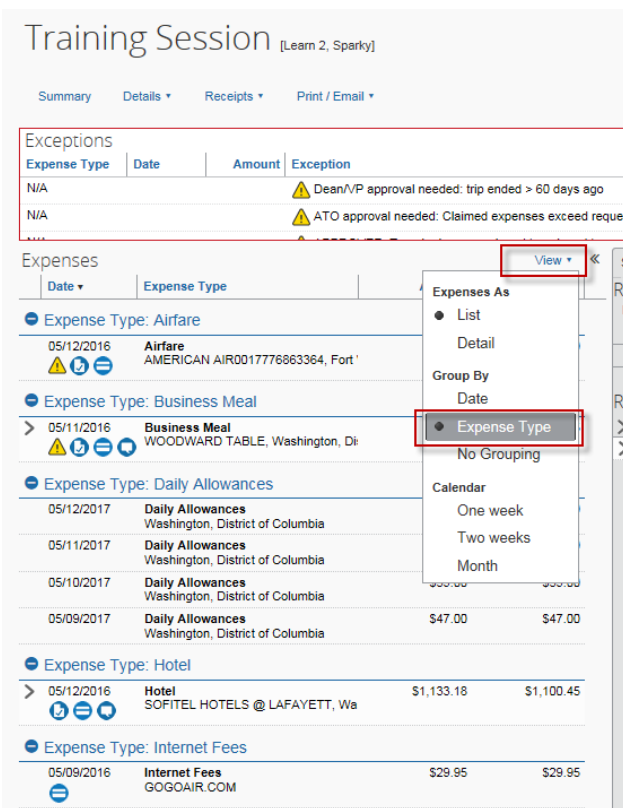
Amount Due Company	Amount Due Company Card	Amount Due Employee
\$0.00	\$0.00	\$1,959.21

3. Click Details to access menu to review Report Header, Allocations, Comments, Itineraries, Hotel Allowed Rates and Daily Allowances meal grid.

Approvers



4. Click **View**, then **Expense Type** to view sorted expenses for easier review.



5. Review each trip expense, payment type, assigned expense type, reasonableness of charge, and compliance with ASU and funding source policy. Add clarifying comments as needed.

Approvers

Seattle Conference

Expense Type: Airfare
Transaction Date: 09/26/2017
Ticket Number: 5268758438134
Vendor: Southwest Airlines
Enter Vendor Name: SOUTHWES 5268758438134
Airline Travel Service Code: Coach Class
Payment Type: Travel Card
Amount: 278.96 USD
Approved Amount: 228.98
Comment: most economical round trip

TOTAL AMOUNT: \$1,154.58 | TOTAL REQUESTED: \$1,104.58

- View receipts by hovering over the blue receipt icon. Hover over the green travel card or purple ASU airfare card icon for additional transaction information.

Chelf 2015 - College Station TX

Expenses

Expense Type: Hotel
Amount: \$368.08
Approved: \$368.08

HILTON COLLEGE STA AND CO, College

11/12/2015

11/11/2015 Daily Allowances College Station, Texas

11/11/2015 Parking Sky Harbor Parking

11/11/2015 Car Mileage

11/11/2015 Miscellaneous Conference Agenda and Hotel

11/09/2015 Daily Allowances College Station, Texas

10/15/2015 Airfare American Airlines, Phoenix, AZ

HILTON COLLEGE STATION
801 UNIVERSITY DRIVE EAST
COLLEGE STATION, TX 77840
United States of America
TELEPHONE 979-693-7500 • FAX 979-846-7361
Reservations
www.hilton.com or 1 800 HILTONS

Room No: 701/D2
Arrival Date: 11/9/2015 3:56:00 PM
Departure Date: 11/11/2015
Adult/Child: 1/0
Cashier ID: WKRAMERWILLIAM
Room Rate: 159.00
AL:
HH #
VAT #
Folio No/Che: 727256 A










Confirmation Number: 3208819764
HILTON COLLEGE STATION 11/10/2015 12:40:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
11/9/2015	3584961	GUEST ROOM	\$159.00
11/9/2015	3584961	STATE TAX	\$9.54
11/9/2015	3584961	CITY TAX	\$11.13
11/9/2015	3584961	COUNTY TAX	\$4.37

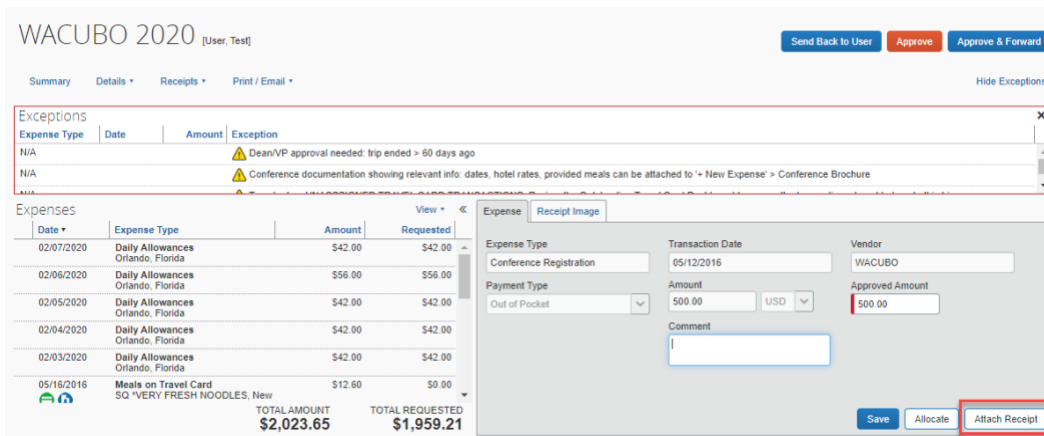
Icon Key

Transaction paid with ASU Travel Card	
Transaction paid with ASU Airfare Card	
E-receipt attached	

Approvers

Receipt image attached added via mobile device	
Receipt attached	
Expense has an allocation or optional worktags	
Expense marked as personal	
Comment added	
Flight itinerary	
Hotel reservation	
Car rental reservation	
Denotes exceptions associated with the trip	

- To attach an additional receipt or documentation, click **Attach Receipt** on the appropriate expense type.



The screenshot shows the WACUBO 2020 interface. At the top, there are navigation buttons: "Send Back to User", "Approve", and "Approve & Forward". Below this is a "Summary" section with tabs for "Details", "Receipts", and "Print / Email". A "Hide Exceptions" link is also present. The main content area is divided into two sections: "Exceptions" and "Expenses".

The "Exceptions" section contains a table with columns: "Expense Type", "Date", "Amount", and "Exception". It lists two entries with "N/A" in the "Expense Type" column and warning icons in the "Exception" column.

The "Expenses" section contains a table with columns: "Date", "Expense Type", "Amount", and "Requested". It lists several entries, including "Daily Allowances" and "Meals on Travel Card". At the bottom of this table, it shows "TOTAL AMOUNT \$2,023.65" and "TOTAL REQUESTED \$1,959.21".

On the right side of the "Expenses" section, there is an "Expense" form with fields for "Expense Type", "Transaction Date", "Vendor", "Payment Type", "Amount", and "Comment". The "Amount" field is set to "500.00" and "USD". The "Approved Amount" field is set to "500.00". At the bottom of the form, there are three buttons: "Save", "Allocate", and "Attach Receipt". The "Attach Receipt" button is highlighted with a red box.

- View allocations and/or optional worktags by hovering over the allocation icon. Click **Allocate** to modify.

Approvers

Seattle Conference [Brown, Tracy]

Summary Details Receipts Print / Email

Exceeds Exceptions

Expense Type	Date	Amount	Exception
N/A			Dean/VP approval needed: trip ended > 60 days ago

Expenses

Date	Expense Type	Amount	Requested
02/23/2016	Miscellaneous	\$30.00	\$30.00
02/20/2016	Other Accommodations/Airbnb	\$400.00	\$400.00
02/19/2016	Airfare America West	\$110.00	\$110.00
02/20/2016	Conference Registration QOOBA 2908, Spokane, Washington	\$335.60	\$335.60

Expense

Expense Type: Conference Registration
Transaction Date: 08/02/2017
Vendor: QOOBA 2908
Payment Type: Travel Card
Amount: 335.60 USD
Approved Amount: 335.60

Comment

08/28/2017 This expense has been allocated.

Percentage	Project/Grant/Program	Cost Center	Department Reporting Roll	Department Reporting	ASU Audit Reporting	Academic Employee	Trip Type	Code
50	(PG03936) LAW-Social Justic...	(CC0421) LAW-Journals	(DR00010) ENGR-Air Devils				1. Out-of-State	PG03936-CC04...
50	(PG03936) LAW-Social Justic...	(CC0421) LAW-Journals			(RB00045) Associate...		1. Out-of-State	PG03936-CC04...

TOTAL AMOUNT \$1,154.58 TOTAL REQUESTED \$1,104.58

Save Allocate Attach Receipt

- Review exceptions, which populate as red or yellow warning icons, and add comments to clarify any unresolved issues.

WACUBO 2020 [User, Test]

Summary Details Receipts Print / Email

Exceeds Exceptions

Expense T...	Date	A...	Exception
N/A			Dean/VP approval needed: trip ended > 60 days ago
N/A			Conference documentation showing relevant info: dates, hotel rates, provided meals can be attached to '+ New Expense' > Conference Brochure
N/A			Traveler has UNASSIGNED TRAVEL CARD TRANSACTIONS. Review the Outstanding Travel Card Dashboard to ensure the transactions do not belong to this trip.
N/A			Personal travel in conjunction with official ASU travel is subject to ASU Travel Policy Standard 12. Attach airfare and car rental quotes and any other documentation necessary to support that the personal travel component did not add any incremental costs to this trip. Without appropriate documentation, the expenses claimed will be adjusted.

- If necessary, reduce the amount for any expenses, except for the calculated fields; mileage and daily allowances. Explain why you made the change in the expense's **Comment** field. The **Comment** field is not available for the **Business meal** expense type. Comments can be made in the **Business meal purpose** field or in the report header by clicking **Details**, then **Report header**.

Expense Type: Conference Registration
Transaction Date: 05/12/2016
Vendor: WACUBO
Payment Type: Out of Pocket

Amount: 500.00 USD
Approved Amount: 450.00

Comment

Save Allocate Attach Receipt

- Approvers have three options:
 - Approve** the expense report. A pop-up window appears. **Accept** the final confirmation. If other approvals are required by the designed approval workflow, insert the name of the next approver by beginning to type in the last name. Select

Approvers

- the appropriate approver and **Approve**. An additional pop-up window will appear confirming your approval. The next approver is notified by email.
- **Approve and forward** sends the report to an approver who is in addition to the designed approval flow. To enter the approver, begin typing the last name, select the appropriate approver and **Approve and forward**. A pop-up window appears. **Accept** the final confirmation. An additional pop-up window appears to confirm your approval. The next approver is notified by email.
 - **Send back to user** returns the report to the traveler. The traveler receives an email the report has been returned to them. They can make corrections, add clarifying comments, or attach additional documentation and then resubmit. Any comments you add in the comment field provided when you the report back are included in the email that is sent and are recorded in the audit trail.

Approvers

Designate an approval delegate

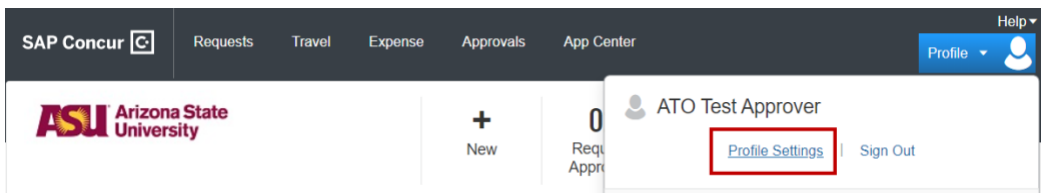
If you are an approver, you can designate a delegate to:

- Approve in your absence or
- Preview requests and expense reports in your approval queue and notify you when they are ready for your approval.

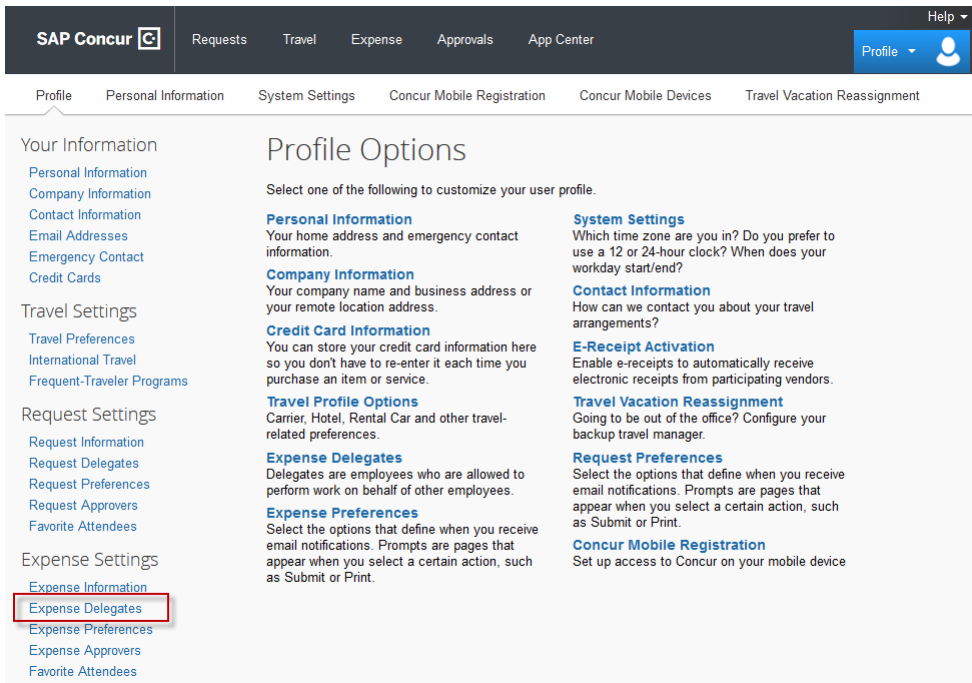
To approve on your behalf, assign an individual with an equivalent approver role in My ASU TRIP (ATO for ATO, Travel approver for Travel approver, etc.)

To preview for you, the individual does not need to be an approver.

1. Click **Profile** at the top of the My ASU TRIP home page.
2. Click **Profile Settings**.

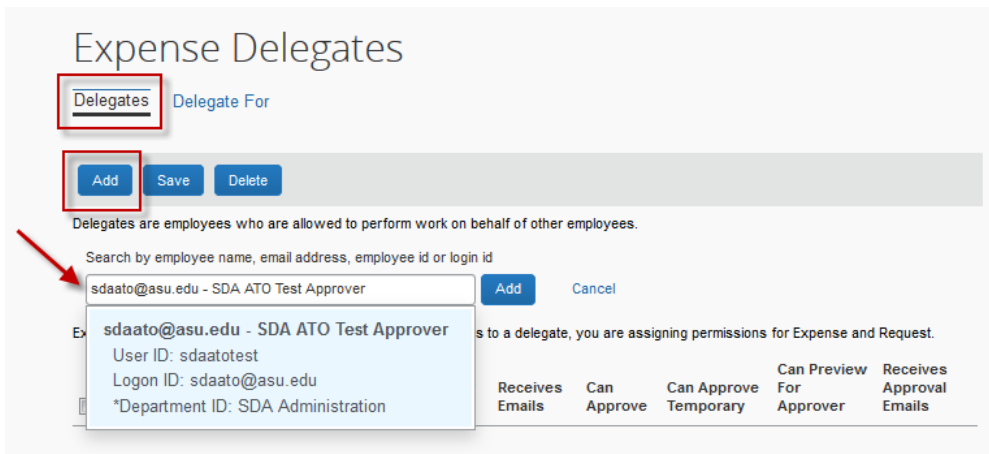


3. Click **Expense Delegates**.



Approvers

4. Click **Add**. You can search by employee name, email address, affiliate ID or ASURITE and then select the appropriate individual.



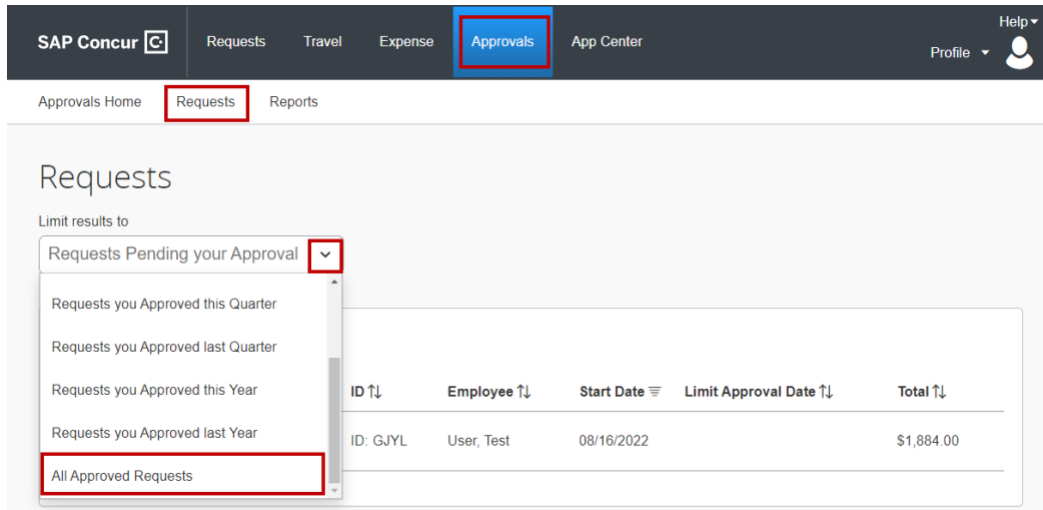
5. If you want them to approve on your behalf: Check **Can Approve**. If you want them to **Receive Approval Emails**, that checkbox should also be checked. Many approvers will check that box only during the time they would like the delegate approver to approve on their behalf. As long as the box is checked, the delegate approver receives an email every time you have something to approve.
6. If you want them to preview for you. Check **Can Preview For Approver**.
7. Click **Save**.

Approvers

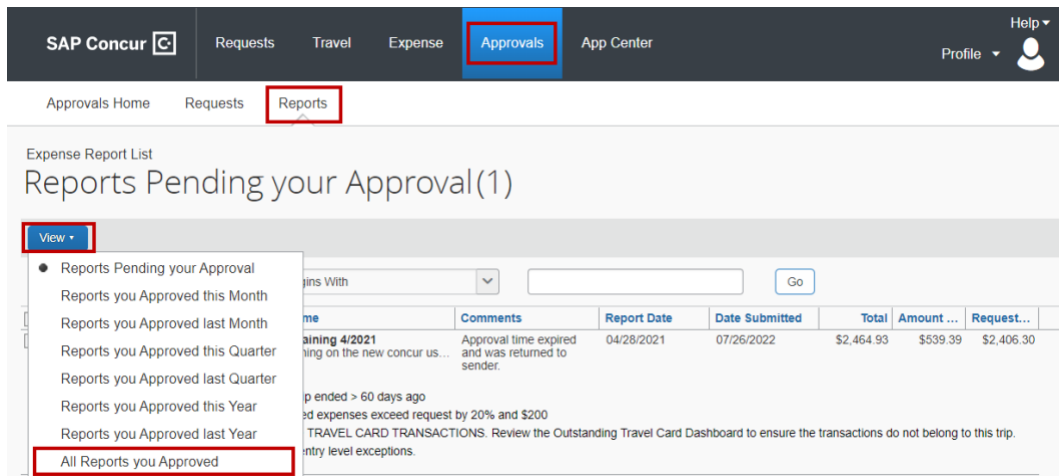
Find requests and expense reports you have approved

All requests and expense reports you have approved remain in your history.

To view approved requests, click **Approvals > Requests >** and select an option from the drop-down menu.



Click **Approvals > Reports > View** for a drop-down menu. Select the time frame of approved expense reports.



You can also use the search bar to search for a specific request or expense report.

Approvers

View ▾

Report Name ▾ Begins With ▾

Report Name	Report Name	Comments	Status	Payment S...	Report Date	Date Submitted	Total	Requ...
<input type="checkbox"/>	Employee First Name	Modification	Approved	Sent for Pa...	09/28/2020	09/28/2020	\$455.55	\$455.55
<input type="checkbox"/>	Employee Last Name	Employee CC transaction						
<input type="checkbox"/>	Employee ID	ed: Claimed expenses exceed request by 20% and \$200						
<input type="checkbox"/>	Report ID	SSIGNED TRAVEL CARD TRANSACTIONS. Review the Outstanding Travel Card Dashboard to ensure the transactions do not belong to this trip.						
<input type="checkbox"/>	Submit Date							
<input type="checkbox"/>	Approval Status							
<input type="checkbox"/>	Payment Status	-Travel Expenses	Approved	Sent for Pa...	09/28/2020	09/28/2020	\$519.31	\$519.31
<input type="checkbox"/>	Receipts Received	CC transaction						
<input type="checkbox"/>	Receipt Image Available	ed: Claimed expenses exceed request by 20% and \$200						
<input type="checkbox"/>	Report Total	SSIGNED TRAVEL CARD TRANSACTIONS. Review the Outstanding Travel Card Dashboard to ensure the transactions do not belong to this trip.						
<input type="checkbox"/>	Amount Approved							
<input type="checkbox"/>	Amount Due Employee	Modification	Approved	Sent for Pa...	09/08/2020	09/08/2020	\$653.32	\$653.32
		da						

Click the blue column headings to sort.

All Reports you Approved

View ▾

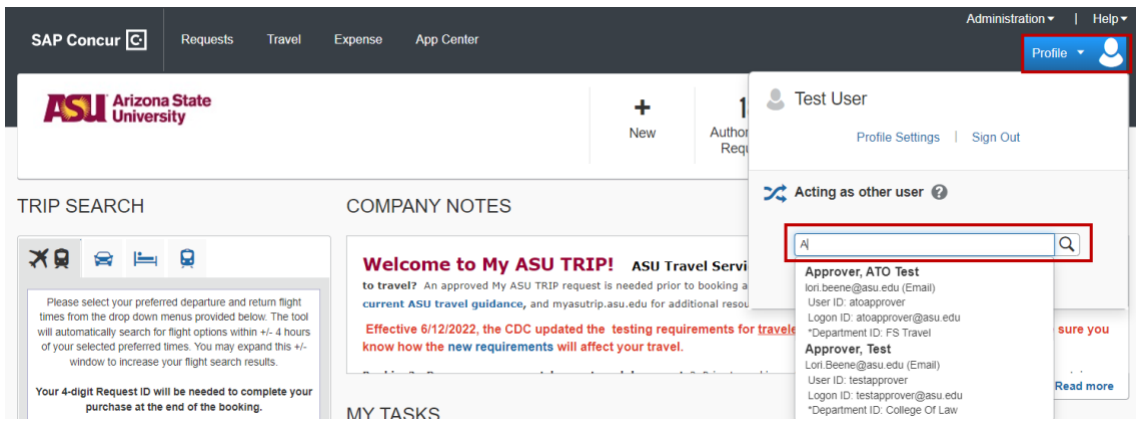
Report Name ▾ Begins With ▾

<input type="checkbox"/>	Employee Na...	Report Name	Comments	Status	Payment Stat...	Report Date	Date Submitted	Total	Reques...
<input type="checkbox"/>	User, Test R.	Modification	employee CC transaction	Approved	Sent for Paym...	09/28/2020	09/28/2020	\$455.55	\$455.55

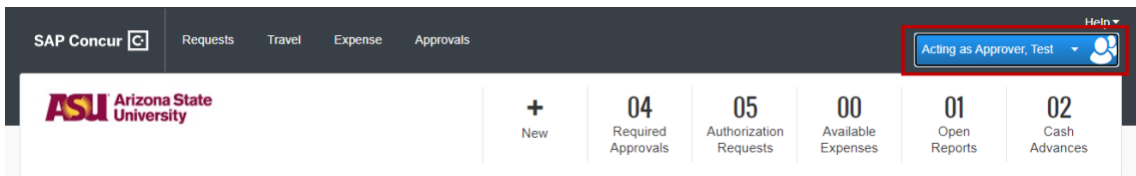
Delegates

Act as a delegate

1. Click **Profile** at the top of the home page.
 - If you have been designated a delegate, the **Acting as other user** field appears below the profile settings link.
2. Click in the field
 - a list of employees for whom you can act on behalf of appears or you can begin typing a name to search.
3. Select the appropriate name.



4. Click **Start Session**.
5. The My ASU TRIP home page automatically updates and shows you are now administering for another user.

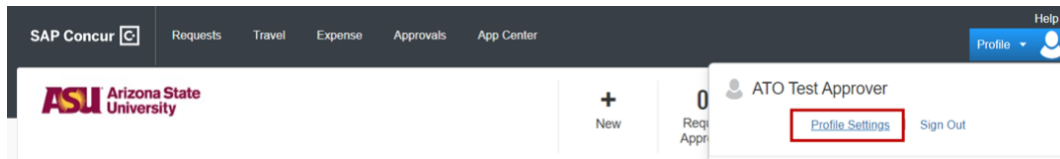


To stop delegating, click **Done acting for others**.

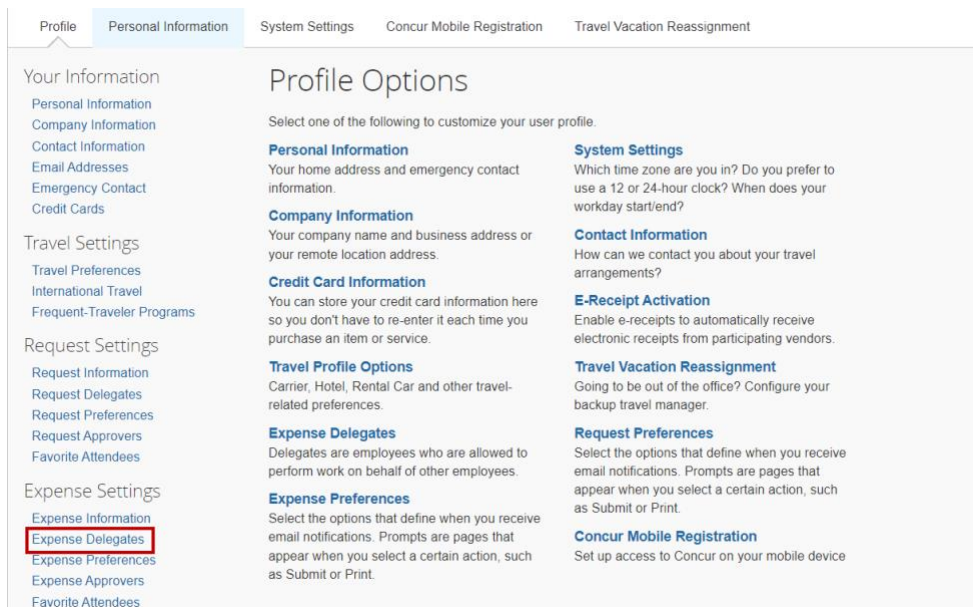
Delegates

Remove yourself as a delegate

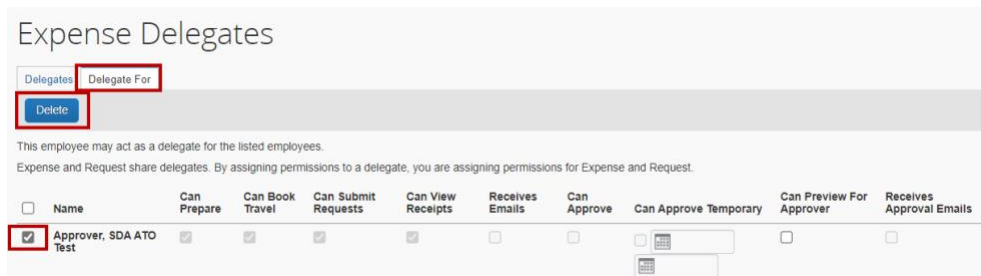
1. Click **Profile** at the top of the My ASU TRIP home page.
2. Click **Profile Settings**.



3. Click **Expense Delegates**.



4. Select **Delegate For**.
5. Check the box next to the name you would like to delete.
6. Click **Delete**.



7. Click **OK**.

Requests

Create a trip request header

To be reimbursed and for duty of care, every trip requires an approved trip request prior to booking travel. The unique four-digit ID in the upper left corner of the trip request is used when booking your arrangements in My ASU TRIP.

1. The request header displays a list of fields. Fields with a red asterisk indicate a system requirement.

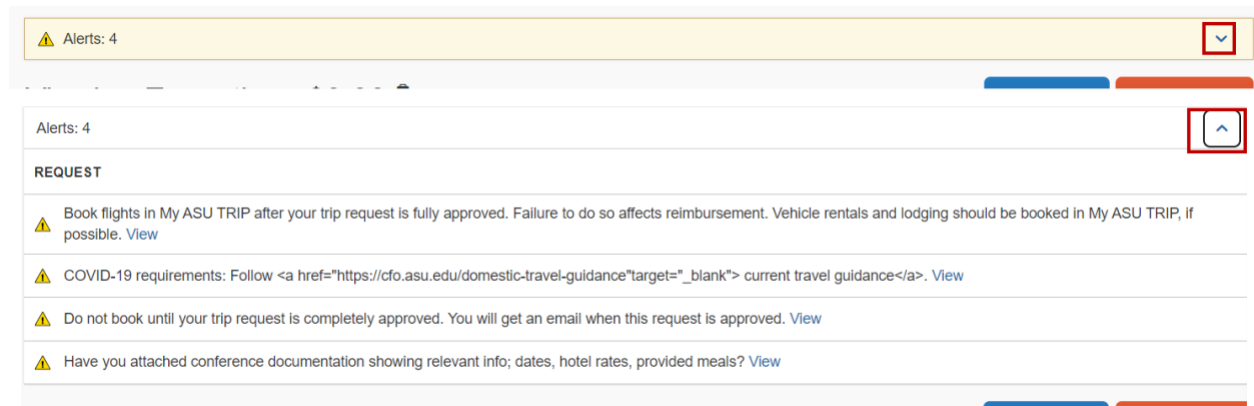
Field	Instructions
Trip Name	Create a unique, descriptive name for your trip.
Trip Type	Select from the drop-down menu.
Traveler Type	No action necessary. Field auto-populates based on profile information.
Department ID	No action necessary. Field auto-populates based on the department of the primary job of the traveler. Information can be changed if traveling for a different department.
Business Travel Begin Date	Enter the start date for the business portion of your travel.
Business Travel End Date	Enter the end date for the business portion of your travel.
Main Destination City	Enter a city name. If your destination is not found, email the ASU Travel Service Center .
Project/Gift/Grant/Program	Previously used funding sources appear in bold at the top of the drop-down list. To utilize a new funding source, start typing (slowly) to search. New options are shown below the line and are not bold. If ASU is not paying for your trip, enter a departmental program and cost center so that the request can be routed for approval for insurance purposes. Contact your business office if you do not know this code.



Requests

Cost Center	Use the drop-down arrow to select the appropriate cost center. All cost centers connected to the selected Project/Gift/Grant/ Program are shown. Previous selections are shown in bold at the top of the list.
Does this trip contain personal travel?	Use the drop-down menu for yes or no. If yes, enter the personal travel dates in the comment field. No expenses should be claimed for the personal portion of the trip.
Business Type	Select the appropriate option from the drop-down menu.
Conference/Event Host	Enter the name of the conference host. Attach a conference brochure. A link to a conference brochure is not sufficient. Links expire and audits can occur after the expiration. If no conference or event host available, enter N/A.
Public Purpose/Benefit to ASU	Describe how ASU benefits from the trip.

2. Click **Save or Create Request**.

Based on the information entered, you may see an alerts banner showing exceptions that require attention. To view those exceptions, you will need to click the arrow on the alerts banner.



- a.  Red exceptions indicate information needs to be corrected and the text will provide guidance. Contact the [ASU Travel Service Center](#) for additional assistance.
 - b.  Yellow exceptions are informational. They should be read and understood. They will remain as a permanent part of the request.
3. Review the **Travel Advisory** for the listed destination. Click Request Details and select Travel Advisory.

Requests

Workday Rising \$0.00 

Not Submitted | Request ID: HACH

Copy Request

Submit Request

Request Details ▼ | Print/Share ▼ | Attachments ▼

Request

Edit Request Header

Request Timeline

Audit Trail

Linked Add-ons

Add Cash Advance

Travel Advisory

EXPENSES

Edit Delete Allocate

No Expected Expenses

Add expected expenses to this request to submit for approval.

If the destination city risk level is a 4 or 5, exceptions will display. The traveler will be required to review the advisory information.


Alerts: 5 ▼


Alerts: 5 ▲

REQUEST

Missing required field: Traveler Consent. Please review your Travel Advisory. [View](#)

Review the provided risk information.



Ukraine
 Extreme Risk

Reports

- Dashboard
- Global Map
- Destinations
- Covid-19
- Daily Brief
- Content Updates

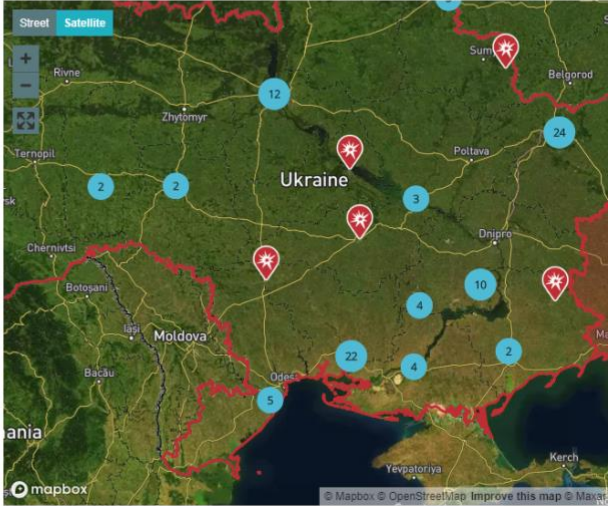
Ukraine is an **Extreme Risk** destination; defer non-essential travel.

Security: Extreme Risk: Extreme Risk locations are extremely dangerous and present unpredictable security risks. Travel, if possible, is likely to be chaotic.

Covid-19: High Risk: Health authorities confirmed the country's first case of COVID-19 in March 2020. Officials tightened COVID-19 measures in early February following an increase in cases. All inbound travel is suspended due to an ongoing Russian invasion of the country.



Political Instability: Medium Risk: A political newcomer, President Volodymyr Zelensky and his pro-West Servant of the People party, are struggling to implement reforms, combat corruption and Russian influence, save an ailing economy and fight Russia-backed separatists in **Luhansk** and **Donetsk**. The president is, however, still popular in the country.

Conflict: Extreme Risk: Russian forces began a



4. Close the pop-up window.
5. Click the **Traveler Consent** checkbox and **Save**.

Requests


Travel Advisory ×		
Country/Region 	Risk Level 	Traveler Consent 
UKRAINE	Travel risk advisory - Risk Level: Extreme (Level 5)	<input checked="" type="checkbox"/>

Cancel **Save**

Allow for additional time for approval for trips to at-risk destinations. The trip will route to the Risk Manager for approval. Allow time for their review.

Note: If any items are updated on the header, you will need to click **Copy** to save the updated information when the following pop-up appears.

Update Other Items? ×

 You changed the following fields:

- Business Travel Begin Date
- Main Destination City

Do you want to also update your expenses and allocations in this request with the same changes ?

Do Not Copy **Copy**

Requests

Request a cash advance

Cash Advances are available on an exception basis and must be requested prior to the approval of your request. Cash Advances cannot be added to a request that has already been approved or to a request that is allocated between different funding sources.

A Cash Advance can be added by clicking **Request Details** and selecting **Add Cash Advance**. Enter the amount and justification then **Save**. The advance will appear under the report name.

Workday Rising \$1,357.00
Sent Back to User | Request ID: HACH | View Timeline

Request Details | Print/Share | Attachments

Request
Edit Request Header
Request Timeline
Audit Trail
Allocation Summary
Linked Add-ons
Add Cash Advance
Travel Advisory

Expense type	Details	Date	Amount	Requested
Daily Allowances	Milwaukee, Wisconsin	08/16/2022	\$252.00	\$252.00 Allocated

Workday Rising Cancel Save Submit

07/27/2022

Cash Advance Timeline

Details | Expenses

Cash Advance Amount * Currency *

Justification *

Workday Rising \$1,357.00
Sent Back to User | Request ID: HACH | View Timeline

Request Details | Print/Share | Attachments

CASH ADVANCES: 1
Amount
\$500.00

If you do not see the cash advance field, [email My ASU TRIP](#) and they can add the option.

Cash advances are not approved for airfare and conference registration.

You may use the ASU Airfare Card on file with the travel agency to pay for airfare and a P-Card for conference registration. Seventy-five percent of the remaining estimated expenses can be advanced and are issued approximately 8–10 days before the start of your trip.

Requests

Estimate expenses

1. To add an expected expense, click **Add** and select the appropriate expense type.

The screenshot shows the SAP Concur interface for a request titled "Workday Rising \$0.00". The "EXPECTED EXPENSES" section has an "Add" button highlighted with a red box. A modal window titled "Add Expected Expense" is open, showing a search bar and a list of expense types. The "Taxi" option under "04. Other Transportation" is highlighted with a red box.

2. Complete the required fields and add comments as necessary.

The screenshot shows the "New Expense: Taxi \$30.00" form. The "Estimate" field is set to 30.00, and the "Currency" is set to US, Dollar. The "Approved Amount" field is empty. The "Comment" field contains "Taxi from the airport to the hotel". The "Save" button is highlighted.

3. Click **Save**.
 - o Repeat these steps for each expense you are adding.

Meals: ASU reimburses meals based on rates set by the State of Arizona. To estimate your expected meal expenses

4. Click the **Daily Allowances** expense type.

Requests

- The system estimates the amount based on the destination and trip dates entered on the request header. Meals on the first and last day are calculated at 75% of the full day rate. There is no adjustment on the request for meals that will not be reimbursed. Those adjustments are made when the expense report is filed. If you want to estimate less than what is allowed under daily allowance, use the **Non-Standard Meal Allowance**. This option is used when there is limited funding for the trip or long-term travel.

The date and destination fields are prepopulated from the header.

New Expense: Daily Allowances
08/16/2022

Cancel Save

Allocate

Travel Start Date: 08/16/2022

Travel End Date: 08/20/2022

Destination: Milwaukee, Wisconsin

Estimate ⓘ

Currency: US, Dollar

Approved Amount

Comment

Save Cancel

5. Click **Save**. The expense appears as an expected expense, with the estimated daily allowances for the trip.

Note: If you make any changes to the trip dates or location on the request header, you will need to open and resave the daily allowances for the amount to update.

Lodging: ASU follows the lodging maximums set by the State of Arizona.

6. On the **Hotel** or **Other Accommodations/Airbnb** expense type, document the maximum rate using the **Allowed Lodging Rate Lookup** drop-down menu.
 - For a domestic location, type the 2-character state abbreviation for the state and city where you are lodging. Some cities have seasonal rates; select the rate appropriate for the season of your stay. These rates are exclusive of taxes. If applying the rates to non-hotel stays, any cleaning fees are considered part of the nightly room rate.

Requests

New Expense: Hotel \$600.00
08/16/2022

Allocate

Estimate * 600.00 Currency * US, Dollar

Approved Amount

Allowed Lodging rate lookup ? WI Mil

Comment Recently Used
PA Pittsburgh \$125 (US-PA Pittsburgh \$125)
NC Derita \$130 (US-NC Derita \$130)
WI Milwaukee \$120 (US-WI Milwaukee \$120)

Save Cancel

- For an international location, type the country name and select the location and season for your stay. These rates include taxes and all fees.

New Expense: Hotel
08/16/2022

Allocate

Estimate * Currency * US, Dollar

Approved Amount

Allowed Lodging rate lookup ? Germany

Comment Germany Berlin \$212 (DE Berlin \$212)
Germany Boeblingen \$227 (DE Boeblingen \$227)
Germany Bonames \$220 (DE Bonames \$220)
Germany Bonn \$205 (DE Bonn \$205)
Germany Bremen \$205 (DE Bremen \$205)
Germany Cologne \$228 (DE Cologne \$228)
Germany Dresden \$201 (DE Dresden \$201)
Germany Duesseldorf \$245 (DE Duesseldorf \$245)
Germany Echterdingen \$227 (DE Echterdingen \$227)

Save Cancel

Rental car: If a rental car will be driven, it must be approved on the request before rental. The driver must have completed [Authorized Driver Training](#) prior to rental.

7. Check the box to indicate you will be in compliance with the requirement.

New Expense: Rental Car
08/16/2022

Allocate

Will have completed Authorized Driver Program prior to rental ?

Estimate * Currency * US, Dollar

Approved Amount

Comment

Save Cancel

No expenses: If no expenses are being paid by ASU, you can estimate your expenses at \$0.00 or use **Zero-Dollar Trip**. If your trip arrangements are not being made through Concur, then you will need to forward your travel arrangements to myasutrip@asu.edu before travel.

Requests

New Expense: Zero Dollar Trip
08/16/2022

Cancel

Save

 Allocate

Comment

All expenses are being paid by Workday and arrangements have been made by them.

Save

Cancel

Requests

Allocate between funding sources or add optional worktags

In cases where more than one funding source pays a travel expense, the estimated expenses can be allocated among those sources. Optional worktags can also be added to estimated expenses.

1. Select one or all expected expenses.
2. Click **Allocate**.

Workday Rising \$1,357.00 Copy Request Submit Request
Not Submitted | Request ID: HACH

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

<input checked="" type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date	Amount ↑↓	Requested ↑↓
<input checked="" type="checkbox"/>		Taxi		08/16/2022	\$30.00	\$30.00
<input checked="" type="checkbox"/>		Daily Allowances	Milwaukee, Wisconsin	08/16/2022	\$252.00	\$252.00
<input checked="" type="checkbox"/>		Hotel		08/16/2022	\$600.00	\$600.00
<input checked="" type="checkbox"/>		Airfare		08/16/2022	\$450.00	\$450.00
<input checked="" type="checkbox"/>		Parking		08/16/2022	\$25.00	\$25.00
						\$1,357.00

3. The allocations pop-up window appears. Choose whether to allocate by Percent or Amount. Click **Add**.

Allocate ×

Expenses: 5 | \$1,357.00

Percent Amount

Amount \$1,357.00	Allocated \$1,357.00 100%	Remaining \$0.00 0%
----------------------	------------------------------	------------------------

Default Allocation

Code PG00029-CC0007-1. OUT-OF-STATE	Percent % 100
--	------------------

Add Edit Remove Save as Favorite

4. Enter the allocation details and click **Add to List**. Type an asterisk to see a list of available tags or use the filter drop-down and choose to search by Text or Code.

Requests

Add Allocation



+ New Allocation **★** Favorite Allocations

*** Required field**

ProjGrntGiftsPrgm ***** **1** Cost Center ***** **2**

(PG02914) FS-Tempe Operatio... (CC0259) FS-Financial Services

Department Reporting Roll Department Reporting

Search by Text Search by Text

Text
Code xt
Either

Academic Employee

Search by Code

1. Out-of-State

Cancel **Add to List**

5. Enter percentage or amount for each allocation and click **Save**.

Default Allocation

Code: PG02914-CC0259-1. OUT-OF-STATE Percent %: 50

Add **Edit** **Remove** **Save as Favorite**

<input type="checkbox"/>	ProjGrntGiftsPrgm ↓	Cost Center ↓	Department Reporting Roll ↓	Department Reporting ↓	Audit Reporting ↓	Academic Employee ↓	Trip Type ↓	Code ≡	Percent %
<input type="checkbox"/>	FS-Accounting Services-LCL	FS-Financial Services					1. Out-of-State	PG02877-CC0259-1. Out-of-State	<input type="text" value="50"/>

Save Cancel

Requests

Attach documents

Documents attached to the request are not visible from the subsequent expense report but will always be accessible on the request.

Acceptable file formats:

- HTML.
- JPG.
- PDF.
- TIF.

File size limit 5 MB.

1. Click **Attachments**.
2. **Attach Documents** to attach a document.

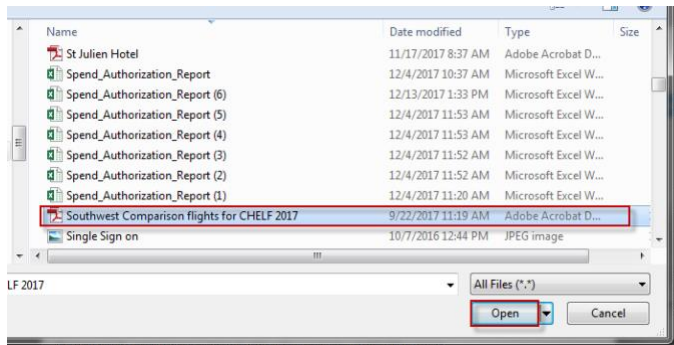


3. Click **Upload and Attach** and select the necessary documentation.

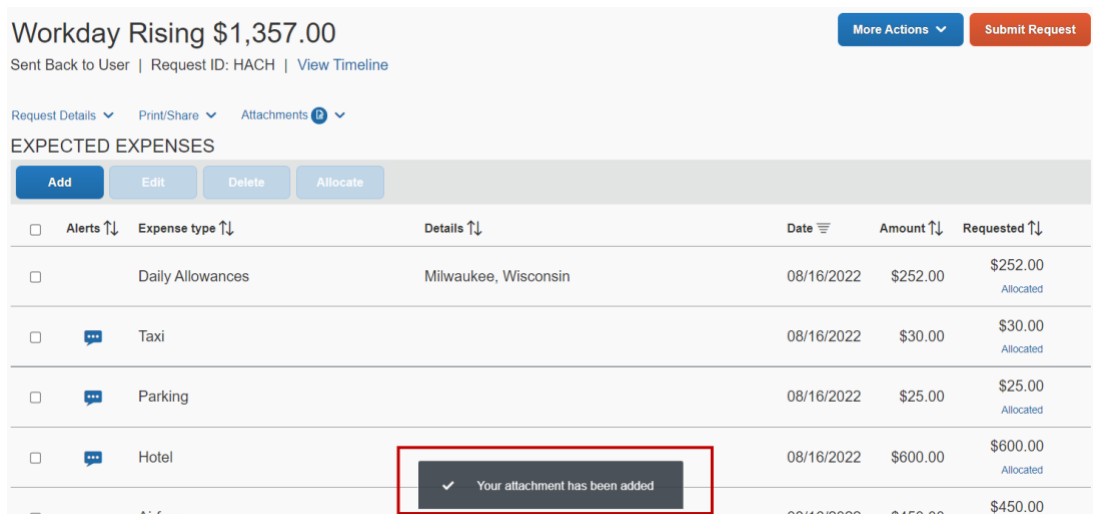


Requests

4. Click **Open**.

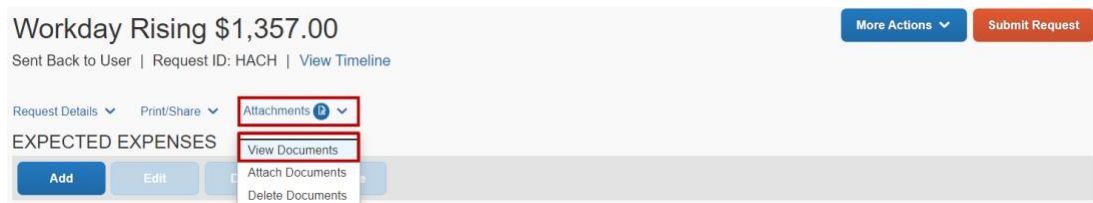


5. Notification will appear on your screen that the attachment has been added.



To view documents attached:

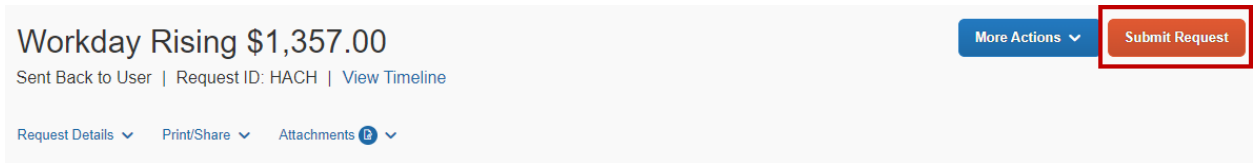
1. Click **Attachments**.
2. Select **View Documents**.



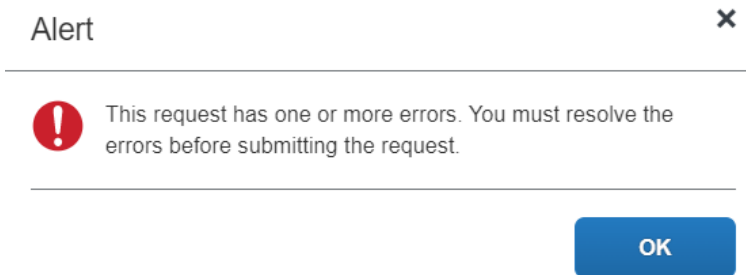
Requests

Submit a request

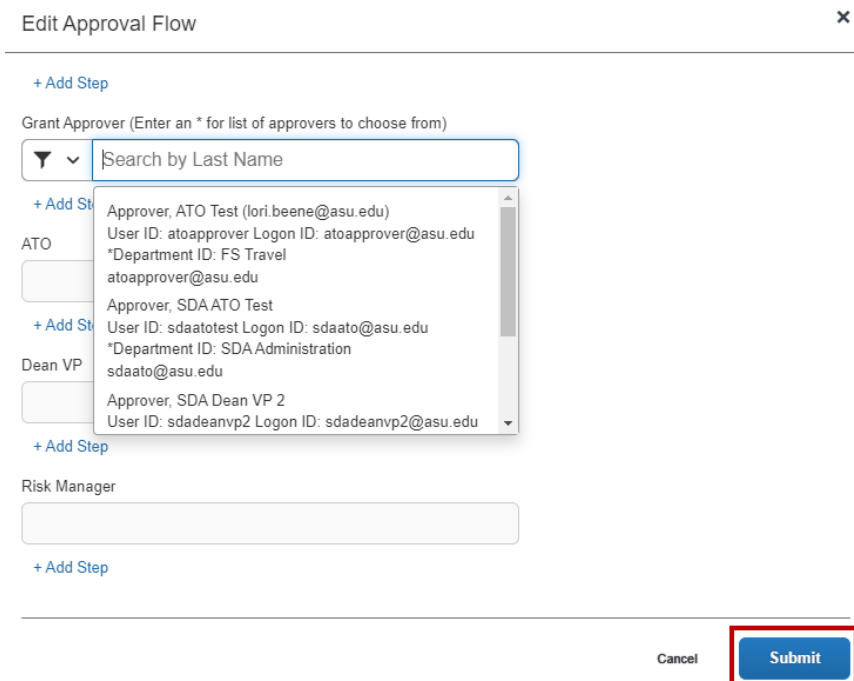
1. You can reach the approval flow tab by clicking **Submit Request** or by going to the **Request Timeline** under **Request Details**.



If you receive an alert message after clicking Submit Request, you will need to resolve the exceptions listed in the alerts tab.

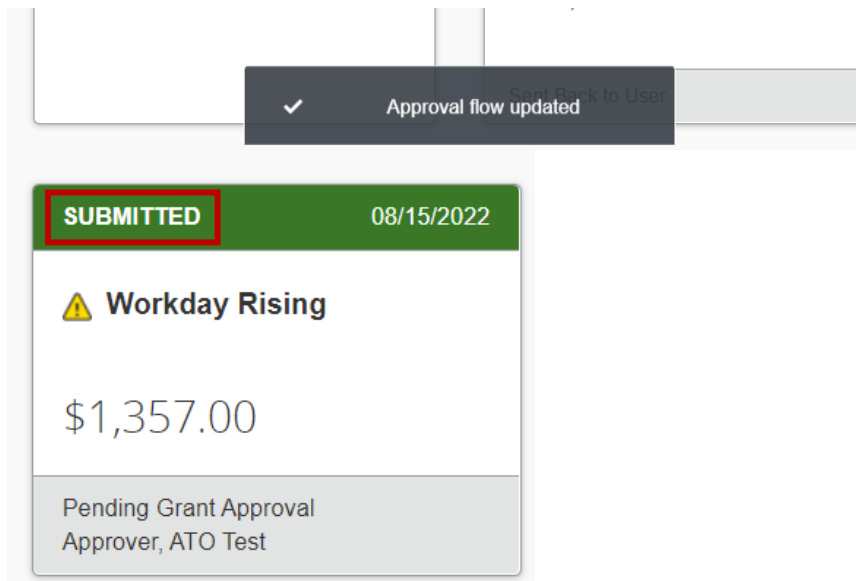


2. Select the correct approver from the drop-down list and click **Submit**.

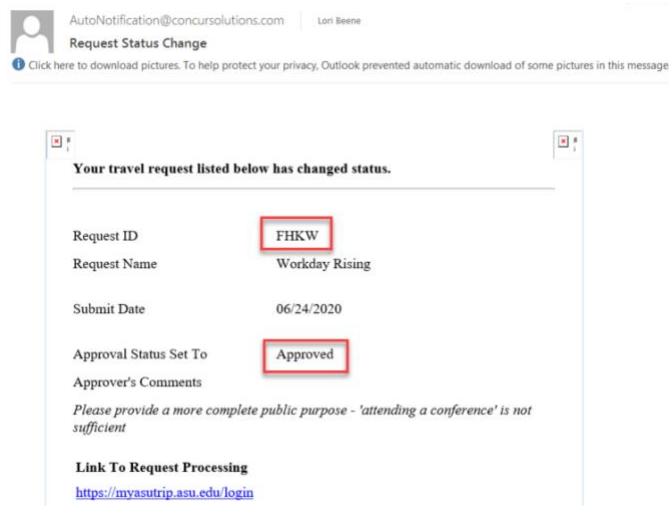


Requests

- If you do not see the appropriate name, you may need to change the cost center. Ask your department to help identify the correct approver if unsure.
 - The traveler is not responsible for assigning the ATO, Dean/VP or the Risk Manager.
3. Once successfully submitted, you will see a message that states the approval flow has been updated and your request should now show as submitted in your request library.



Once a request is fully approved, you will receive an email notification from autonotification@concursolutions.com. Once received, you are approved to book your travel. Book your travel in My ASU TRIP in the travel tab. You will provide your unique request ID when booking in My ASU TRIP.



The request ID is also found on the request header and the list of all requests.

Requests

Workday Rising \$1,357.00

Sent Back to User | [Request ID: HACH](#) | [View Timeline](#)

[More Actions](#) ▾

[Submit Request](#)

SAP Concur  [Requests](#) [Travel](#) [Expense](#) [App Center](#) Administration ▾ | Help ▾
Profile ▾ 

[Manage Requests](#)

Manage Requests

REQUEST LIBRARY [View](#) [All Requests](#) ▾

[Create New Request](#)

Request Type ↑↓	Request Name ↑↓	Status ↑↓	Request Dates ☰	Requested ↑↓	Approved ↑↓
Travel	Workday Rising ID: HACH	Pending Cost Center Approval 07/20/2022	08/16/2022	\$1,357.00	\$1,357.00

Requests

Copy a trip request

1. Open the request from the homepage.
2. Select More Actions and then **Copy Request**.



In the pop-up window:

4. Update the **Request Name**.
5. In the **Starting Date For New Request** field, enter the **Business Travel Begin Date**.
6. Leave the **Expenses** and **Cash Advances** checkboxes checked.
 - o If you uncheck them, the related information in the original request will not copy over.
7. Click **Create New Request**.

The screenshot shows a 'Copy Request' pop-up window. At the top, there is a title bar with 'Copy Request' and a close button (X). Below the title bar, there is a 'New Request Name' field with a red asterisk, containing the text 'Copy of Workday Rising'. Below this is a 'Starting Date For New Request' field with a red asterisk and a calendar icon, containing the date '08/03/2022'. Below the date field, there is an 'Include:' section with two checkboxes: 'Cash Advance' and 'Expenses', both of which are checked. At the bottom right, there are two buttons: 'Cancel' and 'Create New Request' (blue).

Requests

Modify a request

An approved request cannot be modified.

- If trip dates change by more than 48 hours, cancel the current request, copy it and resubmit a new request with the current details. Otherwise, update the actual travel dates on the expense report when submitted.
- If estimated costs change, you do not necessarily need to create a new request. Expenses not included on the request can be submitted for approval on the expense report. Ask your business office if a new request is needed if the estimated expenses change significantly.

To modify a request that has not been approved, access the trip request and click **Recall**.

The screenshot shows the SAP Concur interface for managing requests. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', and 'App Center'. A 'Manage Requests' link is highlighted in the top left. Below the navigation, the 'Manage Requests' section features a 'REQUEST LIBRARY' with a view dropdown set to 'All Requests'. A 'Create New Request' button is visible. The main content is a table of requests:

Request Type	Request Name	Status	Request Dates	Requested	Approved
Travel	AAAL Conference ID: GJYL	Pending Grant Approval 07/25/2022	08/16/2022	\$1,884.00	\$1,884.00
Travel	Workday Rising ID: HACH	Sent Back to User 08/03/2022	08/16/2022	\$1,357.00	\$1,357.00

Below the table, a summary for the 'Workday Rising' request is shown: 'Workday Rising \$1,357.00' with a 'More Actions' dropdown and a 'Recall' button. The summary also includes 'Pending Cost Center Approval | Request ID: HACH'.

Update fields as needed and resubmit.

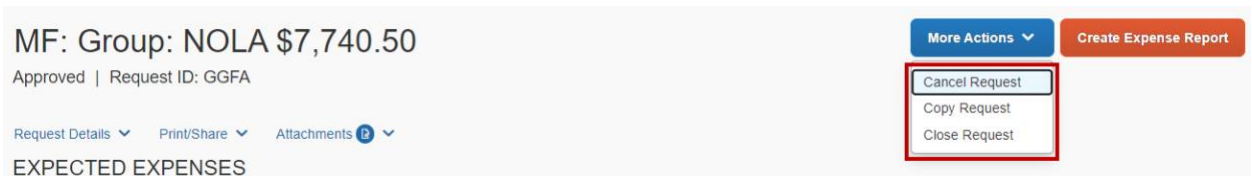
Requests

Close or cancel a request

Cancel your trip request if you are not able to complete a trip and you do not have trip-related expenses. You will also need to cancel any reservations you have made. Cancel hotel reservations within the cancellation policy to avoid cancellation fees or no-show fees. These fees are not reimbursable. Cancel airfare reservations prior to flight time. If you need to cancel a trip for which a cash advance is associated, contact myasutrip@asu.edu.

Close a trip request if you have filed an expense report using the request, and the expense report displays a status of sent for payment.

Close a trip request for completed zero-dollar trips. You do not need to complete an expense report.



If you have travel card transactions or ASU Airfare card transactions that are related to a cancelled trip, you will file a non-travel expense report.

Contact myasutrip@asu.edu if you have questions.

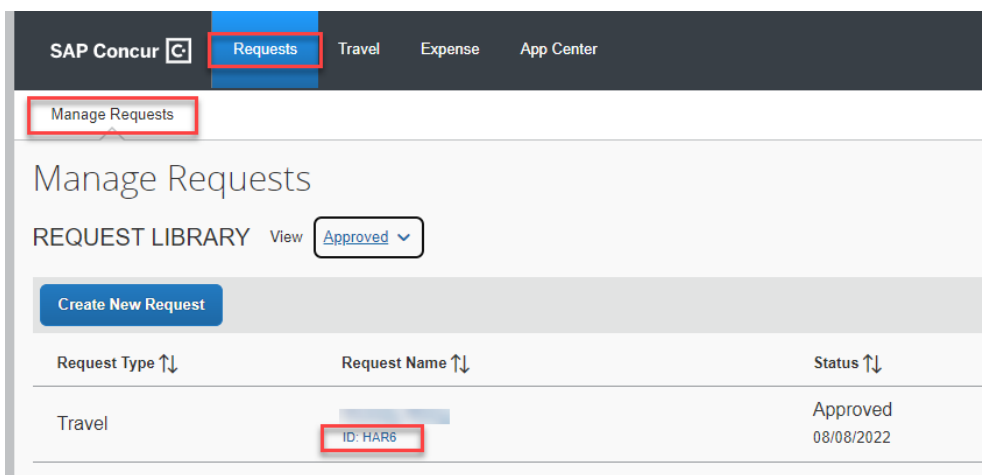
Booking

Book a flight

You can search for a flight any time, but prior to booking, be sure the name in your Concur profile is the name on the credentials to be provided to TSA. If not, contact myasutrip@asu.edu to update your name prior to purchasing a ticket.

If you have an unused ticket that you will apply towards the purchase of a new ticket, search for the new flight and then contact Anthony Travel at asu@anthonytravel.com and they will complete the purchase for you.

Without an approved request, a booked flight is considered personal. You will need the approved request's ID when booking travel arrangements. The request ID is found in the approval email sent from Concur and on the Manage Requests tab.



You can book a flight using the steps below on a desktop computer or using the Concur mobile app.

1. From the [My ASU TRIP homepage](#), select **Round Trip**, **One Way** or **Multi City**.

Booking

Please select your preferred departure and return flight times from the drop down menus provided below. The tool will automatically search for flight options within +/- 4 hours of your selected preferred times. You may expand this +/- window to increase your flight search results.

Your 4-digit Request ID will be needed to complete your purchase at the end of the booking.

Mixed Flight/Train Search

Round Trip One Way Multi City

From ?
PHX - Phoenix Sky Harbor Intl Airport - Phoenix, AZ
Find an airport | Select multiple airports

To ?
Arrival city, airport or train station
Find an airport | Select multiple airports

Search

Show More

2. Type a city or airport in the **From** and **To** fields and select from the options in the drop-down list.

From ?

Phoenix, AZ - Phoenix Sky Harbor Intl Airport

PHX Phoenix Sky Harbor Intl Airport
Phoenix, AZ, United States of America

Find an airport | Select multiple airports

3. Enter the date in the **Depart** and **Return** fields from the drop-down menus and **Search**.

Depart ?

mm/dd/yyyy depart 08:00 am ± 4

<< < Sep 2022 > >>

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

airport

05:00 pm ± 4

4. A matrix may appear. Click any cell for more details. If the matrix does not appear, you can click **Show matrix**.

Booking

PHOENIX, AZ TO DENVER, CO
THU, SEP 1 - TUE, SEP 6

Show as USD

Show matrix Print / Email

Shop by Fares Shop by Schedule

Please Note: **BASIC ECONOMY and SAVER** fares are **VERY restrictive**. Always review the **Benefits/Services** and **Rules** of these flights prior to purchase. Call Anthony Travel (480-739-9145) for clarification on the restrictions.

Flight Number Search Sorted By: ASU Preferred

Displaying: 182 out of 182 results.
Previous | Page: 1 of 19 | Next | All

Southwest	Wanna Get Away \$221.24	Wanna Get Away Plus \$279.74
05:40 AM PHX → 08:25 AM DEN Nonstop 1h 45m 08:30 PM DEN → 09:25 PM PHX Nonstop 1h 55m	Select	Select
Preferred Airline	More fares/details	

- Click the **Shop by Schedule** or **Shop by Fares** tab to search for flights. Shop by Fares will show both the departure and return flights in one selection. With Shop by Schedule, you select the outbound and the return separately.

PHOENIX, AZ TO DENVER, CO
THU, SEP 1 - TUE, SEP 6

Show as USD

Hide matrix Print / Email

	Southwest	American Airlines	United	Frontier	Delta	Multiple	Alaska Airlines
All 182 results	Preferred	Preferred					
Nonstop 27 results	221.24 20 results	299.20 1 results	162.20 6 results	—	—	—	—
1 stop 105 results	196.97 52 results	—	301.20 16 results	225.97 3 results	390.20 5 results	490.19 17 results	1,253.19 12 results
2 stops 48 results	181.46 35 results	—	—	—	527.69 1 results	—	1,352.06 12 results
3 stops 2 results	209.46 2 results	—	—	—	—	—	—

Shop by Fares Shop by Schedule

Please Note: **BASIC ECONOMY and SAVER** fares are **VERY restrictive**. Always review the **Benefits/Services** and **Rules** of these flights prior to purchase. Call Anthony Travel (480-739-9145) for clarification on the restrictions.

Flight Number Search Sorted By: ASU Preferred

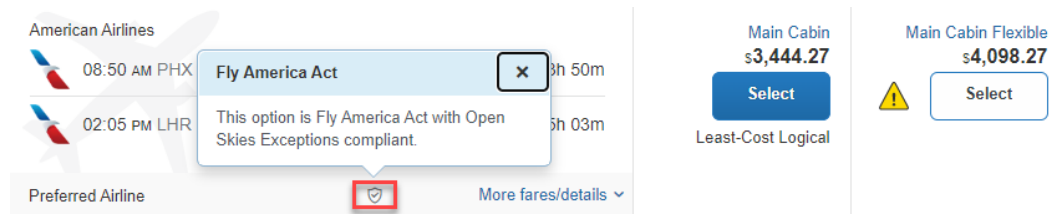
Displaying: 182 out of 182 results.
Previous | Page: 1 of 19 | Next | All

Southwest	Wanna Get Away \$221.24	Wanna Get Away Plus \$279.74
05:40 AM PHX → 08:25 AM DEN Nonstop 1h 45m 08:30 PM DEN → 09:25 PM PHX Nonstop 1h 55m	Select	Select
Preferred Airline	More fares/details	

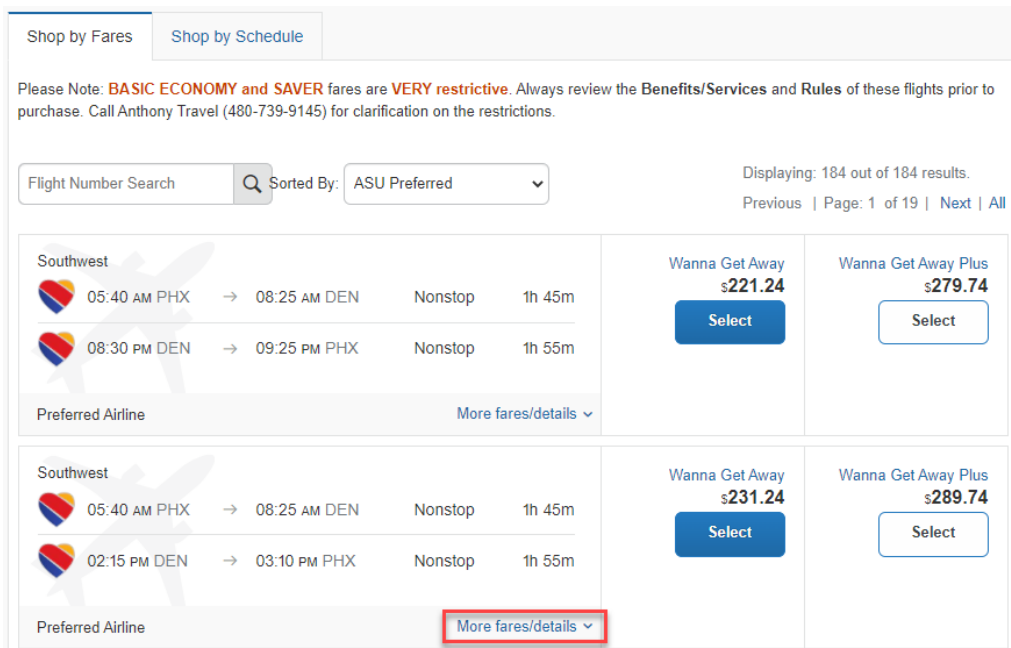
Booking

Note: Basic Economy and Saver flights are very restrictive. They are displayed because they may be appropriate for a small portion of ASU travel, but they are not appropriate for most ASU travel. Be sure you understand all of the restrictions of a basic economy fare before booking. You are not required to book a basic economy fare because it is the least cost.

Fly America Act-compliant international flights have an icon of a white shield with a blank checkmark. International travel on sponsored funding may need to be Fly America Act-compliant. Ask your business office if you are unsure if your flight is subject to the requirement.



6. Click **More fares/details** for more information about a flight.



7. Review **Benefits/Services** to see if the fare allows bags, changes, food and drink, etc. Review **Rules** for the complete list of fare rules and restrictions. Click other icons for additional details on the flight.

Booking

The screenshot displays the flight booking process. At the top, two flight options are shown: American Airlines 08:31 AM PHX → 11:22 AM DEN (Nonstop, 1h 51m) and American Airlines 03:18 PM DEN → 04:13 PM PHX (Nonstop, 1h 55m). The Basic Economy fare is \$299.20, and the Main Cabin fare is \$352.60. Below the flight options, the departure and return details are shown: DEPART Thu, Sep 1 - Phoenix, AZ to Denver, CO and RETURN Tue, Sep 6 - Denver, CO to Phoenix, AZ. The fare options section lists Basic Economy (B), Main Cabin (Q), and Main Cabin Flexible (Q) with their respective prices and a 'Rules Benefits/Services' link. An information popup is displayed over the fare options, stating: 'Info This trip conforms to your company travel rules. This is a Basic Economy fare class ticket with many restrictions. Please click on the Rules/Fare Details link for further information or contact Anthony Travel at 480-739-9145'. The popup also shows a green checkmark and a price of \$299.20, and another green checkmark and price of \$352.60, and a third green checkmark and price of \$450.60.

8. Select the flight you would like to book.
9. Review the flight information and ensure your name is the name on your travel credentials.

The screenshot shows the 'Review and Reserve Flight' page. On the left, a 'TRIP SUMMARY' sidebar indicates 'Flights Selected' (PHX - JFK, Depart: Thu, 09/01/2022, Return: Wed, 09/07/2022) and a 'Finalize Trip' button. The main content area is titled 'Review and Reserve Flight' and includes 'REVIEW FLIGHTS' with the following details: DEPART Thu, Sep 1 - Phoenix, AZ to New York, NY (Delta 707, Boeing 737-900) and RETURN Wed, Sep 7 - New York, NY to Phoenix, AZ (Delta 718, Boeing 737-900). Below this is the 'ENTER TRAVELER INFORMATION' section, which includes fields for Name, Phone, and Email, and a dropdown for Frequent Flyer Programs (No Program selected).

10. Select a seat for each flight, if applicable.

Booking


SELECT SEATS
Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
DL 707 Main Cabin (K)	Select a seat
DL 718 Main Cabin (V)	Select a seat

If you are flying American Airlines, preferred seats may be available to be booked for no additional charge once your flight is ticketed. Visit [American Preferred Select](#) after you receive your confirmation from Anthony Travel. On that site, enter your last name and record locator and can select a preferred seat at no charge, if available.

11. In the **Select a method of payment** field, click the drop-down arrow to select your payment option from the ASU Airfare card, your ASU Travel Card or personal card that has been added to your profile or you can **Add credit card**.

SELECT A METHOD OF PAYMENT
How would you like to pay?

ASU Airfare * (...6886)  [Add credit card](#)

* Indicates credit card is a company card

12. Review the airline terms and conditions for the selected flight.
13. Click **Reserve flight and continue**. This reserves the flight — it is not yet purchased. Continue through the additional screens to complete the purchase.
14. From the **Trip Overview** page, you can add a rental car or hotel by clicking the corresponding links in the **Add to your Itinerary** section or review the travel details and click **Next** at the bottom of the page.

TRIP SUMMARY

- Finalize Trip
 - Review Travel Details
 - Enter Trip Information
 - Submit Trip Confirmation

Travel Details

TRIP OVERVIEW

I want to... [Print Itinerary](#) [E-mail Itinerary](#)

Trip Name: Trip from Phoenix to New York [Edit](#)
Start Date: September 01, 2022
End Date: September 07, 2022
Created: August 09, 2022, [View](#) (Modified: August 09, 2022)
Description: (No Description Available) [Edit](#)
Agency Record Locator: TFADGN
Passengers: [View](#)
Total Estimated Cost: \$457.20 USD [Details](#)

Add to your Itinerary

[Car](#) [Hotel](#)

Booked outside Concur? Enter your trip manually or connect with Trip

Airfare must be ticketed by: 08/10/2022 9:30 PM Mountain [Change frequent flyer program](#)

Booking

15. On the drop-down box, select Yes or No to confirm if the airfare was charged to a federal grant or government funds. Next, enter the four-digit ID associated with your trip request and click **Next**.

Trip Booking Information

Please note that your reservation is not complete until you have clicked Purchase Ticket on the next page. Please click 'Next' below to continue to the Purchase page.

Any portion of the trip that is advance purchase or deposit required has already been booked and paid. That booking is non-refundable and will not be cancelled even if you do not move forward to the next page.

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name
This will appear in your upcoming trip list.
Trip from Phoenix to New York

Trip Description (optional)
Used to identify the trip purpose

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee.

Send a copy of the confirmation to: [Text Box]

Send my email confirmation as
 HTML Plain-text

Airfare charged to a federal grant or government funds? [Required] [Dropdown]
What is your approved 4 digit Request ID? [Required] [Text Box]

You may HOLD this reservation until: 08/10/2022 09:30 pm Mountain

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip Hold Trip << Previous **Next >>** Cancel Trip

The request ID can be found on the Requests page, under Approved requests.

SAP Concur **Requests** Travel Expense App Center

Manage Requests

Manage Requests

REQUEST LIBRARY View Approved

Create New Request

Request Type ↑↓	Request Name ↑↓	Status ↑↓
Travel	ID: HAR6	Approved 08/08/2022

16. Click **Next**, then click **Purchase Ticket** on the Trip Confirmation page to complete your reservation. Until you click **Purchase Ticket**, you have not purchased a ticket.

Booking

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Purchase Ticket" Button after reviewing this page.
To **CANCEL**, press the Cancel button.

TRIP OVERVIEW

Trip Name: Trip from Phoenix to New York
Start Date: September 01, 2022
End Date: September 07, 2022
Created: August 09, 2022, (Modified: August 09, 2022)
Description: (No Description Available)
What is your approved 4 digit Request ID?: [REDACTED]
Airfare charged to a federal grant or government funds?: No
Agency Record Locator: TFADGN
Passengers: [REDACTED]
Total Estimated Cost: \$457.20 USD

i Airfare must be ticketed by: 08/10/2022 9:30 PM Mountain

Activate [TripIt](#) to see your plans and stay one step ahead while traveling.

Agency Name: Anthony Travel (ASU)

Daytime Phone: 480-739-9145 - University / 480-965-2603 - Athletic

RESERVATIONS

Thursday, September 01, 2022



Flight Phoenix, AZ (PHX) to New York, NY (JFK)

Delta 0707

Operated by: Delta

Departure: 10:35 AM

Phoenix Sky Harbor Intl Airport (PHX)
Terminal: 3

Duration: 5 hours, 10 minutes
Nonstop

Arrival: 06:45 PM

New York John F. Kennedy Intl Airport (JFK)
Terminal: 4

Additional Details

Aircraft: Boeing 737-900

E-Ticket

Emissions: 1169.5 lbs CO₂e

Cabin: MAIN CABIN 00

Confirmation: G40QEH

Status: Confirmed

Seat: 34F (confirmed)

Distance: 2147 miles

Meal: Food for purchase

Booking

Wednesday, September 07, 2022

Flight New York, NY (JFK) to Phoenix, AZ (PHX)

Delta 0718
Operated by: Delta

Departure: 06:25 PM
New York John F. Kennedy Intl Airport (JFK)
Terminal: 4
Duration: 5 hours, 36 minutes
Nonstop

Confirmation: G40QEH
Status: Confirmed

Seat: 33F (confirmed)

Arrival: 09:01 PM
Phoenix Sky Harbor Intl Airport (PHX)
Terminal: 3

Additional Details
Aircraft: Boeing 737-900
E-Ticket
Emissions: 1169.5 lbs CO₂e
Cabin: MAIN CABIN (V)

Distance: 2147 miles
Meal: Food for purchase

TOTAL ESTIMATED COST

Air	View Fare Rules
Airfare quoted amount:	\$398.14 USD
Taxes and fees:	\$59.06 USD
Total Estimated Cost:	\$457.20 USD

Restrictions
Quote: **NONREF/CHANGES PERMITTED**

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

REMARKS

THANK YOU FOR SELECTING ANTHONY TRAVEL.
PLEASE VERIFY ALL DETAILS AND DATES BELOW WITHIN 24 HRS.
AFTER 24 HOURS ALL TICKETS CONSIDERED APPROVED.
MAKE CERTAIN ALL FIRST/MIDDLE/LAST NAMES SHOWN BELOW EXACTLY MATCH THE PHOTO ID PRESENTED AT THE AIRPORT.
.. TO REACH YOUR TRAVEL TEAM DIAL 480-739-9145
.MONDAY - FRIDAY 9AM - 5PM PST.
AFTER HOURS EMERGENCY - 800-342-9008

Almost done... Please confirm this itinerary.

[Display Trip](#) << [Previous](#) [Purchase Ticket->](#) [Cancel Trip](#)

Once purchased, you will receive a confirmation from Anthony Travel with the flight details and confirmation numbers. Please review the details. Let Anthony Travel know within 24 hours if there is something that is not correct. After that time, the airlines will charge change fees.

To make any changes to your purchased reservation, [contact Anthony Travel](#).

View your upcoming reservations on the **My Trips** list, on the [My ASU TRIP](#) home page, by clicking the **Travel** tab, then **Trip Library**. The trip **Status** will remain **Confirmed** until it's ticketed. When ticketed, the status will change to **Ticketed**.



Booking

Travel Trip Library Templates Meetings Tools Meeting Admin

Trip Library

Search Trip Names Dates To Use: Booking Dates Travel Dates Date Range Include withdrawn trips

Trip Name/Description	Status	Date Booked	Start Date	End Date	Action
Trip from Hanoi to Can Tho (Manual)	Confirmed				Remove Hide Personal Trip
Trip from Phoenix to Chicago (AREZRA) ASU/Allstate Opportunities	Confirmed				
Trip from Phoenix to Chicago (UCGYUX) ASU/Allstate Opportunities	Ticketed				
UMich Benchmark (HSFSVB)	Confirmed				
Hotel Reservation at Denver Intl Arpt, Denver, CO (DQGMHE)	Confirmed				
USAID Build It Grant Meeting (EPYAKX) Meet with US State Department to finalize Maker Forum November program; USAID meeting to formalize contract for new build it grant; Meeting and 70 year reception at Vietnam Ambassador to US	Ticketed				

 **Manage your trip details in one place.** 

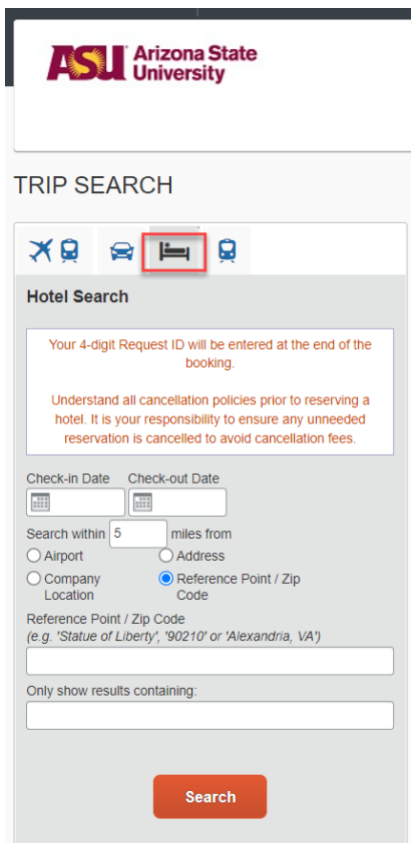
Note: Any ticket purchased by the university is owned by the university and not the traveler.

Booking

Reserve a hotel or Airbnb

Lodging should not be booked unless you have an approved request in My ASU TRIP. It is strongly recommended to book lodging through Concur/My ASU TRIP, but it is not required, per policy. Your department may have additional guidelines. If international bookings are not made via Concur/My ASU TRIP, the traveler or delegate must manually enter the hotel itinerary in Concur immediately after booking so the university may fulfill its duty of care responsibility to ASU travelers. [View the instructions to manually enter itineraries in Concur.](#)

1. Select the **Hotel** tab on the [My ASU TRIP home page](#).



The screenshot shows the ASU My ASU TRIP Home page. At the top is the ASU Arizona State University logo. Below it is the 'TRIP SEARCH' section. There are five icons: a plane, a car, a train, a hotel, and a bus. The hotel icon is highlighted with a red box. Below the icons is the 'Hotel Search' form. The form includes a message: 'Your 4-digit Request ID will be entered at the end of the booking.' and 'Understand all cancellation policies prior to reserving a hotel. It is your responsibility to ensure any unneeded reservation is cancelled to avoid cancellation fees.' The form has fields for 'Check-in Date' and 'Check-out Date'. Below these is a 'Search within' field with a dropdown set to '5 miles from'. There are radio buttons for 'Airport', 'Address', 'Company Location', and 'Reference Point / Zip Code'. The 'Reference Point / Zip Code' option is selected. Below this is a text input field with the example '(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')'. At the bottom of the form is a 'Search' button.

2. Enter the Check-in and Check-out dates.
3. Enter search criteria based on the arrival airport, a company location, a reference point, or a specific address. You can complete the **Only show results containing** field to limit the search results.
4. Click **Search**.
5. A list of hotel search results based on proximity to the destination populates.
 - o Blue icons represent hotels matching your search criteria. Click on the blue icons for more information.

Booking

- The red icon represents the entered destination.
- E-receipt enabled properties ease expense report preparation. If you have verified your email and enabled e-receipts in your profile, an e-receipt is delivered directly into your My ASU TRIP profile when you check out of the hotel.

6. Use **Price, Display Settings, Property Brand, and Amenities** to filter results.

The screenshot displays a hotel booking interface. On the left, a 'TRIP SUMMARY' sidebar includes 'Select a Hotel' (3 nights, San Diego, CA, USA, check-in Fri, 09/16/2022, check-out Mon, 09/19/2022) and 'Finalize Trip'. Below this are filter sections: 'Change Search', 'Price' (set to \$161 - \$2,000), 'Display Settings' (with 'E-Receipt Enabled' checked), 'Property Brand' (with 'Chain' selected), and 'Amenities' (with 'Breakfast (55)', 'Broadband Internet (90)', 'Business center (81)', 'Convention center (0)', 'Dry cleaning (79)', and 'Fitness center (78)' selected). The main area shows a map of downtown San Diego with a red pin at the destination. Below the map, a list of hotels is displayed, sorted by 'ASU Preferred'. The first three results are: 1. THE US GRANT, A Luxury Collection Hotel (\$161, 0.03 miles, 4.5 stars, E-Receipt Enabled); 2. Kimpton Hotel Palomar (\$511, 0.05 miles, 4.5 stars); and 3. The Westgate Hotel (\$161, 0.09 miles, 4.5 stars). Each listing includes a 'View Rooms' button and a 'Hotel details' link.

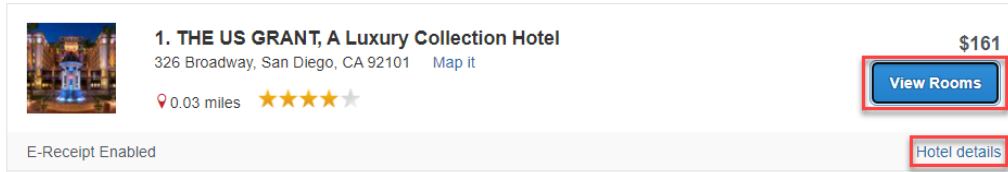
7. Click **View Rooms** for room policies, types and rates.

Note:

- The room selected should be the most economical room to accomplish the business purpose of the travel and should be under the lodging rate set by the State of Arizona for the destination.
- Prepaid and advance purchase rates are not selectable in My ASU TRIP.
- Do not select AAA or AARP rates if you do qualify for them.
- Govt/military rates display. Some properties consider ASU as a government entity, some do not. Reach out to the specific property for clarification if booking a govt/military rate.

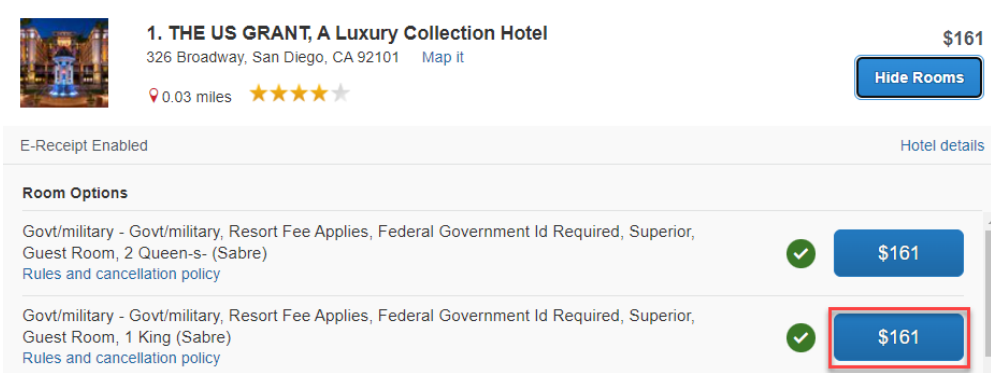
8. Click **Hotel details** to open a pop-up window with hotel details.

Booking



1. THE US GRANT, A Luxury Collection Hotel
326 Broadway, San Diego, CA 92101 [Map it](#)
0.03 miles ★★★★★
E-Receipt Enabled
\$161
[View Rooms](#)
[Hotel details](#)

9. Click the blue button with a price to choose a room.



1. THE US GRANT, A Luxury Collection Hotel
326 Broadway, San Diego, CA 92101 [Map it](#)
0.03 miles ★★★★★
E-Receipt Enabled
\$161
[Hide Rooms](#)
[Hotel details](#)

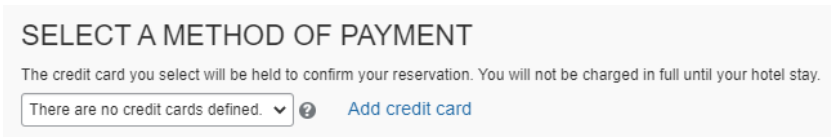
Room Options

Govt/military - Govt/military, Resort Fee Applies, Federal Government Id Required, Superior, Guest Room, 2 Queen-s- (Sabre) \$161
[Rules and cancellation policy](#)

Govt/military - Govt/military, Resort Fee Applies, Federal Government Id Required, Superior, Guest Room, 1 King (Sabre) \$161
[Rules and cancellation policy](#)

10. Click the drop-down arrow in the **Select a Method of Payment** field or **Add credit card**. You can reserve your hotel with:

- Your ASU Travel Card.
- A personal credit card.

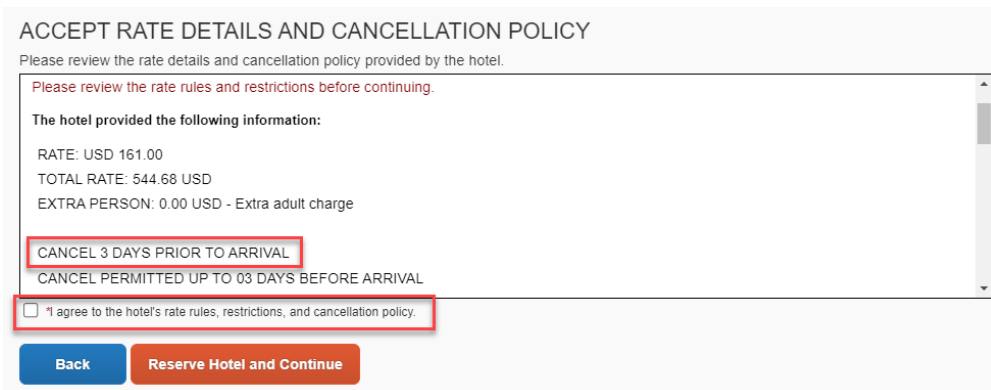


SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

There are no credit cards defined. [Add credit card](#)

11. Review the rate details and cancellation policy. Before clicking **Reserve Hotel and Continue**, be sure you understand the cancellation policy. ASU does not reimburse no-show charges or late cancellation charges.



ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

RATE: USD 161.00
TOTAL RATE: 544.68 USD
EXTRA PERSON: 0.00 USD - Extra adult charge

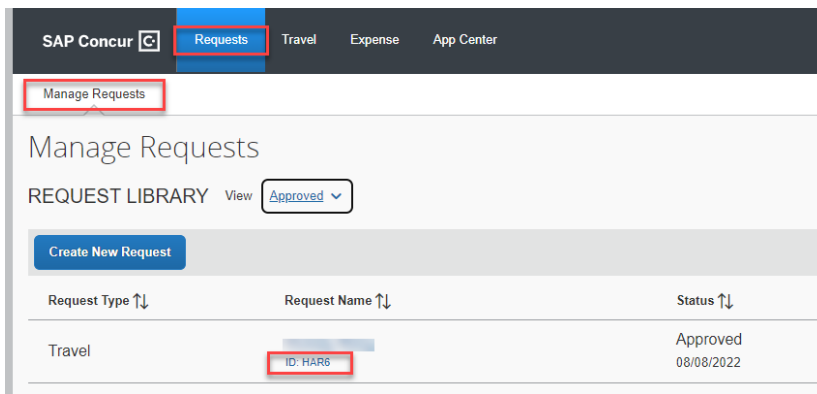
CANCEL 3 DAYS PRIOR TO ARRIVAL
CANCEL PERMITTED UP TO 03 DAYS BEFORE ARRIVAL

I agree to the hotel's rate rules, restrictions, and cancellation policy.

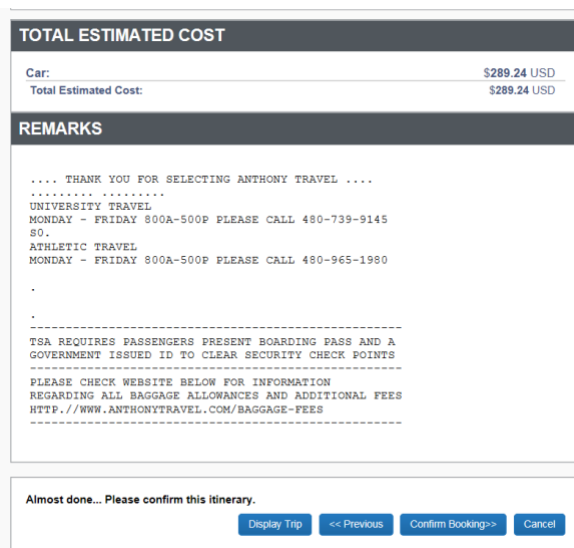
[Back](#) [Reserve Hotel and Continue](#)

Booking

- 12. To change your selection, click **Back**. To continue, click **I agree to the hotel's rate rules, restrictions and cancellation policy** checkbox and click **Reserve Hotel and Continue**.
- 13. Review your reservation information on the **Travel details** page.
- 14. Click **Next** and follow the prompts to confirm your reservation.
- 15. Click **Next** to continue.
- 16. My ASU TRIP enters in a default name for your trip. Enter the four-digit ID associated with your trip request. This can be found on the Request page, under approved requests.



- 17. Click **Next**, then click **Confirm Booking** to finalize your reservation.



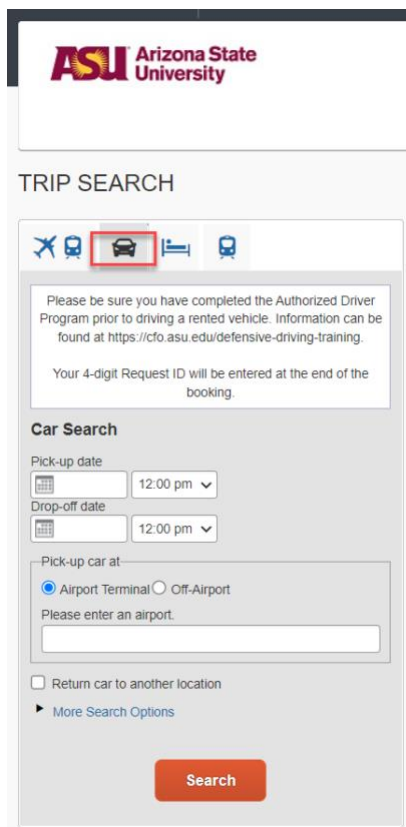
- 18. You will receive an email from both Concur and Anthony Travel with the details of your reservation.

Booking

Reserve a rental car

To book a rental car without airfare, click the car tab in the **Trip Search** section of the [My ASU TRIP home page](#). Be sure you are an [Authorized Driver](#) before driving a rented vehicle and that your rental car is authorized on your approved request.

1. Enter the Pick-up and Drop-off dates.
2. If picking up the rental car from the airport, enter the airport name or begin typing the name and select an option from the drop-down list.
3. Click **Search**.



The screenshot shows the ASU Arizona State University logo at the top. Below it is the 'TRIP SEARCH' section. A row of icons for different travel options (airplane, train, car, hotel, bus) is displayed, with the car icon highlighted by a red box. Below the icons is a text box with instructions: 'Please be sure you have completed the Authorized Driver Program prior to driving a rented vehicle. Information can be found at https://cfo.asu.edu/defensive-driving-training. Your 4-digit Request ID will be entered at the end of the booking.' The 'Car Search' section contains fields for 'Pick-up date' and 'Drop-off date', both with calendar icons and a time dropdown set to '12:00 pm'. Below these is a 'Pick-up car at' section with radio buttons for 'Airport Terminal' (selected) and 'Off-Airport'. A text input field is labeled 'Please enter an airport.' There is also a checkbox for 'Return car to another location' and a link for 'More Search Options'. A red 'Search' button is at the bottom.

4. Review the information in the pop-up window and click **Continue**.

Booking



Insurance: Rates shown for Hertz, National and Enterprise include required insurance. You will need to buy insurance for an additional cost if you rent with another car provider.

Authorized Driver: Before driving a rental vehicle, you must have completed the Authorized Driver program, <https://cfo.asu.edu/defensive-driving-training>, and the rental must be pre-approved on the Trip Request.

Cancel

Continue

- If the **Pick-up/Drop-off car at airport** checkbox is selected, the car rental results appear in a matrix based on car type, company name and price. Narrow results by clicking any cell. This expands corresponding search results below the matrix.
- Hide the matrix by clicking **Hide matrix**.

Insurance is included in the rates for Enterprise, Hertz and National. If renting from another provider, insurance will need to be purchased at the rental counter at an additional cost.

PICK UP: (DAL) ON FRI, AUG 26 12:00 PM
 RETURN: TUE, AUG 30 12:00 PM

Show as USD · ▾

Hide matrix Print / Email


All 79 results	Economy	Compact	Intermediate	Standard	Full-size	Mini	Premium	Luxury
Hertz Most Preferred	184.02	184.02	193.79	193.79	208.47	--	340.47	531.13
Enterprise Most Preferred	238.77	238.77	247.76	261.90	261.90	403.04	--	--
National Most Preferred	245.37	245.37	255.15	255.15	267.37	352.92	884.83	992.87
dollar.	--	337.14	337.14	359.77	359.77	--	--	--
Thrifty	--	337.14	337.14	356.20	356.20	--	--	--
AVISS CAR RENTAL	--	342.01	342.01	361.99	361.99	--	--	--
Alamo	--	347.64	347.64	367.20	367.20	--	--	--
Budget	352.61	347.72	347.72	367.28	367.28	465.05	513.94	582.38
AVIS	357.50	352.61	352.61	372.16	372.16	782.83	533.50	582.38

Sorted By: Policy - Most Compliant ▾

Booking

Sorted By: Policy - Most Compliant

Displaying: 9 out of 79 results




Compact Car - \$33.00 per day (Sabre)

Automatic transmission
Unlimited miles, Pick-up: Terminal: DAL
Adults: 2, Children: 2, Large bags: 1, Small bags: 2
(Corporate rate)

Total cost ¹
\$184.02

Most Preferred Car Vendor for ASU / E-Receipt Enabled [Location details](#)




Compact Car - \$44.65 per day (Sabre)

Automatic transmission
Unlimited miles, Pick-up: Terminal: DAL
Adults: 2, Children: 2, Large bags: 1, Small bags: 2
(Corporate rate)

Total cost ¹
\$238.77

Most Preferred Car Vendor for ASU / E-Receipt Enabled [Location details](#)




Compact Car - \$46.00 per day (Sabre)

Automatic transmission
Unlimited miles, Pick-up: Terminal: DAL
Adults: 2, Children: 2, Large bags: 1, Small bags: 2
(Corporate rate)

Total cost ¹
\$245.37

Most Preferred Car Vendor for ASU / E-Receipt Enabled [Location details](#)



Compact Car - \$65.99 per day (Sabre)

Automatic transmission
Unlimited miles, Pick-up: Terminal: DAL
Adults: 2, Children: 2, Large bags: 1, Small bags: 2

Total cost ¹
\$347.72

E-Receipt Enabled [Location details](#)

7. Click the price to select the rental car.
8. Rates for Hertz, National and Enterprise are negotiated rates and include collision damage waiver (CDW) and liability insurance for rentals in the U.S. and are the preferred vendors.
9. Review the rental car information. Enter any preferences and update the driver's information if needed.

Review and Reserve Car

REVIEW RENTAL CAR
Hertz Car Rental [Location Details](#)

Type	Pick-up	Drop-off
Compact Car	Airport Terminal	Airport Terminal
Features	DAL, Dallas 12:00 pm Fri, 08/26/2022	DAL, Dallas 12:00 pm Tue, 08/30/2022

PROVIDE RENTAL CAR PREFERENCES
Your preferences and comments will be passed to the rental car agency.
Comments (30 character max)

ENTER DRIVER INFORMATION
Ensure the name below matches the I.D. you have with you on the day of pick-up

Driver [Edit](#) | [Review all](#)

Name: Phone: Email:

Rental Car Agency Program [Add a Program](#)
No Program selected

REVIEW PRICE SUMMARY

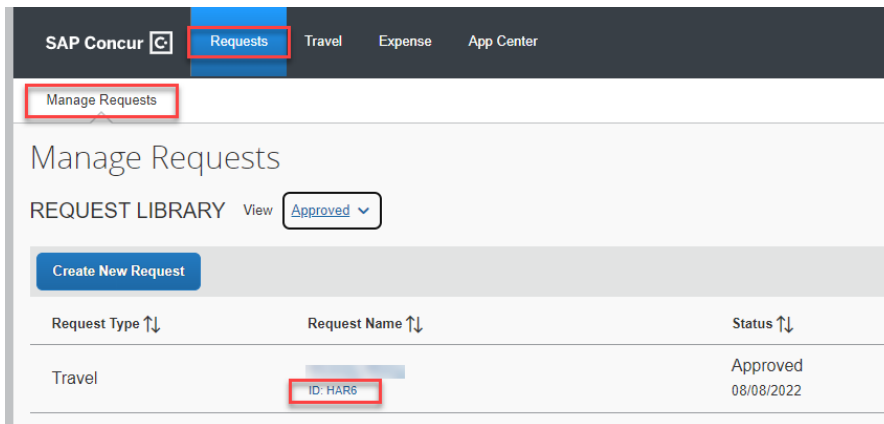
Description	Daily Rate	Dates	Total
Hertz Car Rental	\$33.00	Aug 26 - Aug 30	\$184.02*
Total Estimated Cost: \$184.02			
Total Due Now: \$0.00**			

* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.
** Remaining amount due at rental location.

[Back](#) [Reserve Car and Continue](#)

Booking

10. Click **Reserve Car and Continue**.
11. Review the reservation information on the trip details page. Click **Next**.
12. On the drop-down box, select Yes or No to confirm if the expense was charged to a federal grant or government funds. Next, enter the four-digit ID associated with your trip request and click **Next**. The ID can be found on the Request page, under Approved Requests.



13. Click **Next**.
14. Review the Trip confirmation and **Confirm Booking** or **Cancel**.
15. After you confirm booking, your reservation will have a confirmation number and the status should be confirmed. Your car has been reserved, not paid.


Booking

TRIP OVERVIEW

Trip Name: Car/Hotel Reservation
Start Date: August 26, 2022
End Date: August 30, 2022
Created: August 09, 2022, [REDACTED] (Modified: August 09, 2022)
Description: (No Description Available)
What is your approved 4 digit Request ID?: [REDACTED]
Airfare charged to a federal grant or government funds?: No
Agency Record Locator: VGUBAA
Reservation for: [REDACTED]
Total Estimated Cost: \$184.02 USD
Activate [Tripl](#) to see your plans and stay one step ahead while traveling.
Agency Name: Anthony Travel (ASU)
Daytime Phone: 480-739-9145 - University / 480-965-2603 - Athletic

RESERVATIONS

Friday, August 26, 2022



Hertz Car Rental at: Dallas US (DAL)

Pick-up at: Dallas US (DAL)

Pick Up: 12:00 PM *Fri Aug 26*
Pick-up at: Dallas US (DAL)
Number of Cars: 1

Return: 12:00 PM *Tue Aug 30*
Returning to: Dallas US (DAL)

Additional Details
Rate: \$33.00 USD daily rate, unlimited
Total Rate: \$184.02 USD
Corporate Discount: 66596

Rental Details
Compact / Car / Automatic transmission / Air conditioning

Confirmation: K2144470976
Status: Confirmed
Rate Code: CR

TOTAL ESTIMATED COST

Car:	\$184.02 USD
Total Estimated Cost:	\$184.02 USD

16. You will receive an email from both Anthony Travel and Concur with the details of the reservation.

Booking

Reserve a train

1. From the My ASU TRIP homepage, select **Round Trip** or **One Way** and complete fields. You can select to Search by Schedule and click **Search**.

Train Search (Amtrak)

Your 4-digit Request ID will be needed to complete your purchase at the end of the booking.

Round Trip One Way Multi City

From
New York - Moynihan Train Hall, NY

To
Boston - South Station, MA

Departure
11/16/2022 08:00 am

Search by
Schedule

Search

2. From the Shop by Schedule tab, click the **Select** button next to the train you'd like to select.



Booking

NEW YORK - MOYNIHAN TRAIN HALL TO BOSTON - SOUTH STATION
WED, NOV 16 Show as USD ▾

[Show matrix](#) [Print / Email](#)

[Shop by Fares](#) [Shop by Schedule](#)

Train Number Search Sorted By: Preference ▾ Displaying: 6 out of 6 results.


	06:15a → 10:03a	Direct	Business ▾	Select
DEPART: NEW YORK - MOYNIHAN TRAIN HALL TO BOSTON - SOUTH STATION				
3h 48m / THS 2190 (Amtrak) ⚡📶				
	06:50a → 11:10a	Direct	Coach ▾	Select
DEPART: NEW YORK - MOYNIHAN TRAIN HALL TO BOSTON - SOUTH STATION				
4h 20m / Train 190 (Amtrak) ⚡📶				

3. Click **Show all details**.

NEW YORK - MOYNIHAN TRAIN HALL TO BOSTON - SOUTH STATION
WED, NOV 16 Show as USD ▾

[Show matrix](#) [Print / Email](#)

Selected Fare

	06:50a → 11:10a	Direct	4h 20m	Remove ✕
NEW YORK - MOYNIHAN TRAIN HALL TO BOSTON - SOUTH STATION				
\$31.00				
View Fares				
Show all details ▾				

4. Review rules, click on the icons for additional information and select the fare.

Booking

The screenshot displays an Amtrak booking interface. At the top, it shows the Amtrak Regional logo, a train icon, and the route: NEW YORK - MOYNIHAN TRAIN HALL TO BOSTON - SOUTH STATION. The departure time is 06:50a and the arrival time is 11:10a, with a duration of 4h 20m. The fare is \$31.00, and there is a 'Remove' option with a red 'x' icon. A 'Hide Fares' button is visible. Below this, a 'DEPART' section for 'Wed, Nov 16' is shown. The main fare options table is as follows:

Fare Options	Refundable	Selection	Price
Coach Reserved (YG) Rules	Yes Fees may apply	<input checked="" type="checkbox"/>	\$31.00
Business (JG) Rules	Yes Fees may apply	<input type="checkbox"/>	\$89.00

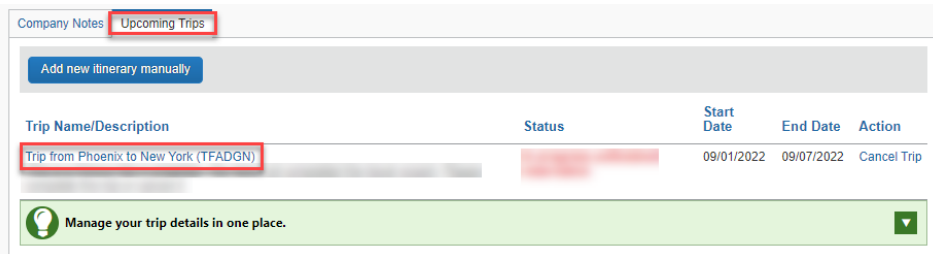
The 'Rules' link for the Coach Reserved option is highlighted with a red box. The selection checkbox for the Coach Reserved option is also highlighted with a red box and contains a green checkmark. The price button for the Coach Reserved option is highlighted with a red box and contains a green checkmark. The selection checkbox for the Business option is highlighted with a red box and contains a yellow warning triangle.

5. Complete purchase. Enter payment information, **Reserve train and continue**, click **Next** and **Purchase Ticket** to finalize your reservation.

Booking

View, change or cancel a reservation

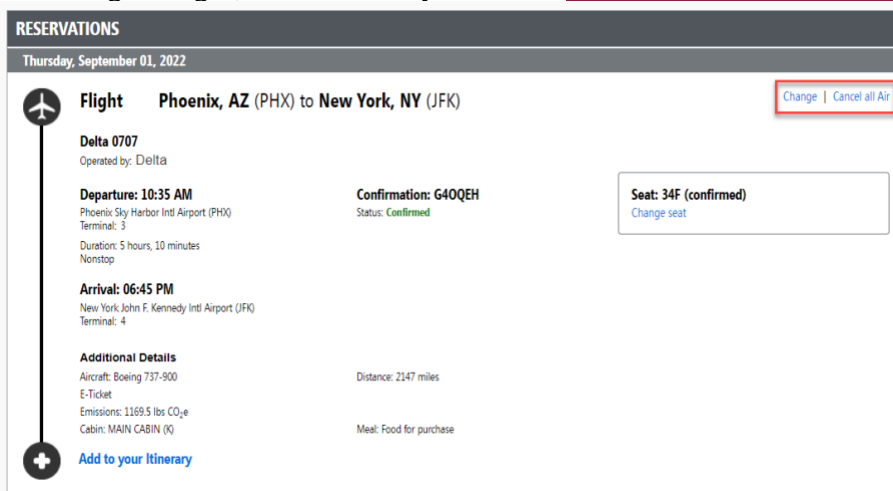
View your upcoming reservations on the **Upcoming Trips** list, on the [My ASU TRIP](#) home page, by clicking the **Travel** tab, then **Upcoming Trips**.



Click on the **Trip Name/Description** to review the travel details.

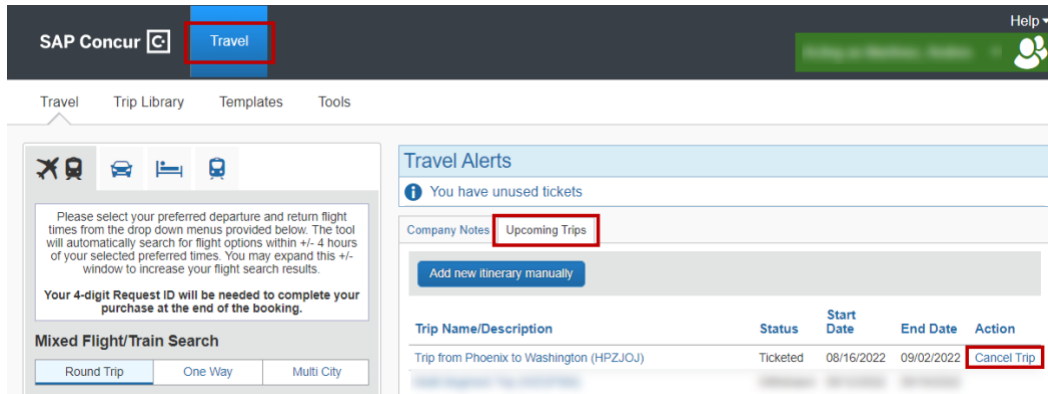
If reservations need to be cancelled, flights must be cancelled before departure and hotels must be cancelled in time to avoid any cancellation fees. ASU does not reimburse no-show fees.

- To cancel an air, hotel or rental car booked in My ASU TRIP, click **Cancel**.
- To change a hotel or rental car booked in My ASU TRIP, click **Change**.
- To change a flight, email Anthony Travel at ASU@anthonytravel.com.

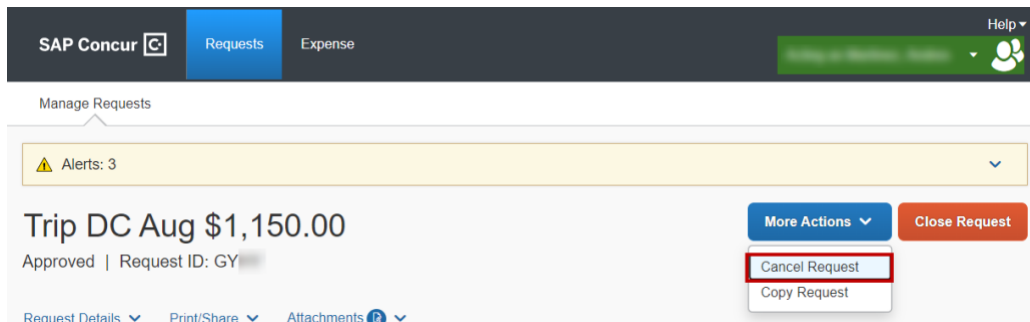


When your trip is canceled, cancel all reservations. If the reservation was made through My ASU TRIP it can be canceled through My ASU TRIP by selecting Cancel from the Upcoming Trips tab. Any reservation made outside of My ASU TRIP will need to be canceled directly with the vendor. Airfare needs to be canceled prior to the departure.

Booking



Cancel the My ASU TRIP request if it does not contain a cash advance. If the request includes a cash advance, contact myasutrip@asu.edu.



Incurred expenses for the trip are processed on a Non-Travel Expenses report.

1. If a transaction was paid with an ASU Travel card or the ASU Airfare card and a refund is due, wait for the refund card transaction to post and the 2 transactions should be processed on one report.

Non-Travel Expenses \$0.00 Copy Report

Report Details Print/Share Manage Receipts

Comments	Receipt	Payment Type	Expense Type	Vendor Details	Date	Approved
		ASU Airfare Card	Airfare	Southwest Airlines	06/22/2022	-\$461.96
		ASU Airfare Card	Airfare Reservation	Southwest Airlines San Jose, California	05/06/2022	\$461.96
						\$0.00

2. If the transaction is not refundable, the transaction will be expensed now and if there is credit from a canceled flight the department should track it to ensure it is used for future ASU business travel. For flights booked in My ASU TRIP, the system will display

Booking

available flight credits to the traveler and when traveling next for the university, the traveler can contact Anthony Travel to utilize the credit.

The screenshot shows the SAP Concur Travel interface. At the top, there is a navigation bar with 'SAP Concur' and 'Travel' tabs. Below this, there are tabs for 'Travel', 'Trip Library', 'Templates', and 'Tools'. The main content area is divided into two sections. On the left, there is a 'Mixed Flight/Train Search' section with a search form and instructions. On the right, there is a 'Travel Alerts' section with a notification 'You have unused tickets' and a table of upcoming trips.

Travel Alerts

You have unused tickets

Company Notes | Upcoming Trips

Add new itinerary manually

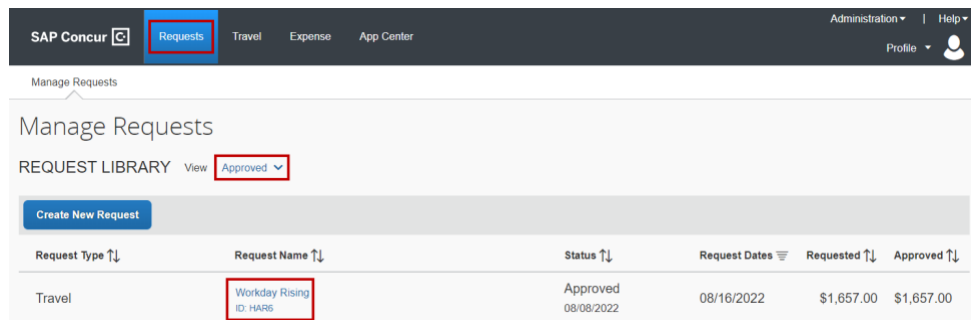
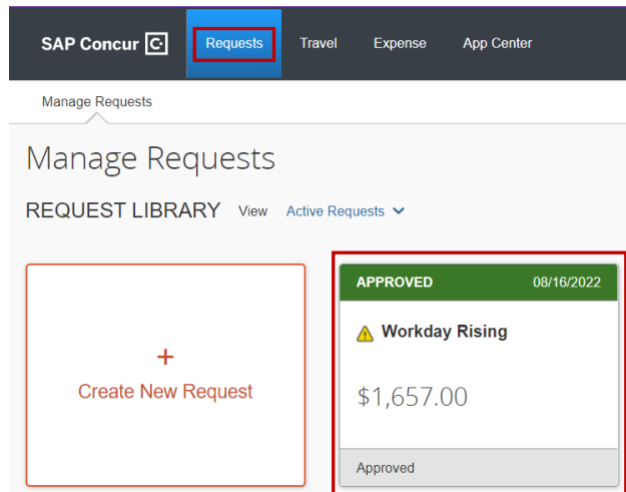
Trip Name/Description	Status	Start Date	End Date	Action
Trip from Phoenix to Washington (HPZJQJ)	Ticketed	08/16/2022	09/02/2022	Cancel Trip

Expense Reports

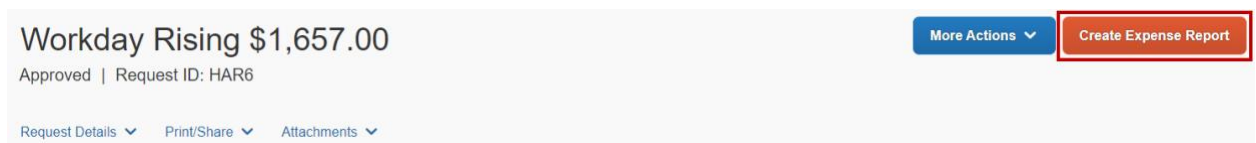
Create an expense report header

When your trip is complete, you may need to create an expense report from the approved trip request.

1. Go to your Requests tab and open the approved request.



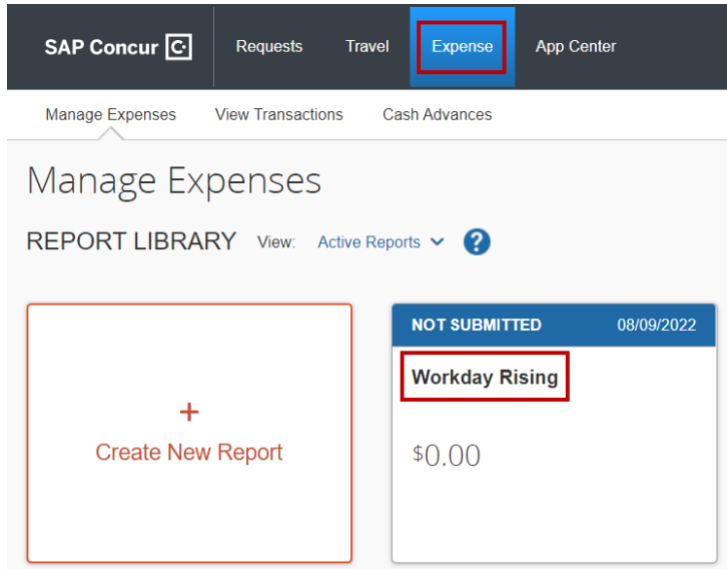
2. You will see **Create Expense Report** in the top right. If you do not see this option your expense report has already been started for you.



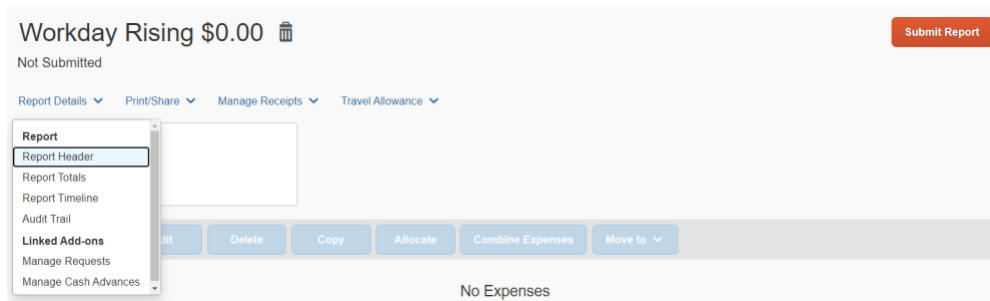
Expense Reports

Review expense report header

Click the expense report from the Expense tab.



From the **Report Details** drop-down, select **Report Header**.



Verify the details. They were populated from the request. If the trip dates changed from the request, update the dates to the actual dates of business travel. If the funding source changed, that can also be updated.

Expense Reports

Report Header

Workday Rising | \$0.00



*** Required field**

Trip Name * Workday Rising	Trip Type * 2. International	Create Date 08/09/2022
Traveler Type * Faculty	Employee ID testuser	Department ID D0206002 FS Travel
Business Travel Begin Date * 08/16/2022	Business Travel End Date * 08/20/2022	Project/Grant/Program * GR00478 GR00478 COLLABORATIVE RE...
Cost Center * (CC0165) ENGR-SEMTE Chemical Engineer...	Business Type * 03. Training	Conference/Event Host * Workday
Does this trip contain personal travel? * No	Public Purpose/Benefit to ASU * To learn about best practices related to travel processing in Workday, to increase efficiency and	Trip Not to Exceed
Report Id 5A727AA76054471F8852	Approval Status Not Submitted	Report Total 0.00
Personal Expenses 0.00	Amount Not Approved 0.00	Amount Approved 0.00
Amount University Paid 0.00	Amount Due University 0.00	Amount Due User 0.00
Amount Due University Card 0.00	Total Amount Claimed 0.00	Department Name D0206002

Comment

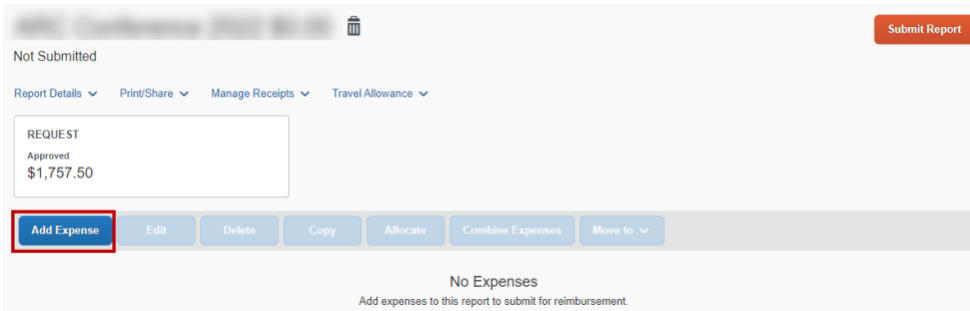
Cancel

Save

Expense Reports

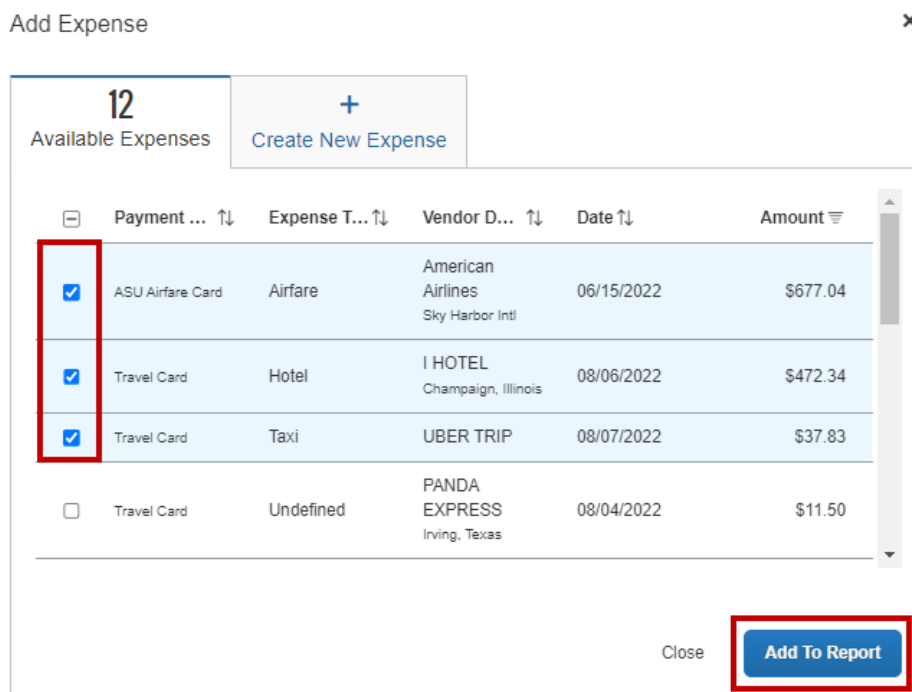
Add travel card expenses

1. Click **Add Expense**.



The Available Expenses tab in the pop up will list the available expenses to import

2. Click the checkbox next to the expenses related to the trip and select **Add To Report**.



3. Review the **Expense Type** assigned by the system. Update the expense type if it is not correct for the transaction.

Expense Reports

	Add Expense	Edit	Delete	Copy	Allocate	Combine Expenses	Move to ▼
<input type="checkbox"/>	Alerts ↓	Receipt ↓	Payment Type ↓	Expense Type ↓	Vendor Details ⋮	Date ↓	Requested ↓
<input type="checkbox"/>			ASU Airfare Card	Airfare Reservation	American Airlines Phoenix, Arizona	06/15/2022	\$677.04
<input type="checkbox"/>			Travel Card	Hotel	I HOTEL Champaign, Illinois	08/06/2022	\$472.34
<input type="checkbox"/>			Travel Card	Undefined	PANDA EXPRESS DFW	08/06/2022	\$10.65
<input type="checkbox"/>			Travel Card	Taxi	UBER TRIP	08/04/2022	\$47.50

4. Click on the expense to update the **Expense Type** on the details tab and save.

← → Undefined \$10.65 [Cancel](#) [Save Expense](#)

08/06/2022 | PANDA EXPRESS DFW | Corporate Card

[Details](#) [Itemizations](#) [Hide Receipt](#)

[Allocate](#)

* Required field

Expense Type *

Undefined

Business Meal (> 9 Attendees)

Meals on Travel Card

Non-Standard Meal Allowance

06. Fees

Credit Card Fees

Upload Receipt Image

5. Complete fields as necessary and **Save Expense**. See below for the instructions concerning expense types with specific requirements.
 - **Airfare** — Airline Travel Service Code is required. Select Business Class, Coach Class or First Class from the drop-down menu. Click **Save Expense**.

Expense Reports

← → Airfare \$677.04 🗑️

06/15/2022 | American Airlines | Corporate Card, Reservation, E-Receipt

Details | Itemizations

⚙️ Allocate * Required field

Expense Type *
Airfare

Transaction Date: 06/15/2022
Ticket Number: [Redacted]

Vendor: American Airlines
Enter Vendor Name: American Airlines

Airline Travel Service Code *
None Selected

Payment Type: ASU Airfare Card
Currency: US, Dollar

This field is missing required information.

None Selected
Business Class
Coach Class
First Class

Save Expense Cancel

- **Hotel:** Add the lodging location if not populated. If the hotel is not listed in the vendor field, you can enter the name. Click **Itemizations**.

Expense Reports

Hotel \$472.34

08/06/2022 | I HOTEL | Corporate Card

Details | **Itemizations** | Hide Receipt

Allocate * Required field

Expense Type *
Hotel

Check-in Date * 08/03/2022 | Check-out Date * 08/06/2022 | Nights 3

Transaction Date 08/06/2022 | Vendor I HOTEL

Merchant Name I HOTEL | Lodging Location * I HOTEL

Payment Type Travel Card

Amount 472.34 | Currency US, Dollar

Travel Allowance (Do Not Modify) | Request *

Comment

Save Expense Cancel

Upload Receipt Image

Select **Create itemization** and choose the Expense Type from the drop-down menu.

Hotel \$472.34

08/06/2022 | I HOTEL | Corporate Card

Details | **Itemizations** | Hide Receipt

Amount	Itemized	Remaining
\$472.34	\$0.00	\$472.34

Create Itemization | More Actions

No Itemizations.
Create itemizations for the items on your receipt.

Upload Receipt Image

Hotel \$472.34

08/06/2022 | I HOTEL | Corporate Card

Details | **Itemizations** | Hide Receipt

Amount	Itemized	Remaining
\$472.34	\$0.00	\$472.34

New Itemization * Required field

Expense Type *
Search for an expense type

- Hotel
- Hotel Advance Deposit
- Hotel Cancellation Fees
- Hotel Early/Late Checkout Fee
- Hotel Resort Fees

Upload Receipt Image

Expense Reports

Choose whether the hotel has the same rate every night or not. List the nightly hotel expenses on the itemizations tab. Click **Save Itemization**.

Hotel \$472.34

08/06/2022 | IHOTEL | Corporate Card

Details | **Itemizations** | Hide Receipt

Amount	Itemized	Remaining
\$472.34	\$0.00	\$472.34

New Itemization

Expense Type *
Hotel

Entry Type: Recurring Itemization | 08/03/2022 - 08/06/2022 (Nights: 3)

Your hotel room rate was:
 The Same Every Night | Not the Same

Room Rate (per night) * | Room Tax (per night) | Tax 2 (per night) | Tax 3 (per night)

(Amounts in USD)

Save Itemization | Cancel

Any remaining balance will need to be itemized. Select **Single Itemization** for one-time charges, such as room service, a late checkout fee or a hotel advance deposit. Click **Save Itemization**.

Hotel \$472.34

08/06/2022 | IHOTEL | Corporate Card

Details | **Itemizations** | Hide Receipt

Amount	Itemized	Remaining
\$472.34	\$450.00	\$22.34

New Itemization

Expense Type *
Hotel

Entry Type: Recurring Itemization | 08/03/2022 - 08/06/2022 (Nights: 3)

Your hotel room rate was:
 Recurring Itemization | Single Itemization

Room Rate (per night) * | Room Tax (per night) | Tax 2 (per night) | Tax 3 (per night)

(Amounts in USD)

Save Itemization | Cancel

Expense Reports

Hotel \$472.34

08/06/2022 | HOTEL | Corporate Card

Amount \$472.34 | Itemized \$450.00 | Remaining \$22.34

New Itemization

Expense Type * **Hotel**

Meals on Travel Card

01. Airfare
Airfare
Airline Fees

02. Lodging

Travel Allowance (Do Not Modify) | Request *

Comment

Save Itemization Cancel

Upload Receipt Image

To modify a single line, go to the hotel itemizations, select the box to the left of the line and choose **Edit** in the **More Actions** drop-down menu.

Hotel \$472.34

08/06/2022 | HOTEL | Corporate Card

Amount \$472.34 | Itemized \$472.34 | Remaining \$0.00

Itemizations

Create Itemization | More Actions

<input type="checkbox"/>	Date	Expense Type	Requested
<input checked="" type="checkbox"/>	08/03/2022	Hotel	\$125.00
<input type="checkbox"/>	08/03/2022	Hotel Tax	\$25.00
<input type="checkbox"/>	08/04/2022	Hotel	\$125.00
<input type="checkbox"/>	08/04/2022	Hotel Tax	\$25.00
<input type="checkbox"/>	08/05/2022	Hotel	\$125.00
<input type="checkbox"/>	08/05/2022	Hotel Tax	\$25.00
<input type="checkbox"/>	08/06/2022	Meals on Travel Card	\$0.00 Personal

Expense Reports

Adjust the amount and **Save Itemization**.

The screenshot shows the 'Itemizations' tab of an expense report for a hotel. The total amount is \$472.34, and the itemized amount is also \$472.34, leaving a remaining balance of \$0.00. The 'Amount' field for the current itemization is set to 125.00. The 'Save Itemization' button is highlighted with a red box.

When completed, the remaining balance should be zero.

The screenshot shows the 'Itemizations' tab of an expense report for a hotel. The total amount is \$472.34, and the itemized amount is also \$472.34, leaving a remaining balance of \$0.00. The 'Remaining' field is highlighted with a red box, and the 'Save Itemization' button is also highlighted with a red box.

If you receive an itinerary error, you may need to [add an itinerary](#).

Hotel Advance Deposit — Use when a deposit required for a hotel stay is paid in advance with the ASU Travel Card. The initial deposit is recorded as a **Hotel Advance Deposit**. The expense type is used again when itemizing the hotel bill to account for the deposit.

Expense Reports

← → Hotel \$515.25

06/30/2022 | CONGRESS PLAZA HOTEL | Corporate Card

Details Itemizations

Date	Expense Type	Approved
06/26/2022	Hotel Tax	\$25.45
06/26/2022	Hotel	\$146.30
06/27/2022	Hotel Tax	\$25.45
06/27/2022	Hotel	\$146.30
06/28/2022	Hotel Tax	\$25.45
06/28/2022	Hotel	\$146.30
06/29/2022	Hotel Tax	\$25.45
06/29/2022	Hotel	\$146.30
06/30/2022	Hotel Advance Deposit	\$-171.75

- **Business Meal** — The **Vendor**, **Business Meal Purpose**, and **Attendees** fields are required. List each attendee individually. The **Business Meal Purpose** must explain the ASU business purpose of the meal. An itemized receipt must be attached. Itemize any alcohol and any corresponding tax and tip on the alcohol as an **Unallowable Travel Card Expense**.
- **Business Meal (> 9 attendees)** — Identical to business meal but used if the number of attendees is more than nine and allows one entry for the group of attendees with a field for number of attendees. Attach a detailed list of the attendees along with the itemized receipt.
- **Meals on Travel Card** – Used for a meal paid with the ASU Travel Card. These transactions net against the daily allowance and you receive reimbursement for any difference. Claim your Daily Allowance for that meal.

Expense Reports

← → Meals on Travel Card \$10.65 🗑️

08/06/2022 | PANDA EXPRESS DFW | Corporate Card

Details | Itemizations

🔄 Allocate * Required field

Expense Type * ?

Meals on Travel Card

Transaction Date

08/06/2022

Amount

10.65

Currency

US, Dollar

Personal Expense (do not reimburse)

Comment

Save Expense Cancel

- **Unallowable Travel Card Expense** — Use for travel card transactions that are prohibited or not reimbursable. They reduce any reimbursement due to you.

← → Unallowable Travel Card Exp \$6.51 🗑️

08/06/2022 | TST* 2.0 TACO & TEQUILA B | Corporate Card

Details | Itemizations

🔄 Allocate * Required field

Expense Type *

Unallowable Travel Card Exp

Transaction Date

08/06/2022

Amount

6.51

Currency

US, Dollar

Personal Expense (do not reimburse)

Comment *

Personal expense - card used in error.

Save Expense Cancel

Expense Reports

It is also used when itemizing an expense to remove an unallowable portion. For example, parking was \$80, but only \$60 is reimbursable. The remaining \$20 is itemized as an **Unallowable Travel Card Expense**.

← → Parking \$80.00 🗑️

06/26/2022 | SKYHARBORPARKINGEASTE | Corporate Card

Details | Itemizations

Amount: \$80.00 | Itemized: \$80.00 | Remaining: \$0.00

Create Itemization | More Actions

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	06/26/2022	Parking	\$60.00
<input type="checkbox"/>	06/26/2022	Unallowable Travel Card Exp	\$0.00 Personal

6. Attach receipts.

Missing travel card transactions:

Do not submit your expense report if there are travel card transactions that do not appear in the available expenses. Most transactions will be in your profile within three days of the transaction, but timing depends on vendors. It could take up to 14 days for a transaction to appear. [Email My ASU TRIP](#) for any questions or concerns.

Remaining travel card transactions:

Any remaining travel card expenses should be for future approved trip requests. If that is not the case, [email My ASU TRIP](#) for help to determine the next step.

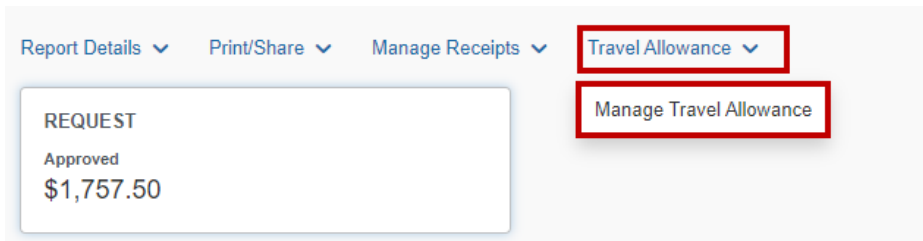
Expense Reports

Import, create or edit an itinerary

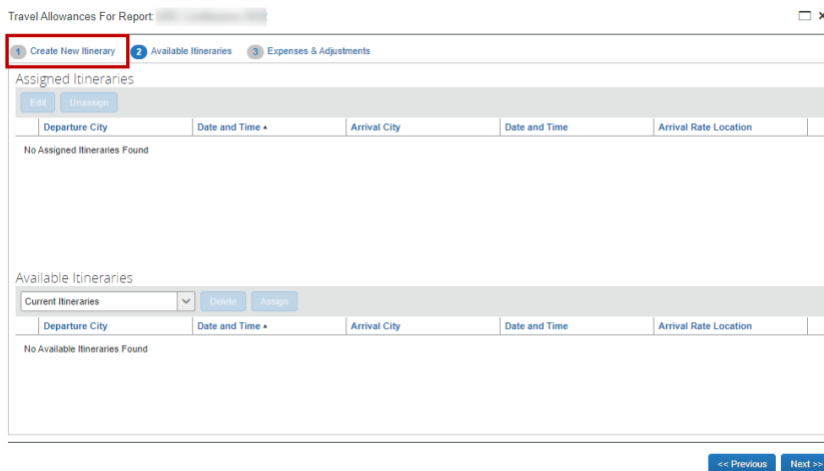
An itinerary is used to generate daily allowances and for hotel expense entries.

To add an itinerary to your expense report:

1. Click the **Travel Allowance** drop-down menu.
2. Select **Manage Travel Allowance**.



3. Select **Create New Itinerary**.



If you booked your flight using My ASU TRIP, the itinerary may have been created for you.

1. Click **Import Itinerary**.

Expense Reports

Travel Allowances For Report: [redacted]

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name [redacted]

Add Stop Delete Rows **Import Itinerary**

Departure City Arrival City Arrival Rate Loca...

No Itinerary Rows Found

New Itinerary Stop

Departure City [redacted]

Date [redacted] Time [redacted]

Arrival City [redacted]

Date [redacted] Time [redacted]

Save

Next >> Cancel

2. Select the appropriate itinerary and **Import**.
 - o If you stayed in a location different than the one you flew into, edit the itinerary to add the leg of travel from the arrival city to the city you lodged.
 - o Otherwise, click **Next**.

To enter an itinerary:

If there is no available itinerary, you must create one. Enter your Departure and Arrival cities in the Departure City and Arrival City fields. The arrival city should be the city you lodged, not flew into. You do not need to add layover legs.

1. Use the calendar icon to select the dates of your actual travel in the date fields.
2. Enter the times of departure and arrival in the time fields.
3. Click **Save**.
4. Add your return trip and any legs that include an overnight stay.
5. Click **Save** after each leg.
6. Click **Done** after adding all legs to your itinerary.

To edit an existing itinerary:

1. Click the **Travel Allowance** drop-down menu and select **Manage Travel Allowance**.
2. Select the appropriate itinerary from the pop-up window and click **Edit**.

Travel Allowances For Report: [redacted]

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: [redacted]				
Phoenix, Arizona	08/04/2022 07:00 AM	Champaign, Illinois	08/04/2022 08:46 PM	CHAMPAIGN COUNTY, US-IL, US
Champaign, Illinois	08/06/2022 03:45 PM	Phoenix, Arizona	08/06/2022 07:21 PM	MARICOPA COUNTY, US-AZ, US

3. Check the box next to the line you would like to edit. Edit the fields and **Save**.

Expense Reports

Itinerary Info

Itinerary Name

Departure City + Arrival City Arrival Rate Location

	Departure City +	Arrival City	Arrival Rate Location
<input checked="" type="checkbox"/>	Phoenix, Arizona 08/04/2022 07:00 AM	Champaign, Illinois 08/04/2022 08:46 PM	CHAMPAIGN COUNTY, U...
<input type="checkbox"/>	Champaign, Illinois 08/06/2022 03:45 PM	Phoenix, Arizona 08/06/2022 07:21 PM	MARICOPA COUNTY, US...

Edit Itinerary Stop

Departure City
Phoenix, Arizona

Date Time
08/04/2022 07:00 AM

Arrival City
Champaign, Illinois

Date Time
08/04/2022 08:46 PM

Arrival Rate Location
CHAMPAIGN COUNTY, US-IL, US

Save

Next >> Done

4. Click **Add Stop** to add an additional leg. Complete fields. Click **Save**.

Itinerary Info

Itinerary Name

Departure City + Arrival City Arrival Rate Location

	Departure City +	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Phoenix, Arizona 08/04/2022 07:00 AM	Champaign, Illinois 08/04/2022 08:46 PM	CHAMPAIGN COUNTY, U...
<input type="checkbox"/>	Champaign, Illinois 08/06/2022 03:45 PM	Phoenix, Arizona 08/06/2022 07:21 PM	MARICOPA COUNTY, US...

New Itinerary Stop

Departure City
Phoenix, Arizona

Phoenix, Arizona
Champaign, Illinois
Fargo, North Dakota
Indianapolis, Indiana
Hamilton, Ontario
Chicago, Illinois
West Lafayette, Indiana
Beograd, SERBIA
Belgrade, SERBIA
Melbourne, AUSTRALIA

Filter by Country/Region

Save

Next >> Done

5. Click **Done** when complete.

Expense Reports

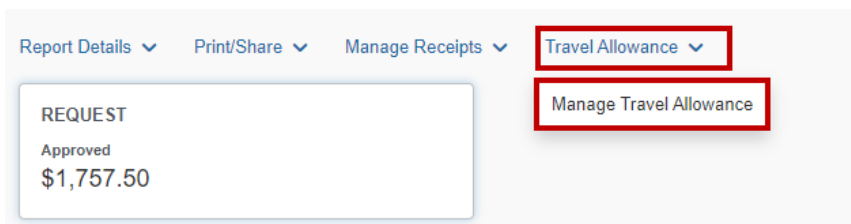
Create and adjust daily allowances

ASU uses daily allowances for calculating meal reimbursement. The allowances are based on preset lodging location rates and the first and last day are automatically calculated at 75% of the full day allowance regardless of the times of travel. All rates are loaded into My ASU TRIP and are based on the itinerary entered for the trip.

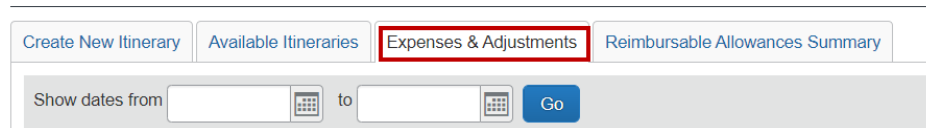
To create Daily Allowances, first [create an itinerary](#).

Then you can create or adjust the daily allowance as follows:

- Click the **Travel Allowance** drop-down menu and select **Manage Travel Allowance**.
- Select the **Expenses & Adjustments** tab.



Travel Allowances For Report:



Complete or adjust the **Expenses & Adjustments**:

1. The system assumes you should receive the daily allowance for each meal. The first and last day meals are automatically calculated at 75% of the full day allowance regardless of the times of travel. Opt out of provided meals, check **Breakfast (check to exclude)**, **Lunch (check to exclude)** and **Dinner (check to exclude)** where applicable.

Travel Allowances For Report:

A screenshot of the 'Expenses & Adjustments' table. The table has columns for 'Exclude | All', 'Date/Location', 'Breakfast (Check to Exclude)', 'Lunch (Check to Exclude)', 'Dinner (Check to Exclude)', and 'Allowance'. There are three rows of data for the dates 08/04/2022, 08/05/2022, and 08/06/2022, all for 'Champaign, Illinois'. Each row has checkboxes for the meal types and a corresponding allowance amount.

Exclude All	Date/Location	Breakfast (Check to Exclude)	Lunch (Check to Exclude)	Dinner (Check to Exclude)	Allowance
<input type="checkbox"/>	08/04/2022 Champaign, Illinois	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$33.75
<input type="checkbox"/>	08/05/2022 Champaign, Illinois	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.00
<input type="checkbox"/>	08/06/2022 Champaign, Illinois	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$33.75

Opt out of the following meals:

- A business meal for which you were a guest.
- Any meal during a portion of the trip considered a personal portion of the trip.

Expense Reports

- Any meal served on a plane or train.
- A meal for which you are claiming a business meal.
 - You paid for yourself and other non-ASU people where you discussed ASU business and the bill is being reimbursed by the university.
- Meals provided by a conference.
 - Breakfast provided for no charge by the conference.

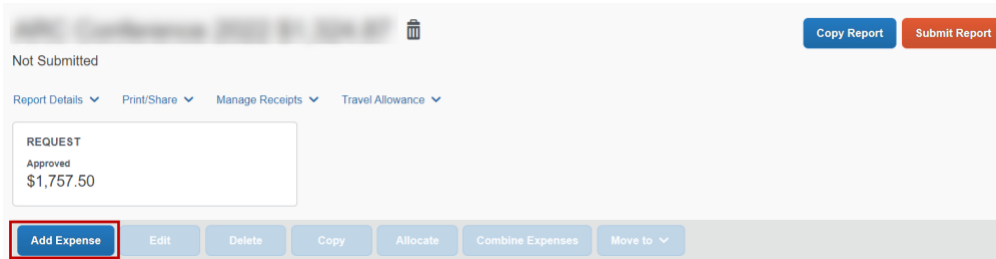
Do not opt out of meals because you charged them on your ASU Travel Card. Assign those charges the expense type **Meals on Travel Card** and they will net against the daily allowance claimed here. You receive reimbursement for any difference. You do not need receipts for these meals.

2. Click **Create Expenses**. This adds or updates the daily allowance reimbursement claimed.
3. The **Expense** page opens with the daily allowances added.

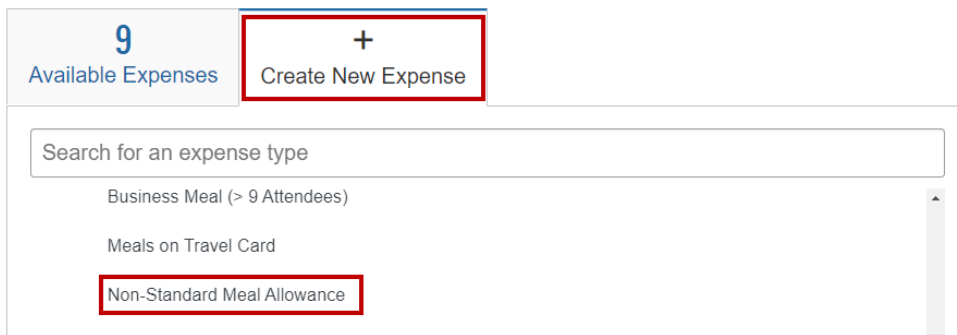
Expense Reports

Add non-standard meal allowance

The non-standard meal allowance expense type is only for when you claim less than the standard daily allowance for your trip location.



Add Expense





Indicate in the comments what the standard daily allowance would have been.


Expense Reports

New Expense

Details Itemizations

 Allocate * Required field

Expense Type * 
 Non-Standard Meal Allowance

Transaction Date *
 08/06/2022 

Amount *
 60.00 Currency *
 US, Dollar

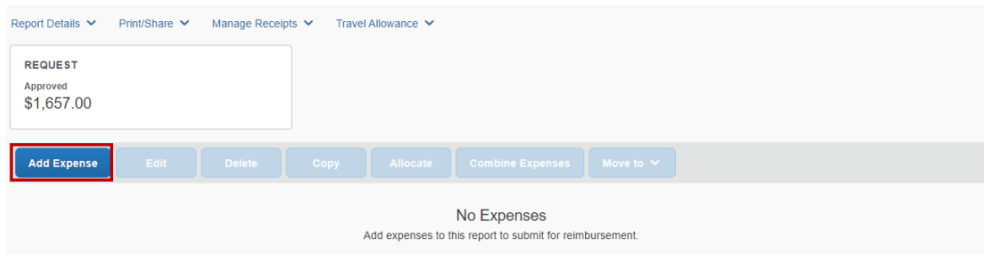
Comment
 Allowed \$112.50 for trip, only claiming \$60.00

[Save Expense](#) [Save and Add Another](#) [Cancel](#)

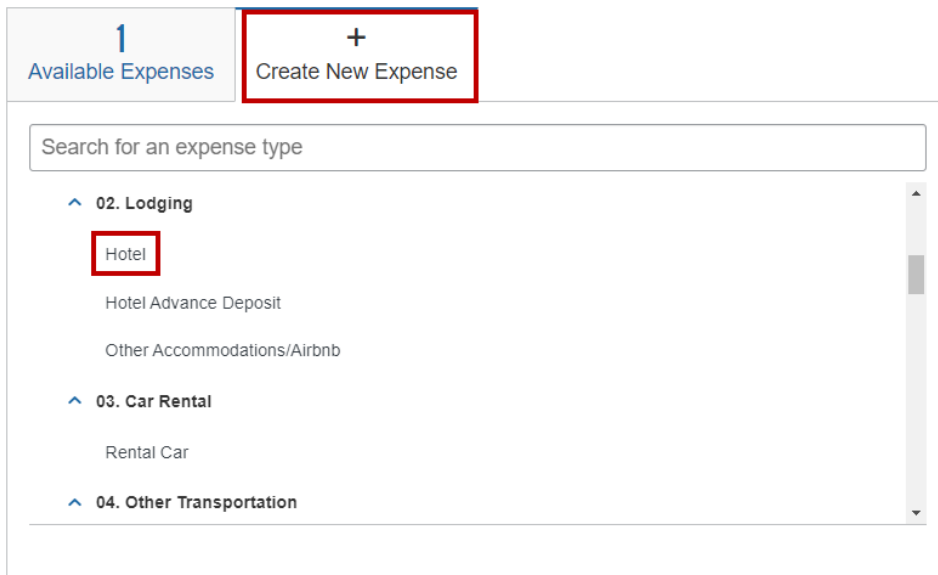
Expense Reports

Itemize expenses – required for hotels

Hotel expenses always require itemization whether paid out of pocket or with the travel card. If the hotel charged your card in the foreign currency listed on the folio, itemize the hotel trip in that currency and My ASU TRIP will perform the rate conversion. If the folio is listed in foreign currency but your card has been billed in U.S. dollars, you will need to calculate the conversion rate used by the bank and convert each line item. Contact [My ASU TRIP](#) for additional assistance.



Add Expense



For a hotel:

1. Enter the required fields and select the **Itemizations** tab.
 - o The number of nights automatically populates.

Expense Reports

New Expense

Details **Itemizations**

Allocate * Required field

Expense Type *
Hotel

Check-in Date * 08/16/2022 Check-out Date * 08/20/2022 Nights: 4

Transaction Date * 08/20/2022 Vendor * Marriott Hotels

Lodging Location * Milwaukee, Wisconsin Payment Type * Out of Pocket

Amount * 518.90 Currency * US, Dollar

Travel Allowance (Do Not Modify) Request * 08/16/2022, \$600.00 - Workday R...

Comment

2. Click **Create Itemization** and choose the Expense Type from the drop-down menu.

Hotel \$518.90 Cancel **Save Expense**

08/20/2022 | Marriott Hotels Hide Receipt

Details **Itemizations**

Amount	Itemized	Remaining
\$518.90	\$0.00	\$518.90

Create Itemization More Actions

No Itemizations.
Create itemizations for the items on your receipt.

Hotel \$518.90 Cancel **Save Itemization**

08/20/2022 | Marriott Hotels Hide Receipt

Details **Itemizations**

Amount	Itemized	Remaining
\$518.90	\$0.00	\$518.90

New Itemization * Required field

Expense Type *
Search for an expense type


02. Lodging

- Hotel
- Hotel Advance Deposit
- Hotel Cancellation Fees
- Hotel Early/Late Checkout Fee


Upload Receipt Image

Expense Reports

3. Choose whether the hotel has the same rate every night or not. Enter nightly hotel expenses on the itemizations tab. Click **Save Itemization**.

Hotel \$518.90  Cancel **Save Itemization**

08/20/2022 | Marriott Hotels

Details Itemizations Hide Receipt 

Amount	Itemized	Remaining
\$518.90	\$0.00	\$518.90

New Itemization

Expense Type *
Hotel

Entry Type: Recurring Itemization 08/16/2022 - 08/20/2022 (Nights: 4)


Your hotel room rate was:

The Same Every Night Not the Same


Room Rate (per night) * Room Tax (per night) Tax 2 (per night) Tax 3 (per night)

(Amounts in USD)


Save Itemization Cancel

Upload Receipt Image 


4. Any remaining balance needs to be itemized. Select **Create Itemization**. Click **Save Itemizations**.

Hotel \$518.90  Cancel **Save Expense**

08/20/2022 | Marriott Hotels

Details Itemizations Hide Receipt 

Amount	Itemized	Remaining
\$518.90	\$480.00	\$38.90

Create Itemization More Actions 

Expense Reports

5. Select the Expense Type for the remaining amount, complete the required fields, and **Save Itemization**.

Hotel \$518.90

08/20/2022 | Marriott Hotels

Amount: \$518.90 | Itemized: \$480.00 | Remaining: \$38.90

New Itemization

Expense Type: Internet Fees

Transaction Date: 08/20/2022

Vendor: Marriott Hotels

Amount: 38.90 | Currency: US, Dollar

Comment:

Upload Receipt Image

6. To modify a single line, go to the hotel itemizations, select the box to the left of the line and choose **Edit** in the **More Actions** drop-down menu. Make adjustments to the amount and **Save Itemization**.

Hotel \$518.90

08/13/2022 | Marriott Hotels

Amount: \$518.90 | Itemized: \$518.90 | Remaining: \$0.00

	Date	Expense Type	Requested
<input checked="" type="checkbox"/>	08/09/2022		\$100.00
<input type="checkbox"/>	08/09/2022	Tax	\$20.00
<input type="checkbox"/>	08/10/2022	Hotel	\$100.00

7. If the transaction is for a hotel advance deposit. The initial deposit is recorded as a **Hotel Advance Deposit**. The expense type is used again when itemizing the hotel bill to account for the deposit.

Expense Reports

Hotel \$515.25

06/30/2022 | CONGRESS PLAZA HOTEL | Corporate Card

Details | **Itemizations**

Date	Expense Type	Approved
06/26/2022	Hotel Tax	\$25.45
06/26/2022	Hotel	\$146.30
06/27/2022	Hotel Tax	\$25.45
06/27/2022	Hotel	\$146.30
06/28/2022	Hotel Tax	\$25.45
06/28/2022	Hotel	\$146.30
06/29/2022	Hotel Tax	\$25.45
06/29/2022	Hotel	\$146.30
06/30/2022	Hotel Advance Deposit	\$-171.75

Travel card expenses may need to be itemized if a portion is unallowable.

1. Click on the expense that requires itemization.
2. Complete any required fields.
3. Click **Itemizations**.

Parking \$80.00

06/26/2022 | SKYHARBORPARKINGEASTE | Corporate Card

Details | **Itemizations**

Allocate

* Required field

Expense Type *
Parking

Transaction Date: 06/26/2022 Vendor: SKYHARBORPARKINGEASTE

Payment Type: Travel Card

Amount: 80.00 Currency: US, Dollar

Comment

Save Expense Cancel

4. Click **Create Itemization** and select unallowable travel card exp from the drop-down menu.

Expense Reports

← → Parking \$80.00 🗑️

06/26/2022 | SKYHARBORPARKINGEASTE | Corporate Card

Details	Itemizations	
Amount \$80.00	Itemized \$0.00	Remaining \$80.00

Create Itemization More Actions ▾

No Itemizations.
Create itemizations for the items on your receipt.

← → Parking \$80.00 🗑️

06/26/2022 | SKYHARBORPARKINGEASTE | Corporate Card

Details	Itemizations	
Amount \$80.00	Itemized \$0.00	Remaining \$80.00

New Itemization * Required field

Expense Type *

Search for an expense type ▾

Recently Used

- Parking
- Unallowable Travel Card Exp**
- 01. Airfare
- Airfare

5. Enter the amount that is unallowable, complete the other required fields and **Save Itemization**.

Expense Reports

← → Parking \$80.00 🗑️

06/26/2022 | SKYHARBORPARKINGEASTE | Corporate Card

Details | Itemizations

Amount	Itemized	Remaining
\$80.00	\$0.00	\$80.00

New Itemization

🔗 Allocate * Required field

Expense Type *
Unallowable Travel Card Exp

Transaction Date *
06/26/2022

Amount *
20.00

Currency
US, Dollar

Personal Expense (do not reimburse)

Comment *
Airport parking for personal portion of trip.

Save Itemization Cancel

6. Create another itemization for the remaining amount and appropriate expense type.

← → Parking \$80.00 🗑️

06/26/2022 | SKYHARBORPARKINGEASTE | Corporate Card

Details | Itemizations

Amount	Itemized	Remaining
\$80.00	\$20.00	\$60.00

New Itemization

🔗 Allocate * Required field

Expense Type *
Parking

Transaction Date *
06/26/2022

Vendor
SKYHARBORPARKINGEASTE

Amount *
60.00

Currency
US, Dollar

Comment

Save Itemization Cancel

Expense Reports

- The itemizations for that expense type will be updated and the itemization will be noted under the requested amount on the expense page.

← → Parking \$80.00 🗑️

06/26/2022 | SKYHARBORPARKINGEASTE | Corporate Card

Details

Itemizations

Amount \$80.00	Itemized \$80.00	✔ Remaining \$0.00
-------------------	---------------------	-----------------------

Create Itemization
More Actions ▾

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	06/26/2022	Unallowable Travel Card Exp	\$0.00 <small>Personal</small>
<input type="checkbox"/>	06/26/2022	Parking	\$60.00

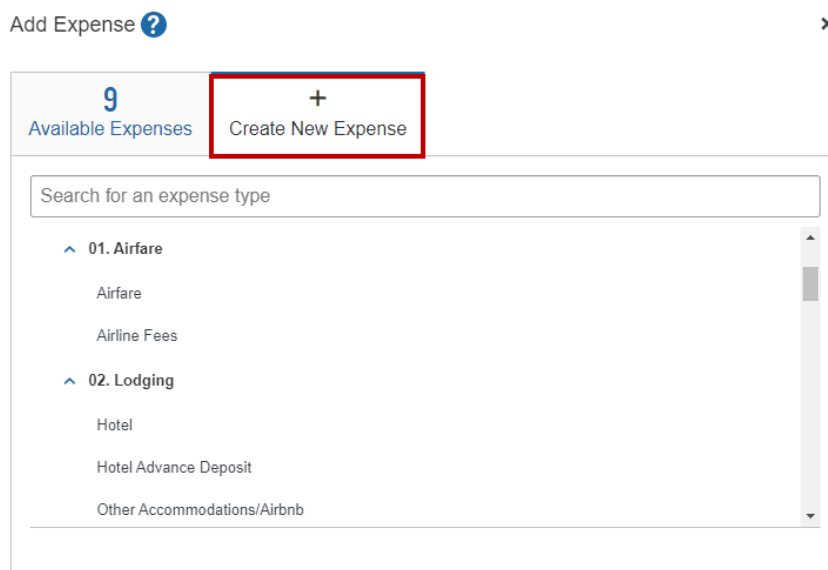
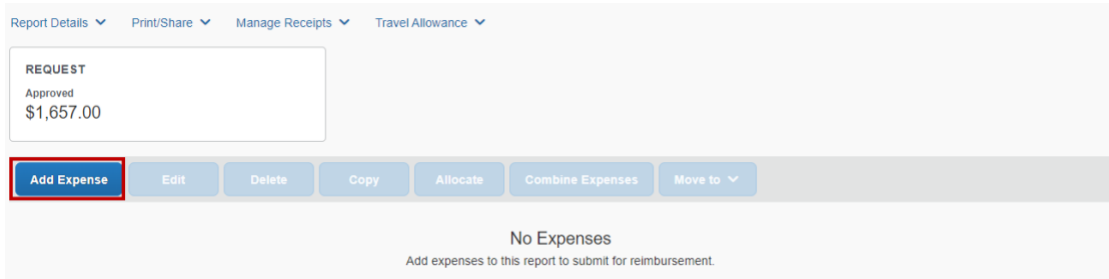
Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to ▾

<input type="checkbox"/>	Alerts	Comments	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>	...			Travel Card	Parking	SKYHARBORPARKINGEASTE <small>Phoenix, Arizona</small>	06/26/2022	\$80.00	\$60.00 <small>Itemized</small>

Expense Reports

Add out-of-pocket expenses

1. Click **Add Expense**, select the **Create New Expense** tab and choose the expense type.



2. Complete fields as necessary, selecting out-of-pocket as the payment type and click **Save Expenses** after each entry. See below for the instructions concerning expense types with specific requirements.
 - o **Airfare** — **airline travel service code** required. Select the flight class from the drop-down menu.

Expense Reports

New Expense

Details **Itemizations**

Allocate * Required field

Expense Type *
Airfare

Transaction Date * Ticket Number
08/01/2022 017756276854

Vendor * Airline Travel Service Code *
American Airlines Coach Class

Payment Type *
Out of Pocket

Amount *
568.00

Request *
08/03/2022, \$900.00 - ARC Confe...

Comment
Roundtrip to Chicago

Save Expense Save and Add Another Cancel

- **Hotel** — Complete all fields. **Amount** should be the total being claimed.

New Expense

Details **Itemizations**

Allocate * Required field

Expense Type *
Hotel

Check-in Date * Check-out Date * Nights:
08/16/2022 08/20/2022 4

Transaction Date * Vendor *
08/20/2022 Marriott Hotels

Lodging Location * Payment Type *
Milwaukee, Wisconsin Out of Pocket

Amount * Currency *
518.90 US, Dollar

Travel Allowance (Do Not Modify) Request *
08/16/2022, \$600.00 - Workday R...

Comment

Expense Reports

Click **Itemizations**. Follow the link [here](#) to review the itemization process.

- **Business Meal** — The **Vendor**, **Business Meal Purpose**, and **Attendees** fields are required. Each attendee must be listed individually. The **Business Meal Purpose** must explain the ASU business purpose of the meal. An itemized receipt is required to be attached. Do not include any alcohol or the tax and tip on the alcohol.
- **Business Meal (> 9 attendees)** — Identical to business meal, but used if the number of attendees is more than nine and allows one entry for the group of attendees with a field for number of attendees. Attach a detailed list of the attendees as a receipt along with the itemized receipt.
- **Non-standard meal allowance** — Use only when claiming less than the standard daily allowance permitted. Indicate in the comments what the standard daily allowance would have been.

The screenshot shows the 'New Expense' form with the 'Itemizations' tab selected. The form contains the following fields and values:

- Expense Type ***: Non-Standard Meal Allowance
- Transaction Date ***: 08/06/2022
- Amount ***: 60.00
- Currency ***: US, Dollar
- Comment**: Allowed \$112.50 for trip, only claiming \$60.00

At the bottom of the form, there are three buttons: 'Save Expense', 'Save and Add Another', and 'Cancel'.

- **Miscellaneous** — The **Comment** field is required. Explain what the expense is and the business purpose of the expense in this field.

Expense Reports

New Expense

Details Itemizations

Allocate * Required field

Expense Type *
Miscellaneous

Transaction Date * Vendor
08/13/2022

Payment Type *
Out of Pocket

Amount * Currency *
50.00 US, Dollar

Comment *

Click **Save Expense** or **Save and Add Another** after each entry.

The expense is added to the left side of the page, and the **Total Requested** amount is updated.

Expense Reports

Add receipts or other documentation

My ASU TRIP requires an itemized receipt for airfare, business meal expenses, car rental, and lodging. Receipts are required for any other expense greater than \$50 not placed on the ASU Travel Card. Departmental and funding sources may require additional receipts. A valid receipt includes proof of payment, date of purchase, details of what was purchased and vendor name. A lodging receipt should include the address of the lodging location.

- Take a picture of your receipt with the Concur mobile app. The receipt will show in **Available Receipts** and when imported to an expense report, will complete most fields automatically for you.
- Please create a Triplt account. After doing so, you can email your receipts to receipts@concur.com if your email address is verified in your My ASU TRIP profile. The receipt will show in available receipts and can be attached to any manually entered expense or travel card transaction.
- Scan paper receipts and save them on your computer to attach to expense entries. My ASU TRIP accepts these file formats:
 - .PNG.
 - .JPG.
 - .JPEG.
 - .PDF.
 - .HTML.
 - .TIF.
 - .TIFF.

Limit each image to 5MB.

1. Click the expense to which you wish to attach a receipt.
2. Click **Upload Receipt Image**.

Expense Reports

← → Taxi \$47.50 Cancel Save Expense

08/04/2022 | UBER TRIP | Corporate Card

Details Itemizations Hide Receipt

Allocate * Required field

Expense Type *
Taxi

Transaction Date: 08/04/2022 Vendor: UBER TRIP

Payment Type: Travel Card

Amount: 47.50 Currency: US, Dollar

Comment

Save Expense Cancel

Receipt Card Receipt

Upload Receipt Image

3. The Attach Receipt pop-up window appears and allows you to select a previously uploaded or emailed receipt from available receipts or upload one saved on your computer.

Attach Receipt ×

Upload Receipt Image
5MB limit per file

Uploaded: 08/17/2022 4:4...

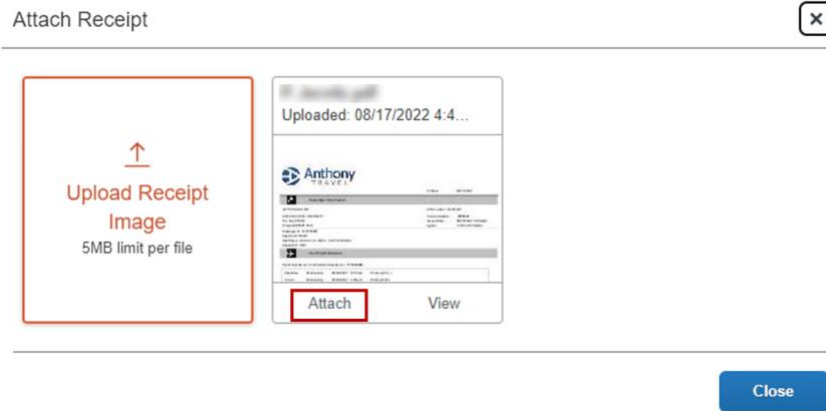
Anthony TRAVEL

Attach View

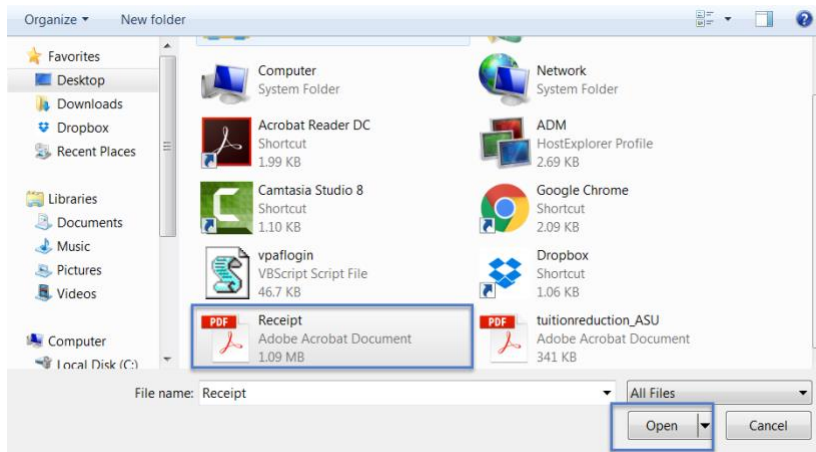
Close

4. If selecting a previously uploaded receipt, click **Attach**.

Expense Reports



5. Click browse to upload a receipt or brochure saved to your computer.
6. If browsing your computer, find the appropriate receipt and click **Open**.



7. There is now a receipt attached to that expense. You can detach or append a receipt using the buttons below the receipt image.

Expense Reports

Airfare \$677.04

06/15/2022 | American Airlines | Corporate Card, Reservation, E-Receipt

Details | Itemizations | Hide Receipt

Allocate

Expense Type * Airfare

Transaction Date 06/15/2022

Vendor American Airlines

Amount 677.04

Request *

Comment

Save Expense Cancel

Receipt | E-Receipt

Anthony TRAVEL

Passenger Information

Passenger Name: JAMES J. CANNON

Passenger Number: 000000

Agency: CONCUR TRAVEL

Flight Information

Flight Number	Class	Carrier	Flight	Class	Carrier	Flight
1111	Y	AA	1111	Y	AA	1111
1111	Y	AA	1111	Y	AA	1111
1111	Y	AA	1111	Y	AA	1111
1111	Y	AA	1111	Y	AA	1111
1111	Y	AA	1111	Y	AA	1111
1111	Y	AA	1111	Y	AA	1111
1111	Y	AA	1111	Y	AA	1111
1111	Y	AA	1111	Y	AA	1111
1111	Y	AA	1111	Y	AA	1111
1111	Y	AA	1111	Y	AA	1111

Detach | Append

To attach a conference brochure, create a new expense with the expense type **07. Misc. Travel Expense: Conference Brochure**. Enter zero in the **Amount** field and click **Upload Receipt Image** to attach the brochure.

Expense Reports

Allocate expenses to multiple funding sources or add optional worktags

To charge expenses to different funding sources:

1. Select the expenses you wish to allocate.
2. Click **Allocate**.

The screenshot shows the 'Expense Reports' interface. At the top, there are buttons for 'Copy Report' and 'Submit Report'. Below that, a 'Not Submitted' status is shown. A 'REQUEST' box indicates 'Approved \$1,757.50'. A toolbar contains buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate' (highlighted with a red box), 'Combine Expenses', and 'Move to'. Below the toolbar is a table of expenses:

<input type="checkbox"/>	Alerts ↓	Receipt ↓	Payment Type ↓	Expense Type ↓	Vendor Details ↓	Date ↓	Amount ↓	Requested ↓
<input checked="" type="checkbox"/>			ASU Airfare Card	Airfare Reservation	American Airlines Phoenix, Arizona	06/15/2022	\$677.04	\$677.04
<input type="checkbox"/>			Out of Pocket	Daily Allowances	Champaign, Illinois	08/04/2022	\$45.00	\$45.00
<input type="checkbox"/>			Out of Pocket	Daily Allowances	Champaign, Illinois	08/05/2022	\$45.00	\$45.00
<input type="checkbox"/>			Out of Pocket	Daily Allowances	Champaign, Illinois	08/06/2022	\$33.75	\$33.75
<input type="checkbox"/>			Out of Pocket	Daily Allowances	Champaign, Illinois	08/03/2022	\$33.75	\$33.75

3. The allocations pop-up window appears. Choose whether to allocate by Percent or Amount. Click **Add**.

The 'Allocate' pop-up window shows 'Expenses: 1 | \$677.04'. It has two tabs: 'Percent' and 'Amount' (both highlighted with red boxes). Below the tabs, the 'Amount' section shows '\$677.04' and 'Allocated \$677.04 100%'. The 'Remaining \$0.00 0%' section is also visible. At the bottom, there are buttons for 'Add' (highlighted with a red box), 'Edit', 'Remove', and 'Save as Favorite'. The 'Default Allocation' section shows 'Code PG10696-CC0501-1. Out-of-State' and 'Percent % 100'.

4. Enter the allocation details and click **Save**. Type an asterisk to see a list of available tags or use the filter drop-down and choose to search by Text or Code.

Expense Reports

Add Allocation ×

+ New Allocation
★ Favorite Allocations

* Required field

Project/Gift/Grant/Program * 1

▼ (PG02914) FS-Tempe Operations-GOT

Cost Center * 2

▼ (CC0259) FS-Financial Services

Department Reporting Roll

▼ Search by Text

Text

Code

Either

Audit Reporting

▼ Search by Text

Academic Employee

▼ Search by Code

Cancel Save

5. Add additional allocations as necessary. Enter the Percentage or Amount for each allocation and click **Save**.

Default Allocation

Code PG10696-CC0501-1 Out-of-State Amount USD \$0.00

Add
Edit
Remove
Save as Favorite

Project/Gift/Grant/Program	Cost Center	Department Reporting Roll	Department Reporting	Audit Reporting	Academic Employee	Trip Type	Code	Amount USD
<input type="checkbox"/>	FS-Tempe Operations-GOT	FS-Financial Services				1. Out-of-State	PG02914-CC0259-1 Out-of-State	677.04

Cancel Save

6. If an expense has been allocated, it will be shown on the expense page.

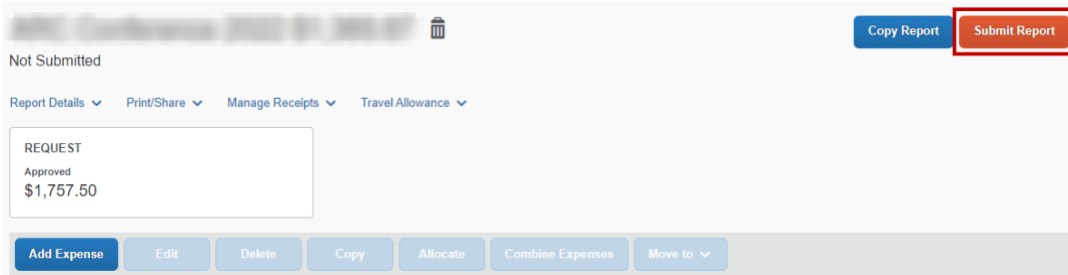
Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to ▼

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>		ASU Airfare Card	Airfare Reservation	American Airlines Phoenix, Arizona	06/15/2022	\$677.04	\$677.04 Allocated

Expense Reports

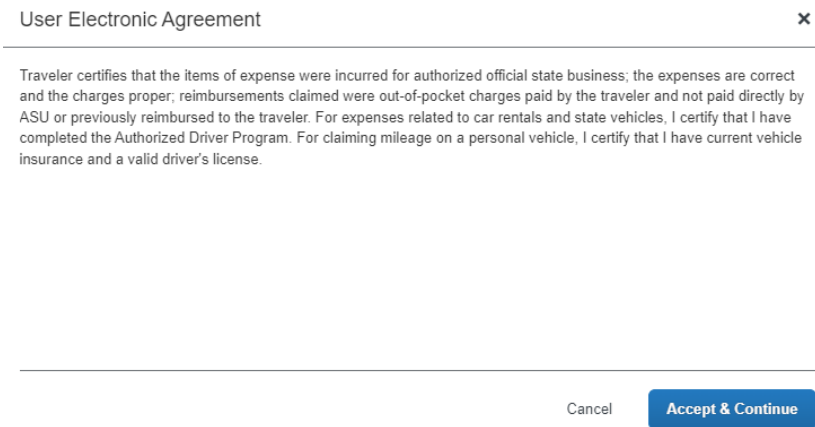
Submit expense report

1. To submit your expense report, click **Submit Report** in the top right.



The screenshot shows an expense report interface. At the top right, there are two buttons: 'Copy Report' and 'Submit Report'. The 'Submit Report' button is highlighted with a red border. Below the buttons, there is a section titled 'Not Submitted' with a trash icon. Underneath, there are several menu items: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A 'REQUEST' box shows 'Approved' and '\$1,757.50'. At the bottom, there is a row of action buttons: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'.

2. The User Electronic Agreement will appear. Review and click **Accept & Continue**.



The screenshot shows a 'User Electronic Agreement' dialog box. The title bar includes 'User Electronic Agreement' and a close button (x). The main content area contains a paragraph of text: 'Traveler certifies that the items of expense were incurred for authorized official state business; the expenses are correct and the charges proper; reimbursements claimed were out-of-pocket charges paid by the traveler and not paid directly by ASU or previously reimbursed to the traveler. For expenses related to car rentals and state vehicles, I certify that I have completed the Authorized Driver Program. For claiming mileage on a personal vehicle, I certify that I have current vehicle insurance and a valid driver's license.' At the bottom of the dialog, there are two buttons: 'Cancel' and 'Accept & Continue'.

If you receive an alert message after clicking accept and continue you will need to resolve the exceptions with the red exclamation mark listed in the alerts tab.

3. The report totals will appear for your review prior to submission. Click **Submit Report**.

Expense Reports

Report Totals ✕

Company Pays		Employee Pays
\$124.51 Employee	\$1,245.36 Cards	\$0.00 Company

Amount Total: \$1,402.86	Due Employee: \$124.51	Owed Company: \$0.00
Less Personal Amount: \$32.99	Amount Due (ASU Airfare Card): \$677.04	
	Amount Due (Travel Card): \$568.32	
Requested Amount: \$1,369.87	Total Paid By Company: \$1,369.87	Total Owed By Employee: \$0.00

Close

Amount **Due Employee** will be reimbursed to you. Amount **Owed Company** is the amount you owe Arizona State University

- The approval flow pop-up window opens. Select the correct approver from the drop-down list and click **Submit Report**.

Edit Approval Flow ? ✕

Alerts: 1

You must identify an approver before the expense report proceeds to the next workflow step.

[+ Add Step](#)

Cost Center Manager (Enter an * for list of approvers to choose from)

▼ Search by Last Name

[+ Add Step](#) Approver, SDA ATO Test
User ID: sdaatotest Logon ID: sdaato@asu.edu
*Department ID: SDA Administration
sdaato@asu.edu

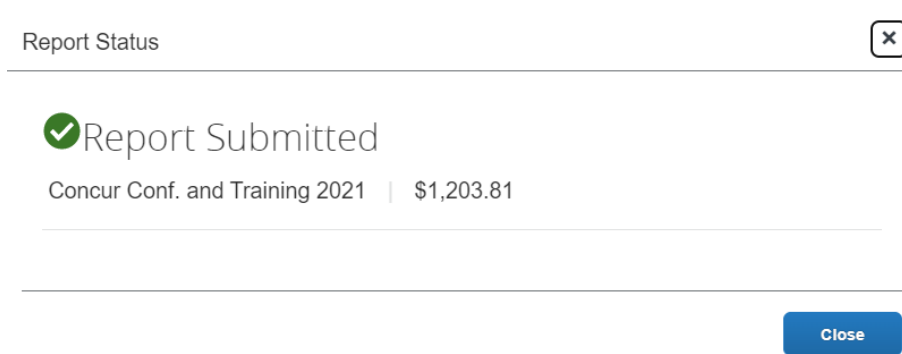
[+ Add Step](#) Approver, Test (Lori.Beene@asu.edu)
User ID: testapprover Logon ID: testapprover@asu.edu
*Department ID: College Of Law
testapprover@asu.edu

[+ Add Step](#)

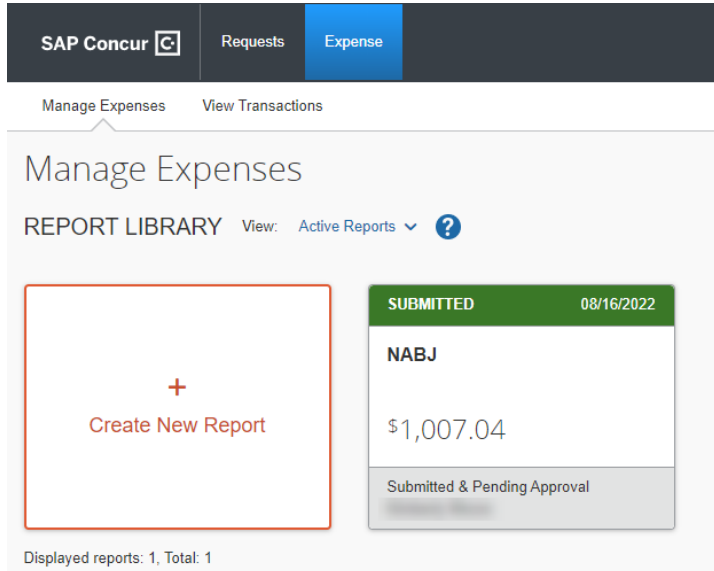
Cancel **Submit Report**

Expense Reports

5. A message will appear confirming that your report has been submitted.

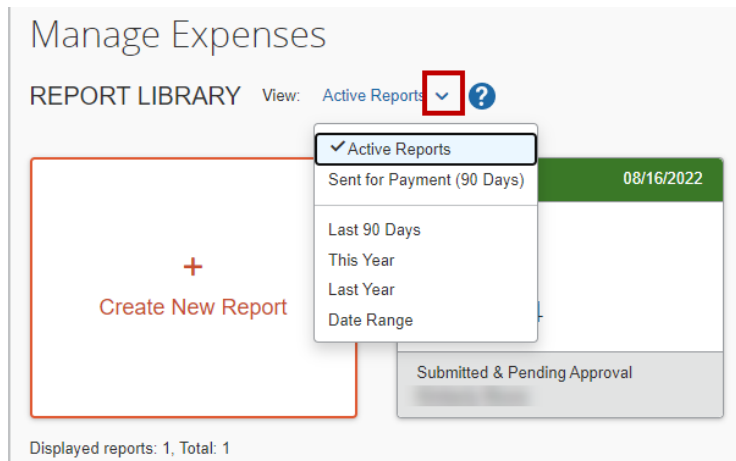


6. Click **Close**.
 - o You will be sent to your report library showing all **Active Reports**.



7. When it has been approved for payment, the report will not appear on your home page. You can find it in your report library by opening the drop-down menu and selecting the appropriate option.

Expense Reports



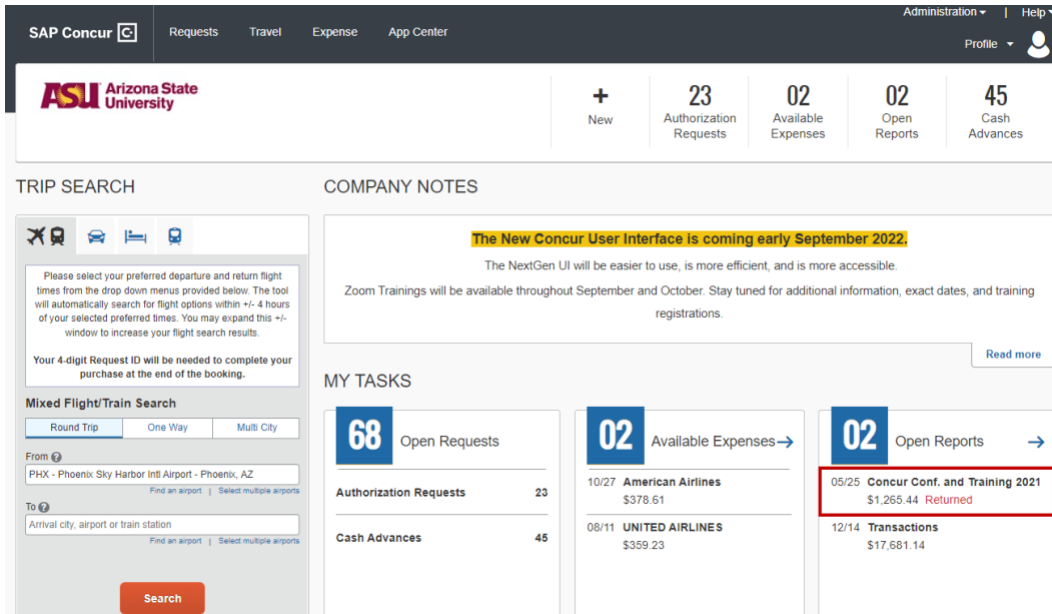
When your report is approved and you received reimbursement, you can close your trip request. Click **Requests**, select the specific request and click **Close Request**.

Expense Reports

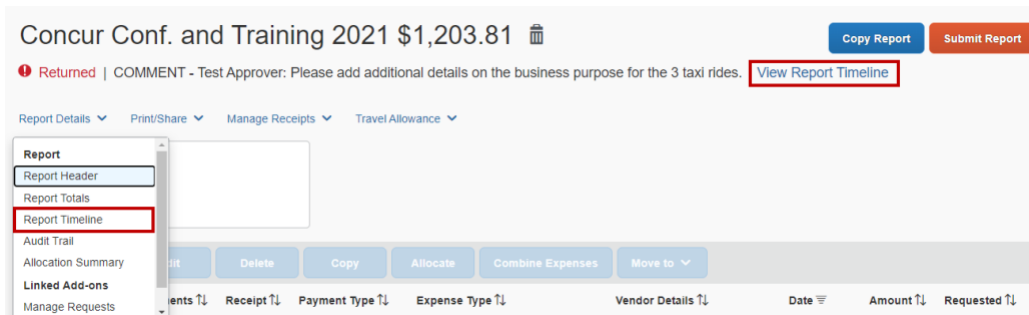
Correct and resubmit an expense report returned to you

If a report is sent back to you, you must correct the errors or update information and resubmit for approval.

1. From the home page, click the returned report.



2. The most recent comment will appear near the title of the report. Additional comments can be viewed in the Report Timeline.

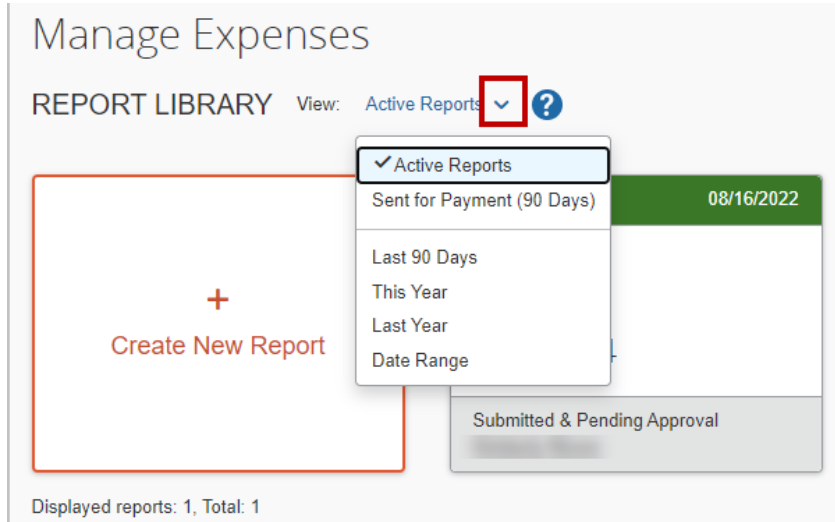


3. Address the approver's comments.
4. Complete the submission process again.

Expense Reports

Find an approved report

1. When an expense report has been approved for payment, you can find it in your **Report Library** by selecting a timeframe listed in the drop-down menu.



2. Sort the columns by clicking on the column titles. Click on the report to open the report.

Manage Expenses

REPORT LIBRARY View: Last 90 Days

Create New Report

Report Name	Status	Report Date	Report Date Range	Amount	Requested
Concur Conf. and Training 2021 No: T7WQ9J / ID: 8B129881181D4F11A758	Sent Back to User	05/25/2022	11/17/2021 - 11/19/2021	\$1,265.44	\$1,203.81
DPO test No: H03PWO / ID: 9644227FAA584A37AD29	Submitted & Pending Approval	08/10/2022		\$591.99	\$591.99
New test DPO No: X5FVAR / ID: DBD7C1BD2B43491E92C7	Submitted & Pending Approval	08/11/2022		\$100.00	\$100.00

Displayed reports: 3, Total: 3

3. Click on the **Report Details** drop-down menu. **Report Totals** will show you the amount to be reimbursed to you or the amount owed to the university. The **Report Timeline** will show you the approval flow and the report comments.

Expense Reports

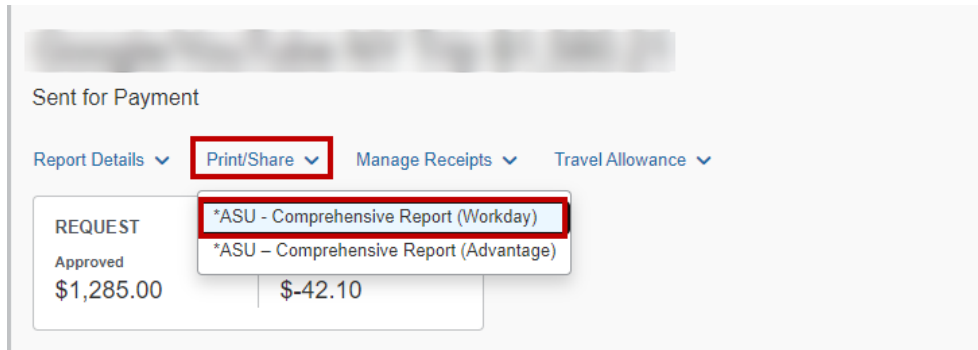
The interface shows a navigation bar with 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A dropdown menu is open under 'Report Details', listing options: 'Report Header', 'Report Totals', 'Report Timeline', 'Audit Trail', 'Allocation Summary', 'Linked Add-ons', and 'Manage Requests'. The 'Report Totals' and 'Report Timeline' items are highlighted with red boxes. The main content area displays 'Remaining \$-42.10' and a table with columns: 'Receipt', 'Payment Type', and 'Expense Type'. Below the table, there are labels 'Out of Pocket' and 'Daily Allowances'.

Expense Reports

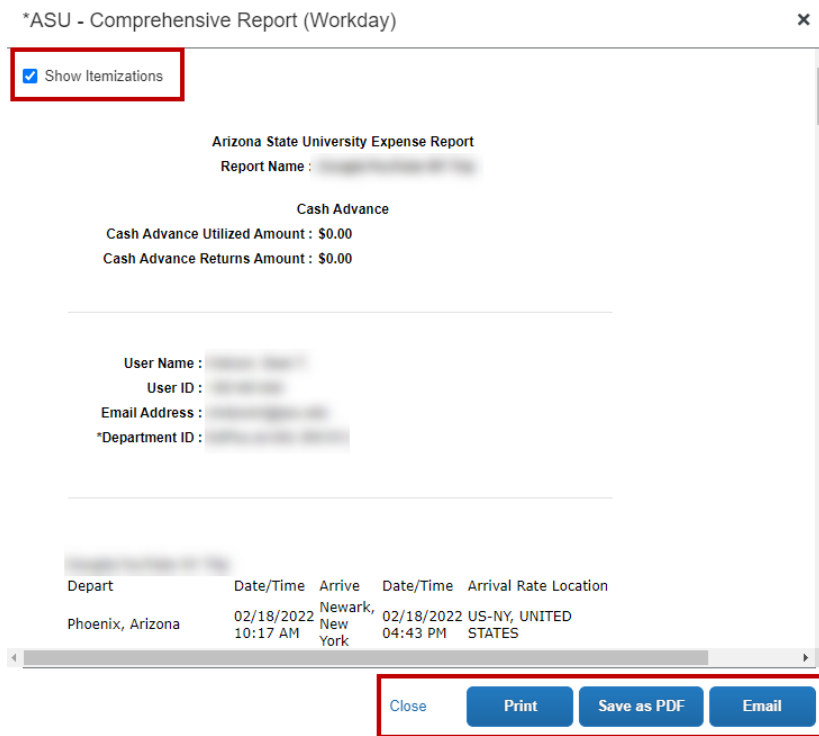
Print an expense report

To print a report,

1. Click the **Print/Share** link.



2. Click **ASU – Comprehensive Report (Workday)**. A pop-up window displays report details and options to email, print, or save as a PDF. Select Save as PDF to print the report and attached receipts. Checking the show itemizations box includes any itemizations.



3. Click **Close** to exit.

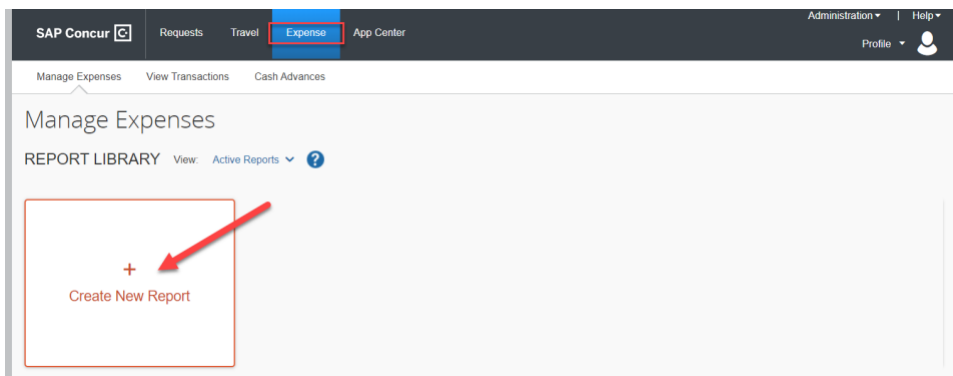
Expense Reports

Complete a non-travel expenses report – process travel card charges unrelated to ASU Travel

Follow these steps to reconcile a transaction for:

- A canceled trip.
- A fraudulent charge and a credit to clear the charge.
- An ASU reimbursable expense that is not related to travel.
- Use of the ASU Travel Card for a personal charge.

1. Click **Create New Report**.



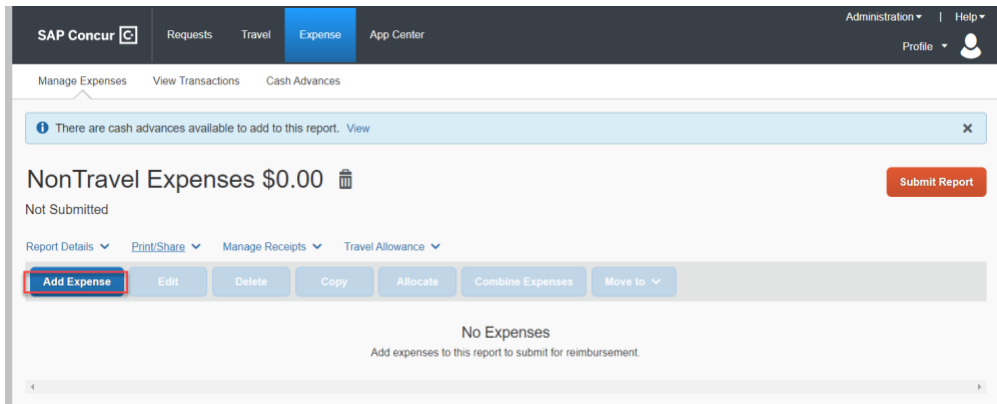
2. Complete the fields in the **Report Header**.

- The **Trip Name** must be Non-Travel Expenses. Enter the **Trip Name** as Non-Travel Expenses, or you will receive an error.
- Select in-state for **Trip Type**, select the appropriate **Traveler Type**, enter the current date for the **Business Travel Begin Date** and **Business Travel End Date**, select other for **Business Type**, enter N/A for **Conference/Event Host**, select no for **Does this Trip Contain Personal Travel?**, enter N/A for **Public Purpose** and add comments for clarification.
- Select a department **Project/Gift/Grant/Program** and **Cost Center**. This is needed to route the report for approval.

3. Click **Create Report**.

4. Click **Add Expense** to view a list of Travel Card transactions and move the transaction to reconcile to the expense report.

Expense Reports



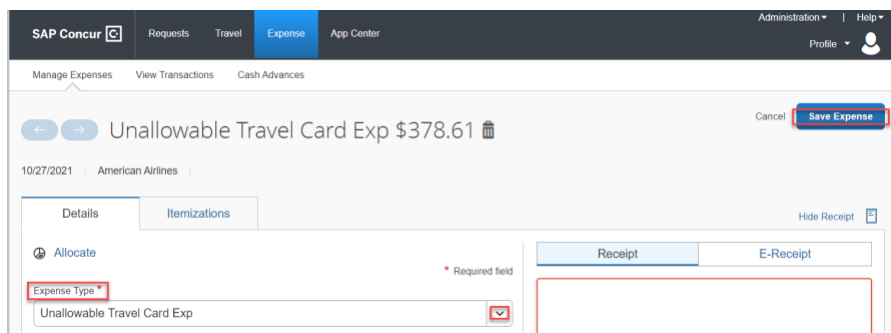
5. When the transaction is moved to the report, click the expense.

For a personal expense, select **Unallowable Travel Card Exp** in the **Expense Type** field from the drop-down.

For a fraudulent transaction and the corresponding credit, select **Miscellaneous** in the **Expense Type** field from the drop-down.

For a transaction that is reimbursable by ASU, select the most appropriate expense type. Complete all fields and attach any documentation or receipts necessary for an ASU reimbursable expense.

Click **Save Expense**.



6. To access the **Approval Flow**, select **Report Details** and **Report Timeline**. Next to **Approval Flow**, click **Edit**. Add an approver by entering an asterisk in the **Cost Center Manager** or **Grant Manager** field and select the appropriate approver. Click **Save**. Verify the approval flow looks correct and click **Close**.

Expense Reports

NonTravel Expenses \$378.61

Not Submitted [Copy Report](#) [Submit Report](#)

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#)

Report

- Report Header
- Report Totals
- Report Timeline**
- Audit Trail
- Allocation Summary
- Linked Add-ons
- Manage Requests

Expense Type	Expense Type	Vendor Details	Date	Requested
				\$378.61
				\$378.61

Report Timeline

NonTravel Expenses | \$378.61

Approval Flow

[Edit](#)

Cost Center Manager (Enter an * for list of approvers to choose from)

Report Summary

No Summary.

This report has not been submitted.

[Add Comment](#)

Edit Approval Flow

[×](#)

[+ Add Step](#)

Cost Center Manager (Enter an * for list of approvers to choose from)

[+ Add Step](#)

Approver, SDA ATO Test
User ID: sdaatotest Logon ID: sdaato@asu.edu
*Department ID: SDA Administration
sdaato@asu.edu

Approver, Test (Lori Beene@asu.edu)
User ID: testapprover Logon ID: testapprover@asu.edu
*Department ID: College Of Law
testapprover@asu.edu

Cancel

Save

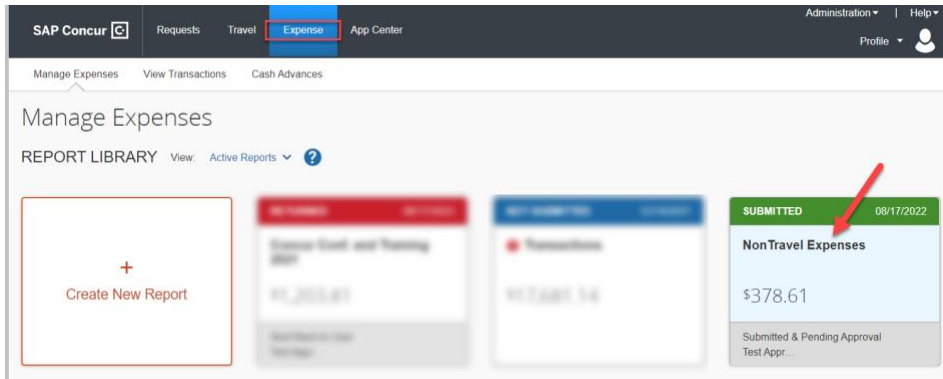
7. Click **Submit Report**.
8. Click **Accept & Continue** in the pop-up window.
9. Verify the Report Totals are correct. If everything appears correct, click **Submit Report**.

Expense Reports

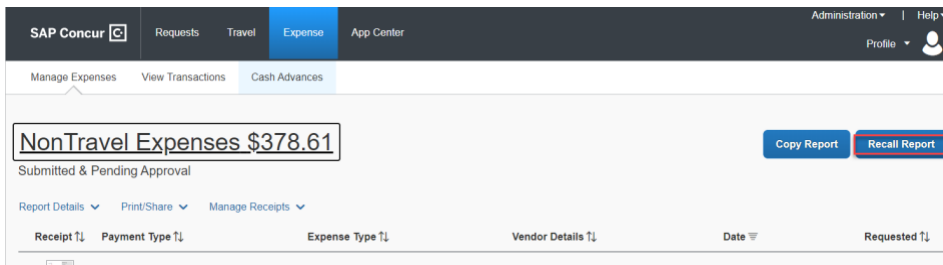
Modify an expense report

If a report is not yet approved:

1. Click **Expense** on the My ASU TRIP homepage.
2. Select the report to modify.



3. **Recall** the report, make the necessary adjustments and resubmit.



If the report is already approved and you need to modify it due to a missed expense or to correct an error, then a modification expense report is required.

1. Click **Expense** on the My ASU TRIP homepage.
2. Click **Create New Report**.
3. Enter **Modification** in the **Trip Name** text field. Entering anything other than modification creates an error that prevents submission.

Expense Reports

Create New Report ? x

Create From an Approved Request

* Required field

Trip Name *
Modification

Trip Type *
None Selected

Create Date
08/17/2022

Traveler Type *
None Selected

Employee ID
testuser

Department ID
Search by Code

Business Travel Begin Date *
MM/DD/YYYY

Business Travel End Date *
MM/DD/YYYY

Project/Grnt/Grant/Program *
Search by Code

Cost Center *
None Selected

Business Type *
None Selected

Conference/Event Host *

Does this trip contain personal travel? *
None Selected

Public Purpose/Benefit to ASU *

Trip Not to Exceed

4. Complete the balance of the fields in the **Report Header** with the same information that appears in the expense report you are modifying.
5. In the **Comment** field, include the four-digit trip ID modified with the report.
6. Click **Create Report**.
7. The **Expenses** page opens.
8. Click **Add Expense** and create a new expense with the expense type **07 misc. travel expense: other supporting documentation**. Enter today's date in the **Transaction Date** field and enter zero in the **Amount** field. Click **Upload Receipt Image** to attach a copy of the original report you are modifying for approver reference. Click **Save Expense**.

Add Expense x

1 Available Expenses

Create New Expense

Search for an expense type

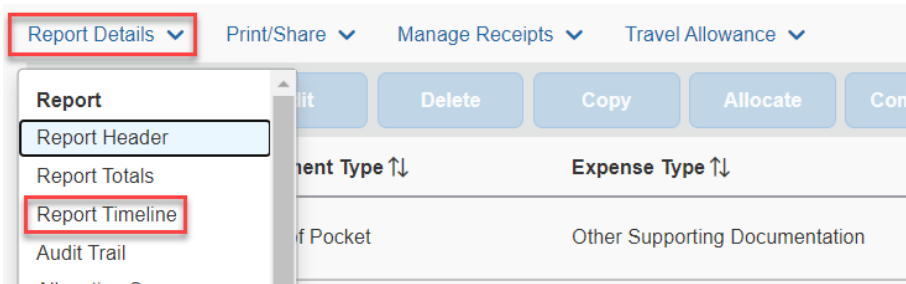
- Internet Fees
- Manifest (Team/Group use only)
- Miscellaneous
- Other Supporting Documentation
- Parking
- Service Providers (Study Abroad Use Only)
- Zero Dollar Trip

9. Click **Add Expense** and drag any travel card expense from **Available Expenses** not included on the original report.
 - o For a travel card transaction left off the original report, but for which an expense was claimed on the original report and marked as out of pocket, assign the travel card transaction as an **Unallowable Travel Card Exp**. The traveler was previously reimbursed for an expense paid directly by the university.
 - o For a travel card transaction left off the original report, but for which an expense was claimed on the original report and marked as P-Card, assign the travel card

Expense Reports

transaction to the appropriate expense type and attach required receipts. The traveler was not previously reimbursed, and the transaction has not been accounted for.

- For a travel card transaction for a meal that was left off the original report on which daily allowances were claimed, assign the transactions as a **Meal on Travel Card**. The traveler was previously reimbursed for daily allowances and owes money back to ASU for the meal.
 - If a travel card transaction is for an ASU business expense and was omitted from the original report, assign the appropriate expense type and add receipts as required.
10. Click **Create New Expense** to add a missing out-of-pocket expense and complete fields and receipts as necessary.
 11. Click the **Report Details** drop-down menu and select **Report Timeline** and then **Edit** which is next to **Approval Flow**.



12. Type an asterisk to populate available cost center managers or grant managers and select the appropriate approver. Click **Save** and then **Close**.
13. Review the report. If everything appears correct, click **Submit Report**.
14. Click **Accept and Continue**.
15. Click **Submit Report**.

Other

Group travel in My ASU TRIP

Most steps in the [request](#), [book travel](#), and [expense report](#) processes for group travel are similar to the steps for individual travel. There are some unique steps and requirements.

Group travel consists of two or more travelers.

One ASU student, faculty or staff member is responsible for request and report completion. The responsible traveler submits the request and expense report in their name and includes expenses for all members of the group.

ASU faculty or staff members may use their ASU Travel Card for group travel expenses. The ASU Airfare card can be used to purchase airfare for all group members. Regardless of if multiple travelers have an ASU Travel Card, **only** the group member who completes the request and expense report can use their ASU travel card for expenses.

ASU faculty or staff members who are the responsible traveler can request a cash advance for group travel expenses that cannot be paid with the ASU Travel Card.

Group travel with a student as the responsible traveler is handled on a reimbursement basis only.

For group travel requests and expense reports:

1. Begin your trip name with GROUP in the **Trip Name** field.
 - a. Example: GROUP – CSULB debate
2. In the **Business Type** drop-down menu select **09. team/group**.

Create New Request

* Required field

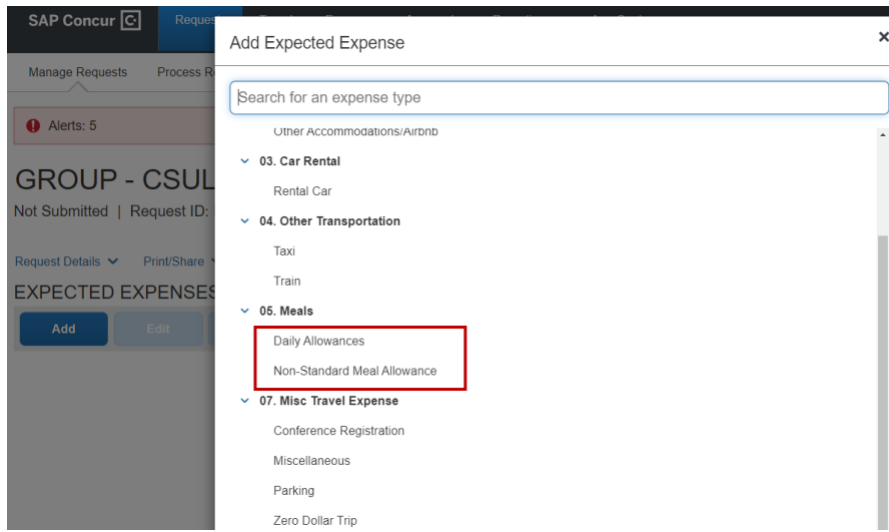
Trip Name *	Trip Type *	Traveler Type *
GROUP - CSULB Debate	1. Out-of-State	Staff
Employee ID	Department ID	Business Travel Begin Date *
1000851378	(D0206002) FS Travel	08/16/2022
Business Travel End Date *	Main Destination City *	Project/Gift/Grant/Program *
08/20/2022	Milwaukee, Wisconsin	(PG02677) FS-Accounting Services-LCL
Cost Center *	Does this trip contain personal travel? *	Business Type *
(CC0259) FS-Financial Services	No	09. Team/Group (group claims only)
Conference/Event Host *	Public Purpose/Benefit to ASU *	06. Research Project
		07. Student Services/Recruitment
		08. Interview
		09. Team/Group (group claims only)

Estimate all of the group expenses in the trip request.

1. Enter the responsible party's estimated meal cost in the daily allowances expense type.

Other

- Put the rest of the group's estimated meal cost in the non-standard meal allowance expense.



The screenshot shows the 'Add Expected Expense' dialog box in SAP Concur. The dialog has a search bar at the top with the text 'Search for an expense type'. Below the search bar is a list of expense types, including 'Other Accommodations/Airbnb', '03. Car Rental', '04. Other Transportation', '05. Meals', and '07. Misc Travel Expense'. The '05. Meals' category is expanded, and 'Non-Standard Meal Allowance' is highlighted with a red box. The background shows a request details page for 'GROUP - CSULB Debate \$756.00' with a table of expected expenses.

Alerts	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>	Daily Allowances	Milwaukee, Wisconsin	08/16/2022	\$252.00	\$252.00
<input type="checkbox"/>	Non-Standard Meal Allowance		08/16/2022	\$504.00	\$504.00

Attach a [manifest](#) to the group travel request and the expense report. Document all travelers. To attach the manifest to your trip request:


- Click the **Attachments** drop-down menu.
- Click **Attach Documents**.



The screenshot shows the 'Attach Documents' button highlighted in the 'Attachments' dropdown menu. The background shows the same request details page as the previous screenshot.

- In the pop-up window, click **Upload and Attach**.
- Select the manifest and click **Open**.
- A message will appear indicating the attachment has been added.


Other

GROUP - CSULB Debate \$756.00 

Not Submitted | Request ID: HAPP

Request Details Print/Share Attachments

EXPECTED EXPENSES


<input type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>		Daily Allowances	Milwaukee, Wisconsin	08/16/2022	\$252.00	\$252.00
<input type="checkbox"/>		Non-Standard Meal Allowance		08/16/2022	\$504.00	\$504.00
						\$756.00

Your attachment has been added

To attach the final manifest to your expense report:

1. Select the **Manifest** expense type.
2. Add the date and complete the **Number of Travelers** field.
3. Enter 0 in the **Amount** field.

New Expense Cancel

Details Itemizations Hide Receipt 

Allocate * Required field

Expense Type *
Manifest (Team/Group use only)

Transaction Date *
08/16/2022


Number of Travelers *
3

Amount *
0.00

Currency *
US, Dollar

Comment

Cancel

 Upload Receipt Image

4. Click **Upload Receipt Image**.
5. In the pop-up window, select the receipt or click **Upload Receipt Image**.
6. Select the manifest and click **Open**. The receipt will attach.
7. Click **Save Expense**.


If the ASU Airfare card was utilized to purchase flights, import the transaction into the expense report. If you do not see the airfare transactions for the travelers, contact the ASU Travel Service Center before submitting the report.

Other

The lodging amount for the entire group can be claimed under the Hotel expense type or the Other Accommodations/Airbnb expense type.

Add Expected Expense

- ▼ **01. Airfare**
 - Airfare
- ▼ **02. Lodging**
 - Hotel
 - Other Accommodations/Airbnb
- ▼ **03. Car Rental**
 - Rental Car



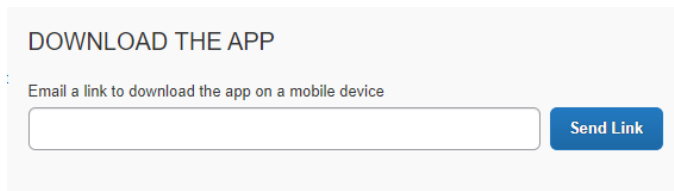
For any questions, [email the Travel Service Center](#) or call at 480-965-3111.

Other

CONCUR mobile app

My ASU TRIP users can access the travel system via the mobile application. The mobile app allows you to take pictures of receipts which populate your **Available Receipts** for easier expense report completion.

1. Log into your My ASU TRIP profile.
2. Click **Profile > Profile Settings**.
3. Under the **Other Settings** section, click **Concur Mobile Registration**.
4. Get a link to download the Concur Mobile app.
 - o Apple App Store.
 - o Google Play.

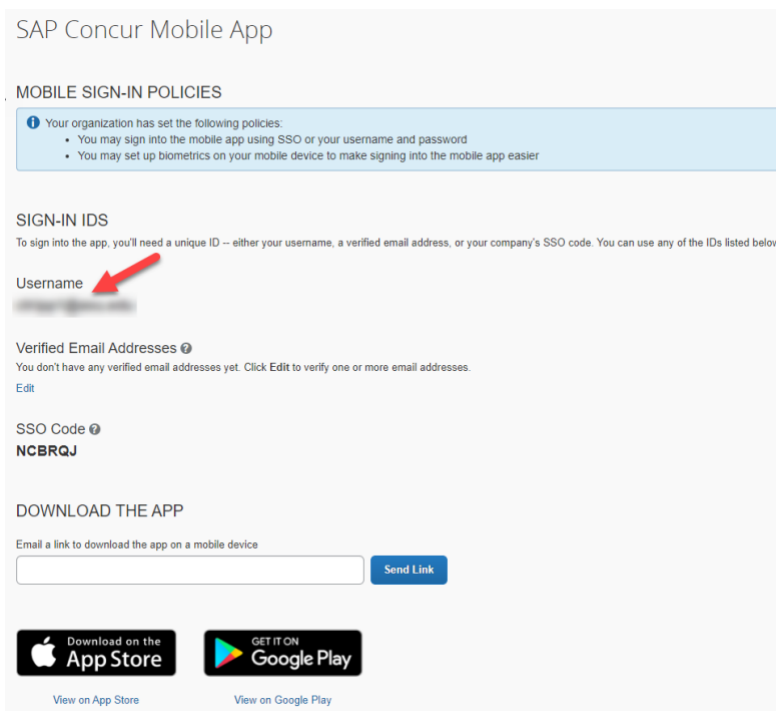


DOWNLOAD THE APP

Email a link to download the app on a mobile device

Send Link

5. Once the app has downloaded to your mobile device, enter your username as shown on the mobile registration page. From there, you will sign in with Mobile SSO.
 - o Concur username is your asurite@asu.edu.



SAP Concur Mobile App


MOBILE SIGN-IN POLICIES


Your organization has set the following policies:

- You may sign into the mobile app using SSO or your username and password
- You may set up biometrics on your mobile device to make signing into the mobile app easier

SIGN-IN IDS


To sign into the app, you'll need a unique ID – either your username, a verified email address, or your company's SSO code. You can use any of the IDs listed below.

Username 

Verified Email Addresses 

You don't have any verified email addresses yet. Click Edit to verify one or more email addresses.

Edit

SSO Code 

NCBRQJ

DOWNLOAD THE APP

Email a link to download the app on a mobile device

Send Link

Download on the App Store

GET IT ON Google Play

View on App Store

View on Google Play

Other

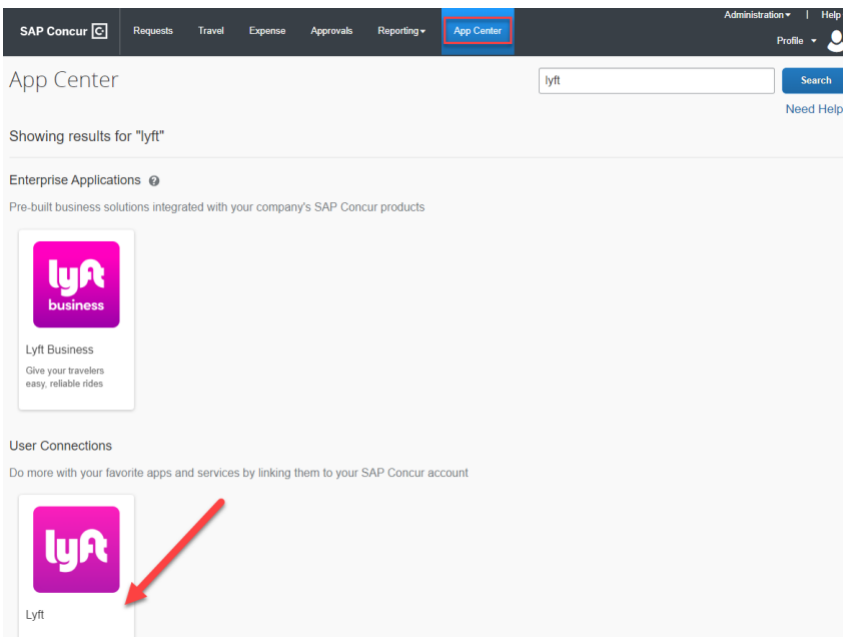
Lyft and CONCUR single sign-on

Link your Lyft business profile and My ASU TRIP. Receipts and trip notes will be sent directly to your profile in My ASU TRIP for use when completing an expense report.

1. Log in to My ASU TRIP.
2. Click the **App Center** tab.

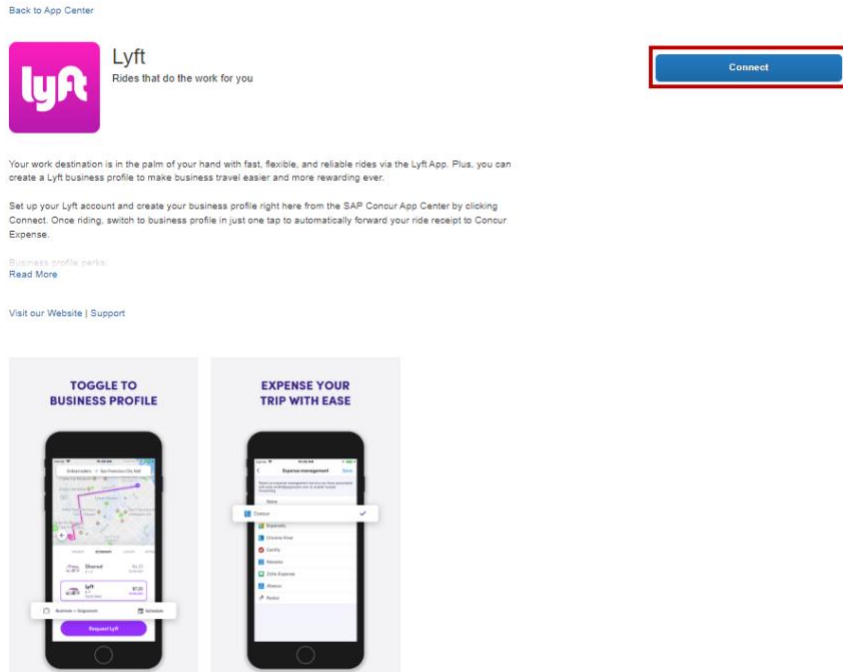


3. Search for the Lyft app and select the app under User Connections.

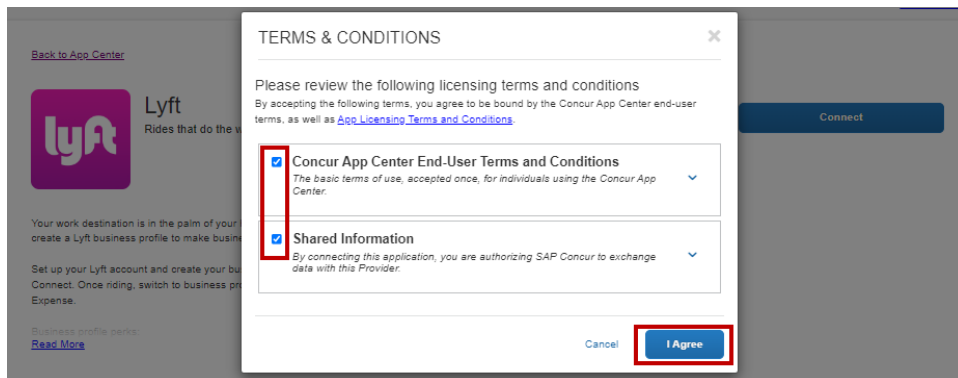


4. Click **Connect**.

Other



5. Check the accept boxes for Terms and Conditions and Shared Information and click **I Agree**.



6. Enter in your mobile phone number on the next screen. You'll be sent a verification code via SMS to verify your phone number.
 - o If you do not have an existing business profile, you'll be prompted to sign up for one. Click **Create your business profile**, enter your work email and follow the steps to complete your business profile.

Other



You need to create a Lyft Business Profile

In order to connect your Lyft account to Concur, you have to create a business profile.

[Create business profile](#)



- If you already have a Lyft business profile, there are no extra steps needed. My ASU TRIP will connect with your Lyft account as soon as you enter in the verification code sent to your phone.

7. After signing in successfully, you'll receive the following confirmation message.



Your Lyft Business Profile and Concur account are now connected

When taking rides with your business profile, the Lyft ride receipts and trip notes will now be sent to Concur. To change this, go to Account > Business Profile > Receipt forwarding in your Lyft app.



Other

Personal component of ASU travel

If you are adding personal time to your ASU travel, ASU will reimburse you for the ASU business portion of your expenses. ASU will not reimburse you extra costs associated with the personal time.

Do not claim or request expenses for any personal portion of the trip. ASU will not pay for a larger car or hotel room if you bring people on your trip for personal reasons. You will need to opt out of any daily allowance meals on the personal travel days. If you have an airport parking or car rental expense, only claim the portion for the business days.

ASU will not reimburse more for your flight than if the personal time was not included. Attach an airfare quote from the time of booking to your airfare expense type, capturing the cost of a flight without the personal time. The airfare quote is a backup document to show the airfare you are claiming is not more expensive.

If you drive instead of fly, your car mileage expense is limited to the cost of what it would be to fly to your destination. Calculate the maximum miles that can be claimed by dividing the allowed airfare amount by .445. Attach the airfare quote to the car mileage expense as a backup for the amount being claimed.

On the request header of your trip request, **only** list your business trip dates, with the personal days listed in the comment box and does the trip contain personal travel field marked yes.

Edit Request Header x

Workday Rising | Request ID: HAR6

Trip Name * Workday Rising

Trip Type * 1. Out-of-State

Traveler Type * Faculty

Employee ID testuser

Department ID (D0206002) FS Travel

Business Travel Begin Date * 08/16/2022

Business Travel End Date * 08/20/2022

Main Destination City * Milwaukee, Wisconsin

Project/Gift/Grant/Program * (PG02914) FS-Tempe Operations-GOT

Cost Center * (CC0259) FS-Financial Services

Does this trip contain personal travel? * Yes

Business Type * 03. Training

Conference/Event Host * Workday

Public Purpose/Benefit to ASU * To learn about best practices related to travel processing in Workday, to increase efficiency and

Total Approved Amount 1,357.00

Submit Date

Comment
Business dates are 8/16/2022 - 8/20/2022. I will be adding personal time until 8/23/2022.

Other

On the expense header, the business trip dates should be listed.

Report Header x

Workday Rising | \$0.00

Trip Name * **Trip Type *** **Create Date** * Required field

Traveler Type * **Employee ID** **Department ID**

Business Travel Begin Date * **Business Travel End Date *** **Project/Grant/Program ***

Cost Center * **Business Type *** **Conference/Event Host ***

Does this trip contain personal travel? * **Public Purpose/Benefit to ASU ***

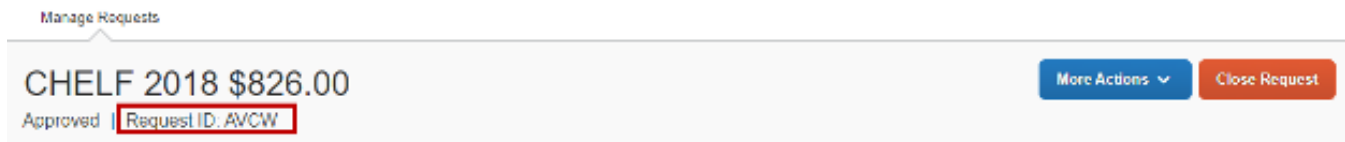
Trip Not to Exceed

Other

My ASU TRIP and Workday

My ASU TRIP interfaces with Workday every evening to create Spend Authorizations and Expense Reports.

Requests approved in My ASU TRIP are created as approved Workday Spend Authorizations and create a pre-encumbrance from the Request ID number. For example, request **AVCW** in Workday is listed as **Concur-AVCW**.

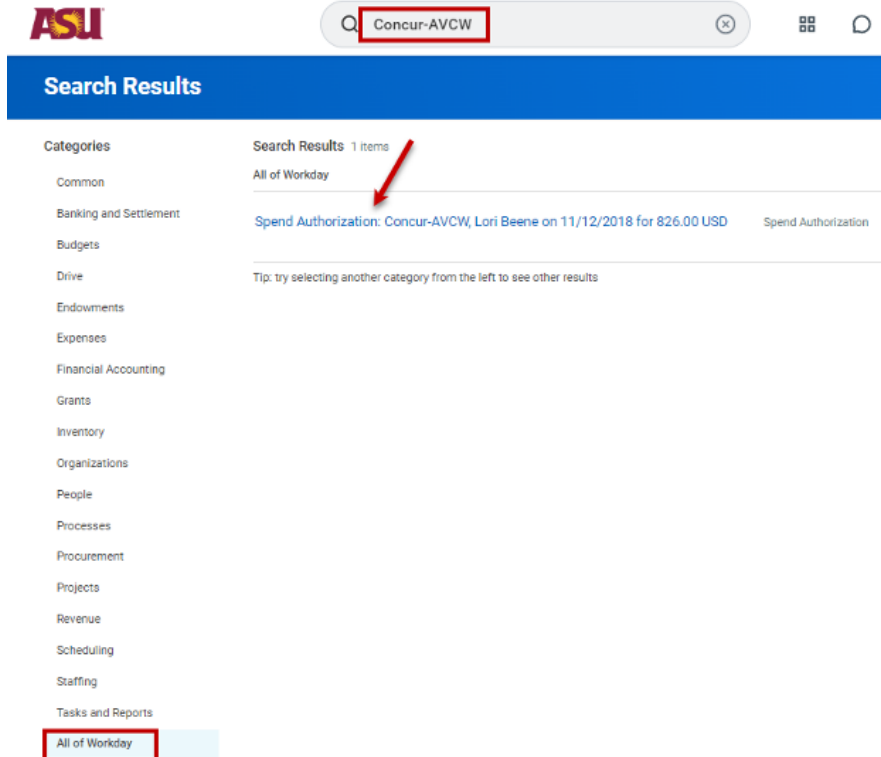


Manage Requests

CHELF 2018 \$826.00

Approved | Request ID: AVCW

More Actions ▼ Close Request



ASU

Concur-AVCW

Search Results

Categories

- Common
- Banking and Settlement
- Budgets
- Drive
- Endowments
- Expenses
- Financial Accounting
- Grants
- Inventory
- Organizations
- People
- Processes
- Procurement
- Projects
- Revenue
- Scheduling
- Staffing
- Tasks and Reports
- All of Workday

Search Results 1 items

All of Workday

Spend Authorization: Concur-AVCW, Lori Beene on 11/12/2018 for 826.00 USD Spend Authorization

Tip: try selecting another category from the left to see other results

Open the Spend Authorization to see the trip name in the justification field, trip dates, and whether a cash advance has been issued or is outstanding. If an expense report has been filed, you can open the related report.

Other

View Spend Authorization Concur-AVCW

For	Lori Beene	Cash Advance Outstanding Balance	Cash Advance Requested	Spend Authorization Total
Status	Closed	0.00 USD	0.00 USD	826.00 USD

Spend Authorization Information

Company: Arizona State University


Start Date: 11/12/2018
End Date: 11/14/2018

Description: CONFERENCE
Currency: USD

Spend Authorization Details

Reimbursement Payment Type: Direct Deposit
Justification: CHELF 2018

Expense Report(s): Expense Report: Concur-66A1E322079B4CCBCB5
Cash Advance Repayments: (empty)



Expense Reports approved in My ASU TRIP are created as approved Workday expense reports using the report ID. For example, Report ID **66A1E322079B4CCBCB5** in Workday is **Concur-66A1E322079B4CCBCB5**

Report Header
CHELF 2018 | \$810.78

Trip Name	Trip Type	Create Date
CHELF 2018	1. Out-of-State	10/19/2018
Traveler Type	Employee ID	Department ID
Staff	1000304991	(D0206002) FS Travel
Business Travel Begin Date	Business Travel End Date	Project/Gift/Grant/Program
11/12/2018	11/14/2018	(PG02914) FS-Tempe Operations-GOT
Cost Center	Business Type	Conference/Event Host
(CC0259) FS-Financial Services	02. Conference	Concur Higher Education
Does this trip contain personal travel?	Public Purpose/Benefit to ASU (utilize Comment box for additional)	Trip Not to Exceed
No	Leadership Forum Agenda	
		Report Id
		66A1E322079B4CCBCB5

Other

The screenshot shows the ASU search interface. At the top left is the ASU logo. To its right is a search bar containing the text 'Concur-66A1E322079'. Below the search bar is a blue header with the text 'Search Results'. On the left side, there is a vertical list of categories: Common, Banking and Settlement, Budgets, Drive, Endowments, Expenses, Financial Accounting, Grants, Inventory, Organizations, People, Processes, Procurement, Projects, Revenue, Scheduling, Staffing, and Tasks and Reports. The 'All of Workday' category at the bottom of this list is highlighted with a red box. On the right side, under the heading 'Search Results 1 items', there is a sub-heading 'All of Workday'. Below this, a single search result is displayed: 'Expense Report: Concur-66A1E322079B4CCBCB5' with the text 'Expense Report' to its right. A red arrow points from the top right towards the search result link. At the bottom of the search results area, there is a tip: 'Tip: try selecting another category from the left to see other results'.

Select Header. The trip name is in the Memo field. To view the related Spend Authorization, click the link.

Other

The screenshot displays the ASU Concur interface for viewing an expense report. At the top, the ASU logo is on the left, and a search bar contains the ID 'Concur-66A1E322079'. Below this is a blue header bar with the text 'View Expense Report' and the report ID 'Concur-66A1E322079B4CCCBCB5 CHELF 2018'. A summary table shows the following data:

Pay To	Status	Personal	Company Paid	Prior Balance Applied	Cash Advance Applied	Reimbursement	Total
Employee: Lori Beene	Paid	9.50 USD	796.28 USD	0.00 USD	0.00 USD	14.50 USD	820.28 USD

Below the summary is a navigation menu with options: Header, Attachments, Expense Payment, Credit Card Payment, Business Process, and Expense Lines. The 'Header' option is selected and highlighted with a red box. A red arrow points from the 'Expense Payment' option to the 'Memo' field in the details section below. The details section includes:

- Spend Authorization: 11/12/2018 CONFERENCE 826.00 USD
- Final Expense Report: Yes
- Expense Report Number: Concur-66A1E322079B4CCCBCB5
- Memo: CHELF 2018 (highlighted with a red box)
- Company: Arizona State University
- Expense Report Date: 11/27/2018
- Created On: 11/28/2018
- Approval Date: 11/28/2018
- Reimbursement Payment Type: Direct Deposit
- Expense Payee Paid: Yes

Approvers can use the Report ID to search for the report in My ASU TRIP.

The screenshot shows the SAP Concur 'Approvals' section. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The 'Approvals' tab is active. Below the navigation bar, there are tabs for 'Approvals Home', 'Requests', and 'Reports'. The 'Reports' tab is selected. The main content area is titled 'Expense Report List' and 'All Reports you Approved'. Below this, there is a search bar with a 'View' button and a search input field. The search input field contains the text 'Report ID' and '66A1E', and there is a 'Go' button next to it. The search input field is highlighted with a red box.

Academic Employee, Audit Reporting, Department Reporting, and Department Reporting Roll tags can be added by the traveler, delegate, or approver to requests and expense reports in My ASU TRIP through the allocation functionality. The Program, Gift, Grant, Program, Cost Center and Trip type from the header are pre-populated and can be changed in the allocation. View [Allocate between funding sources](#) to allocate a request and [Allocate expenses to multiple funding sources or add optional worktags](#) to allocate expenses.

Other

Add Allocation

+ New Allocation ★ Favorite Allocations

* Required field

Project/Gift/Grant/Program * 1

Cost Center * 2

Department Reporting Roll

Department Reporting

Audit Reporting

Academic Employee

My ASU TRIP Approvers

To approve for a Project, Gift, or Program within My ASU TRIP an individual must be a Workday Cost Center Manager for the cost center on the header and must have the My ASU TRIP Approver PeopleSoft role.

To approve for a Grant in My ASU TRIP, an individual must be a Workday Grant Manager for the grant on the header, and they must have the My ASU TRIP Approver PeopleSoft role.

View the directions to apply for a [MyASU Approver role](#). [Contact the ASU Financial Management System Workday team](#) to be added as a Workday approver.

Expense Report Fee and Carbon Offset

The journals post based on the tags on the expense report in the allocation, not the tags on the header. If a report is funded 70/30, the fee is split accordingly to those funding sources. If a grant is a funding source, then the portion of the carbon offset allocated to the grant posts to the responsible account.

The related trip number is referenced in the JRN title if posted by the integration or in the memo field if manually posted.

Other

ASU

Search Results

Search Results 1 items

Common All of Workday

Banking and Settlement JRN-19-00147873 - Arizona State University - 12/18/2018 **Concur-F268681841B94A30A61C** Journal

Budgets

Drive Tip: try selecting another category from the left to see other results

ASU

Search Results

Search Results 1 items

Common All of Workday

Banking and Settlement Expense Report: Concur-F268681841B94A30A61C Expense Report

Budgets

Drive Tip: try selecting another category from the left to see other results

ASU

View Journal

Journal Status Posted Journal Sequence Number JRNL-2019-000000151900

Journal Entry Information

Originated by Britton Breisch

Accounting Date 11/30/2018

Currency USD

Period Nov-2019 Actuals (Arizona State University)

Ledger Arizona State University - Actuals

Journal Source FS Travel

Balancing Fund FD9002 Local Tuition and Fees-NLT

Optional Balancing Worktags Campus: Tempe
Cost Center: CC0321 GU-Operations

Book Code (empty)

Journal Entry Details

Memo \$8 Carbon Offset for November 2018 not posted by integration

External Reference ID (empty)

Adjustment Journal No

Create Reversal No

Balanced Yes

Total Ledger Debits 5,040.00

Total Ledger Credits 5,040.00

As Entered

Journal Entry Lines 317 items

Company	Ledger Account	Debit Amount	Credit Amount	Memo	Gift	Grant
Arizona State University	7207 Miscellaneous Expenses	8.00		Carbon Offset: Expense Report: Concur-801475A1B6534230A814		

System of Record

My ASU TRIP remains the system of record for all spend authorizations and expense reports. Receipts and a copy of the My ASU TRIP documents are **not** available within Workday.

Other

Other

My ASU TRIP requests with cash advances should **not** be split-funded. Workday cannot support split-funded cash advances and will delay the spend authorization and cash advance creation in Workday.

To close a Spend Authorization in Workday, email [MyASU Trip](#) after [closing or cancelling](#) the request in My ASU TRIP.

Review these reports to find open Spend Authorizations in Workday:

- Find Spend Authorization Lines for Organization | delete dates from spend start date fields.
- Outstanding Operational Encumbrances — Departmental use.
- Sources and Uses by Ledger Account | Update View by criteria to Worker.

Other

Zero Dollar Trips

Prior to travel:

Complete a zero-dollar trip request if booking a trip for ASU business for which ASU will not be reimbursing you any expenses. This documents your travel, ensures coverage under ASU's insurance and helps locate you in an emergency.

1. Complete the request header. Utilize a departmental account for approvals.

Edit Request Header ✕

Workday Rising | Request ID: HAM7

* Required field

Trip Name *	Trip Type *	Traveler Type *
Workday Rising	1. Out-of-State	Faculty
Employee ID	Department ID	Business Travel Begin Date *
testuser	(D0206002) FS Travel	08/16/2022
Business Travel End Date *	Main Destination City *	Project/Gift/Grant/Program *
08/20/2022	Washington, District of Columbia	(PG02914) FS-Tempe Operations-GOT
Cost Center *	Does this trip contain personal travel? *	Business Type *
(CC0259) FS-Financial Services	No	02. Conference
Conference/Event Host *	Public Purpose/Benefit to ASU *	
Workday	To learn about best practices related to travel processing in Workday, to increase efficiency and	

2. Add the **Zero Dollar Trip** expense type found under **Misc Travel Expense** and **Save**.

Add Expected Expense

Search for an expense type

- Other Accommodations/AirDND
- 03. Car Rental
 - Rental Car
- 04. Other Transportation
 - Taxi
 - Train
- 05. Meals
 - Daily Allowances
 - Non-Standard Meal Allowance
- 07. Misc Travel Expense
 - Conference Registration
 - Miscellaneous
 - Parking
 - Zero Dollar Trip**
- Mileage

Other

The screenshot shows a 'Manage Requests' interface for a 'New Expense: Zero Dollar Trip' dated 08/16/2022. It includes a 'Comment' text box and two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

3. Select an approver on the approval flow tab and click **Submit Request**.

Close the request when the trip is complete. Do not complete an expense report.

The screenshot shows the details for a request titled 'Workday Conf. and Training 2021 \$1,281.00', which is 'Approved' with 'Request ID: FW9J'. It features a 'More Actions' dropdown menu with options: 'Cancel Request', 'Copy Request', and 'Close Request' (highlighted with a red box). There is also a 'Create Expense Report' button.

Other

My ASU TRIP icons

Note: A few icons posted below will only be shown in the “Approver” segment.



The transaction was paid for with the traveler’s ASU travel card



The transaction was paid for with the ASU Airfare card



An e-receipt was downloaded directly from the provider



A picture of the receipt was taken through the Concur mobile app



A receipt is attached to the expense. Hover over the icon to view receipt



The expense has been allocated between multiple funding sources



The transaction is for a personal item and reduces the traveler’s reimbursement



A comment has been added to the expense



An airfare booking itinerary is attached –not a travel card charge



A hotel reservation is attached –not a travel card charge



A car rental reservation is attached –not a travel card charge



Yellow exception. These are informational and should be reviewed and understood, but do not prevent the submission of a request or an expense report.



Red exception. This exception prevents request and expense submissions. Read the exception for directions on how to clear the exception.

Other



The flight is Fly America Act compliant