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

01/31/24

Table of contents

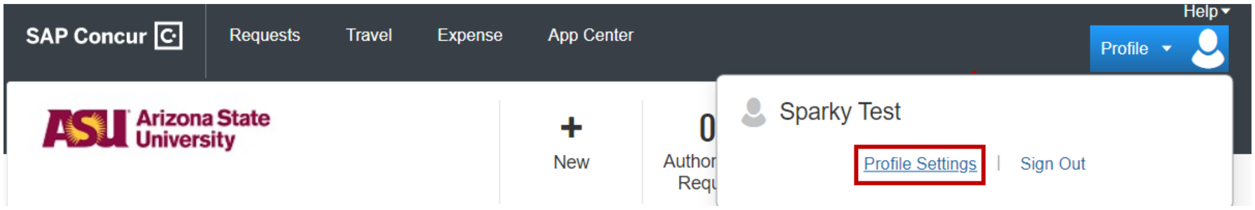
Expense Reports

Other

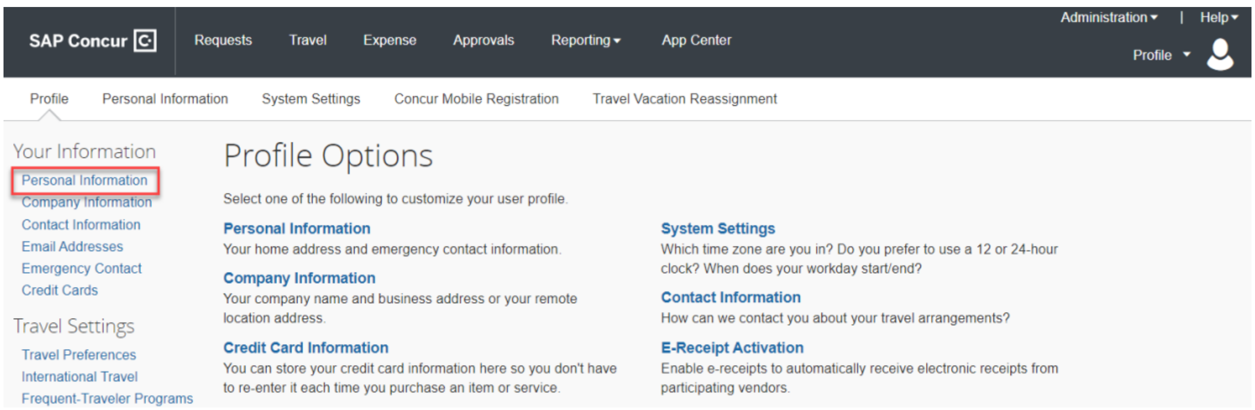
Profile

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:

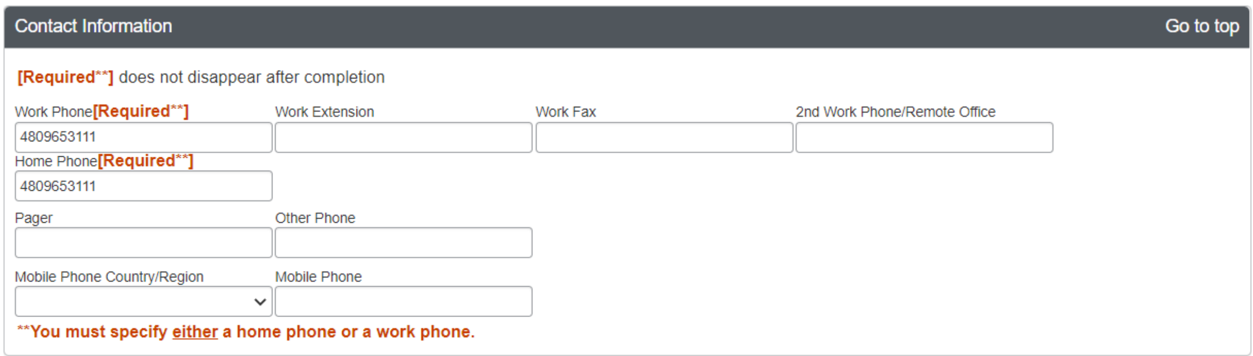
Title	Optional.
First Name	To change, contact the Travel Service Center.
Middle Name	If your travel documents do not display a middle name, use the checkbox below the field. If the middle name needs to be changed, contact the Travel Service Center.
Preferred Name	Optional.
Last Name	To change, contact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

Profile

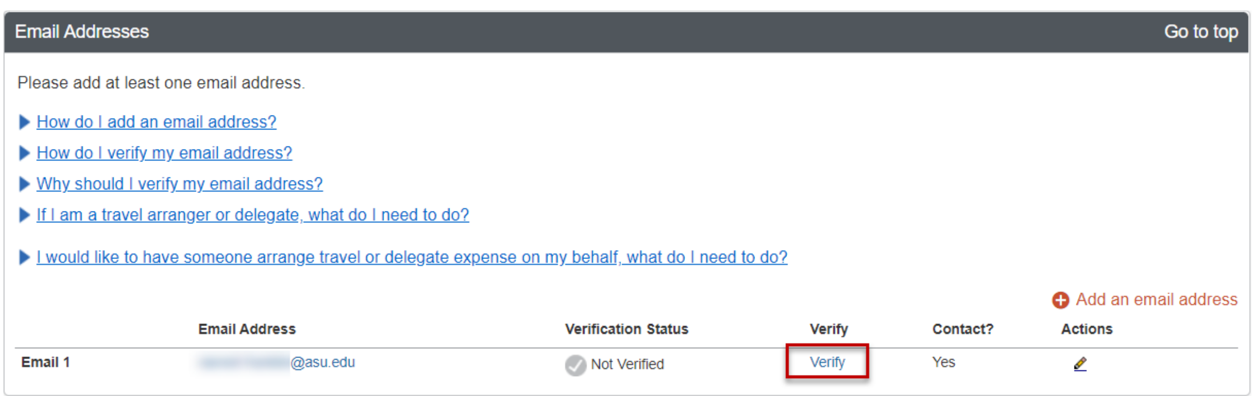
Changes made by the Travel Service Center are not permanent. Changes can be overridden by PeopleSoft when there are changes in your department or your position. The Travel Service Center recommends you make the name change permanent by contacting the Office of Human Resources.

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.



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



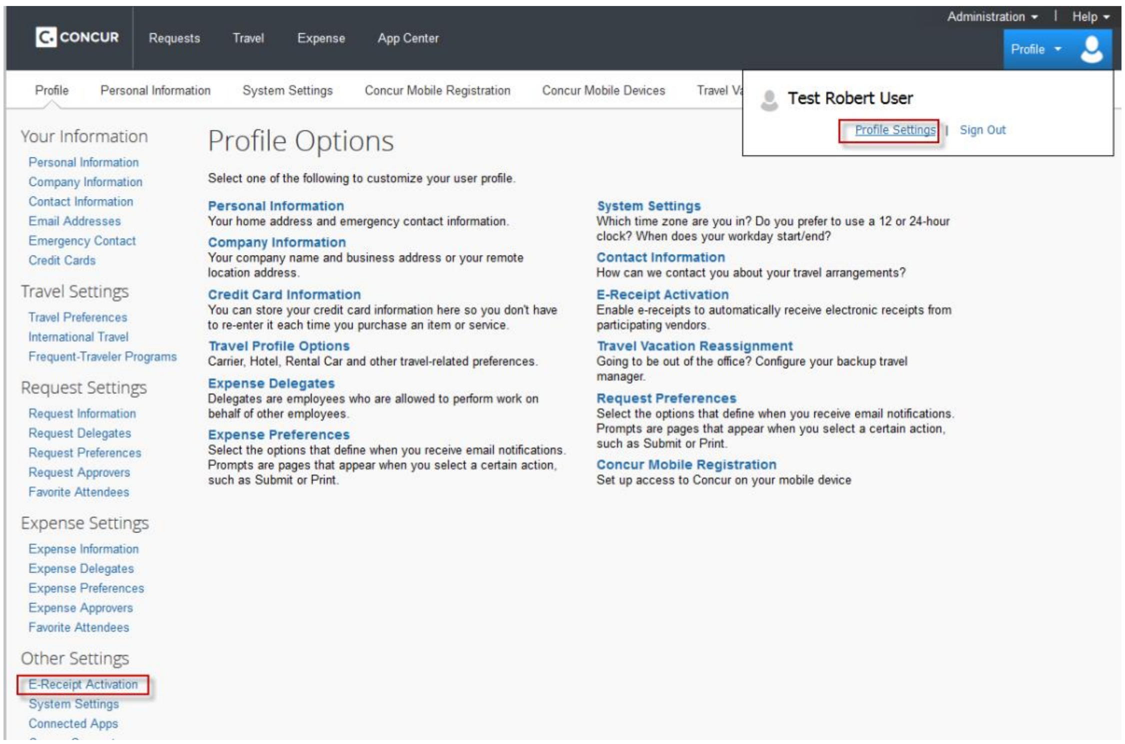
10. Enter an **Emergency Contact.**
11. Complete optional **Travel Preferences** and **Frequent-traveler Programs.**
12. Enter **Gender** and **Date of Birth.** Note: [Required] does not disappear after completion.
13. **Passports**, **Visas**, and **Credit Card** fields are optional.

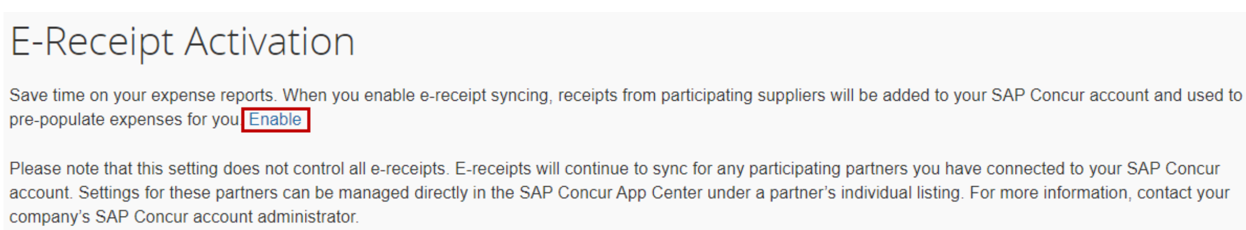
Profile

Activate E-receipts

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

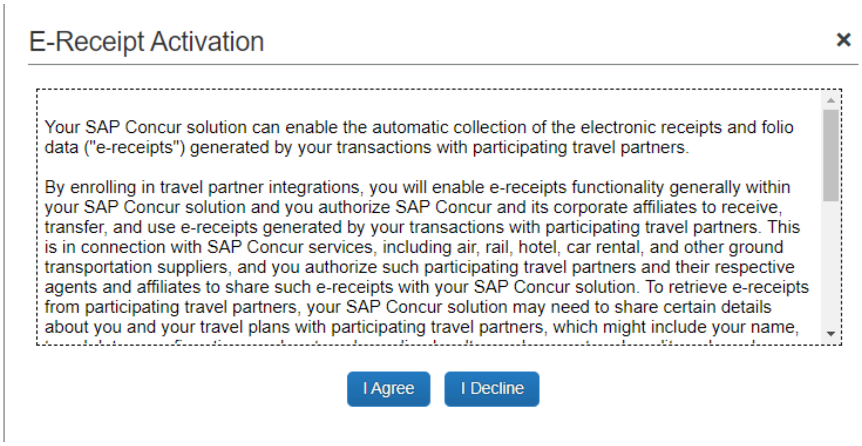
1. Click **Profile.**
2. Click **Profile Settings.**
3. Click **E-Receipt Activation** and then **Enable.**





4. Click **I Agree.**

Profile

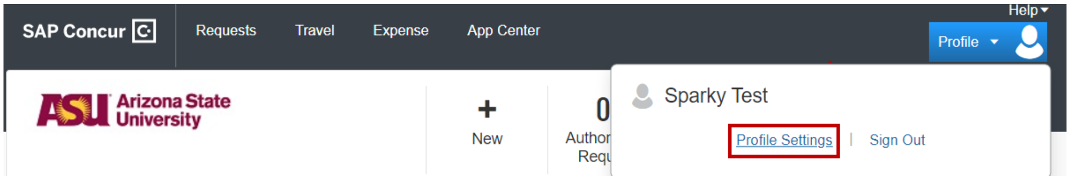

E-Receipt Activation
Your SAP Concur solution can enable the automatic collection of the electronic receipts and folio data ("e-receipts") generated by your transactions with participating travel partners.
By enrolling in travel partner integrations, you will enable e-receipts functionality generally 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

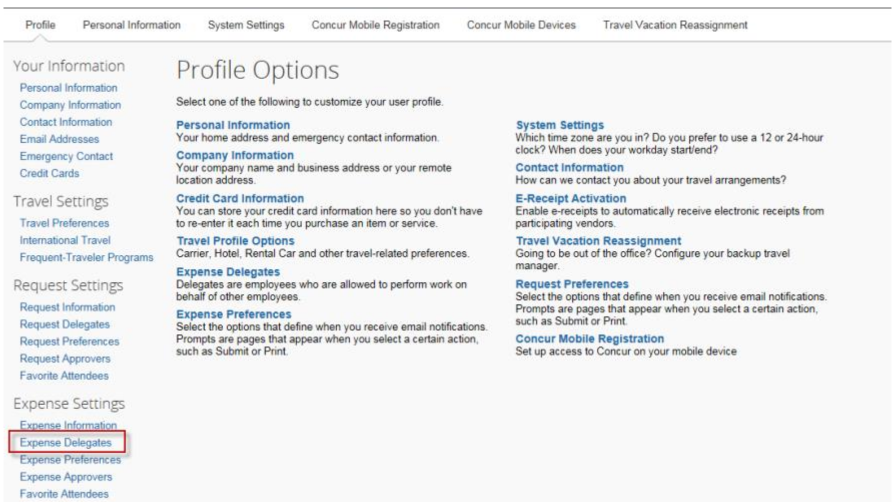
Add a delegate

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

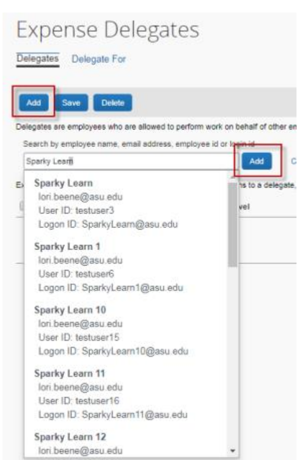
1. Click **Profile** at the top of the My ASU TRIP home page. Then, click **Profile Settings**.



2. Click **Expense Delegates**.

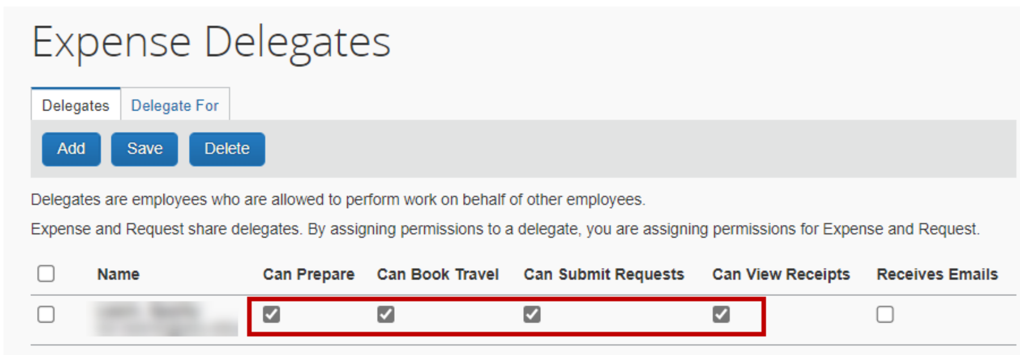


3. Add delegate by clicking **Add**. You can search by employee name, email address, employee ID or logon ID. Select your delegate and click **Add**.



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.

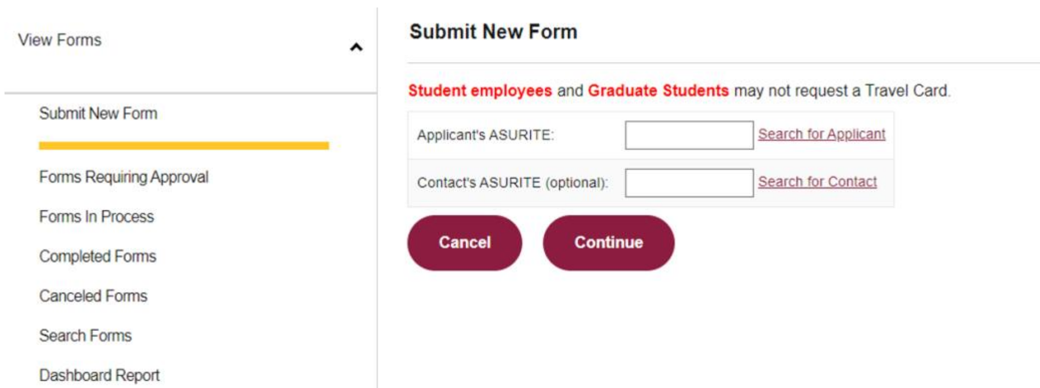


5. Click **Save**.

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.

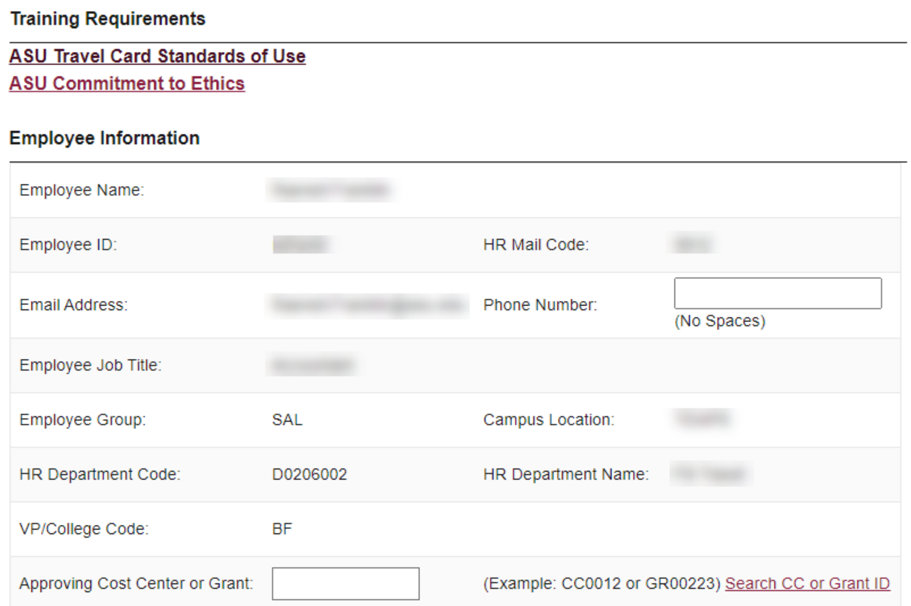


3. Click **Continue**.

   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



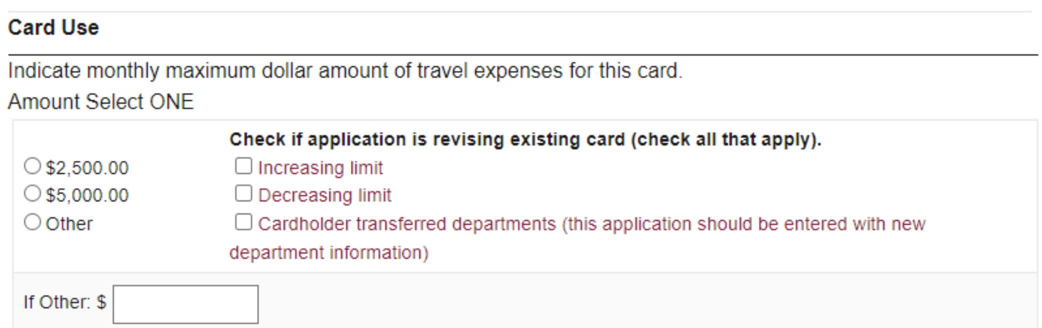
Training Requirements

ASU Travel Card Standards of Use
ASU Commitment to Ethics

Employee Information

Employee Name:			
Employee ID:		HR Mail Code:	
Email Address:		Phone Number:	(No Spaces)
Employee Job Title:			
Employee Group:	SAL	Campus Location:	
HR Department Code:	D0206002	HR Department Name:	
VP/College Code:	BF		
Approving Cost Center or Grant:		(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

Check if application is revising existing card (check all that apply).

- $2,500.00
- $5,000.00
- Other

- Increasing limit
- Decreasing limit
- Cardholder transferred departments (this application should be entered with new department information)

If Other: $

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.

- ☐ I have reviewed the ASU Travel Card Standards of Use and ASU Commitment to Ethics.
- ☐ The card is to be used only for University travel related expenses with an appropriate business purpose.
- ☐ I will promptly submit my travel claims within 30 days after completion of my trip.
- ☐ The travel card is not to be used for personal expenses, alcohol, or other expenses prohibited in the ASU Travel Card Standards of Use.
- ☐ 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.)
- ☐ 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.
- ☐ This card may be suspended or canceled at the discretion of ASU Financial Services or ASU Department.

Cancel Continue

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:

Dean/VP Approval - Select One:

If no Dean/Vp approver is listed, Please use Search for VP/Dean.

Asurite:	Name:	Email:

Cancel Continue

Profile

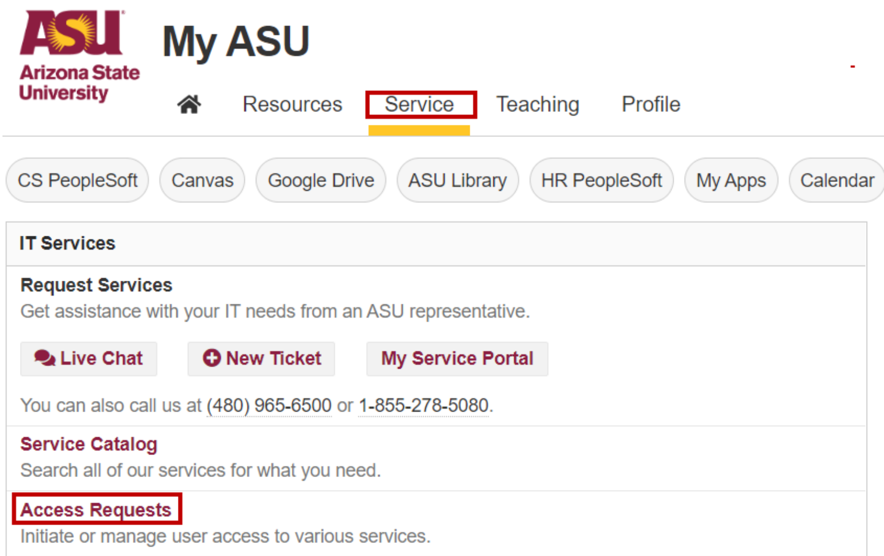
10. A confirmation window appears to explain that your application has been received and is awaiting approval.

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

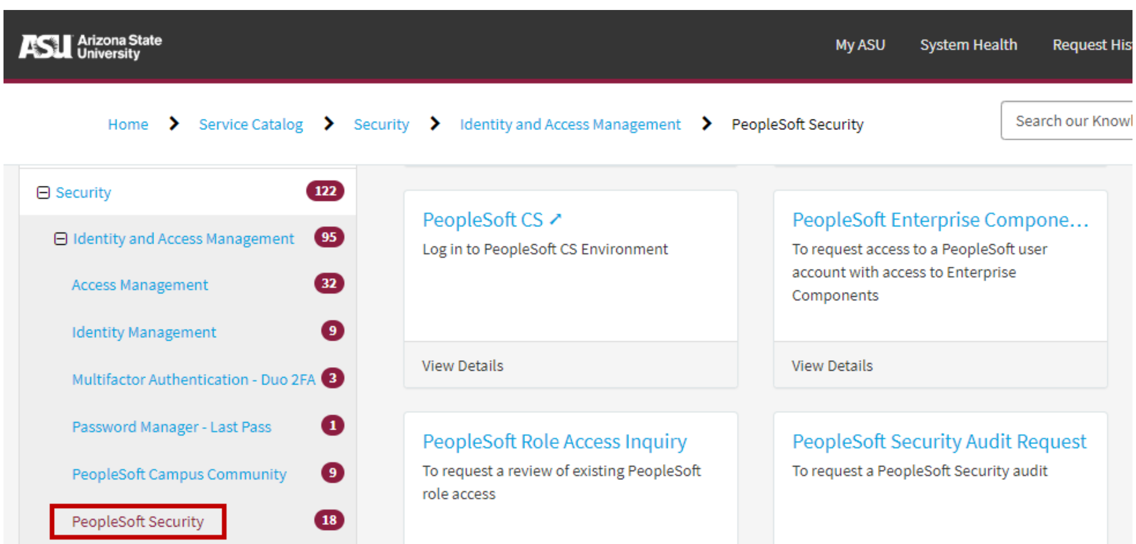
Approvers

Request an approver role

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

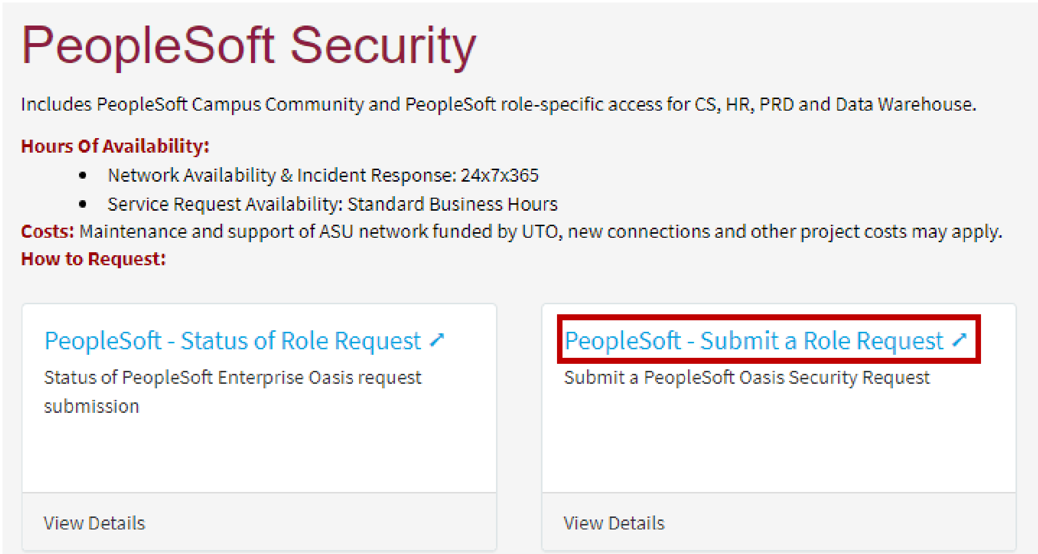


3. In the drop-down menu, click **PeopleSoft Security**.



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

Approvers



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

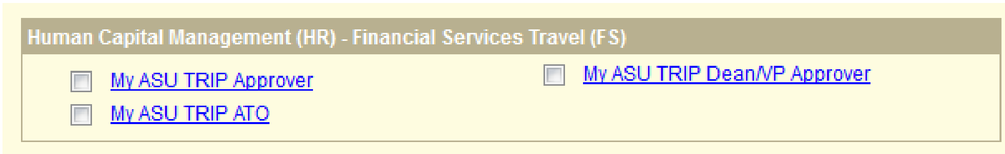
6. Explain in the **Purpose for Access Request** field the reason for the requested role.
7. Enter your supervisor's ASURITE and click **Continue**.

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**.



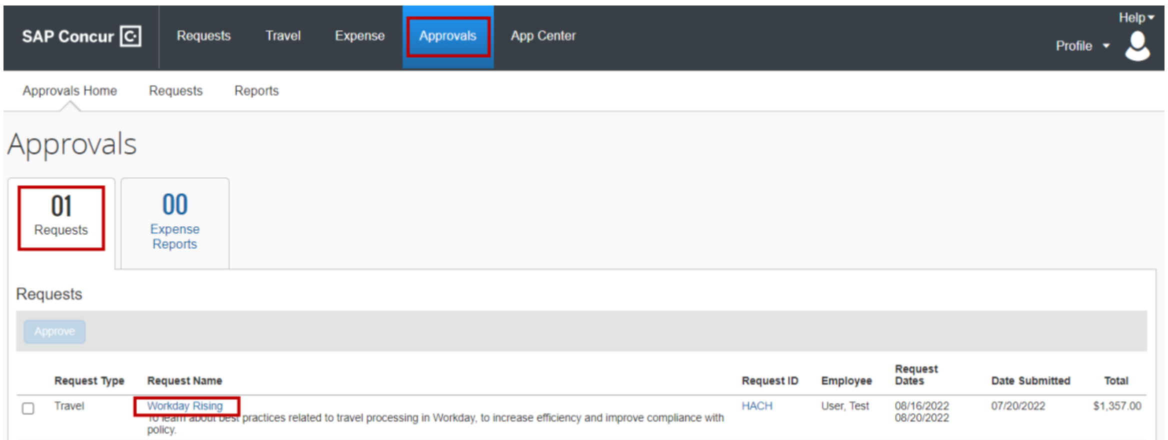
10. Click **Save and return**.
11. Click **Save and submit** to forward your request for approval.

Approvers

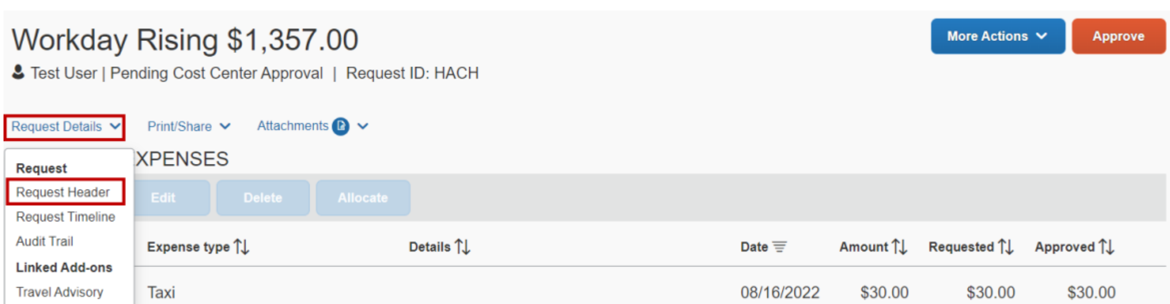
Note: The view when approving requests is different than when approving expense reports.

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.

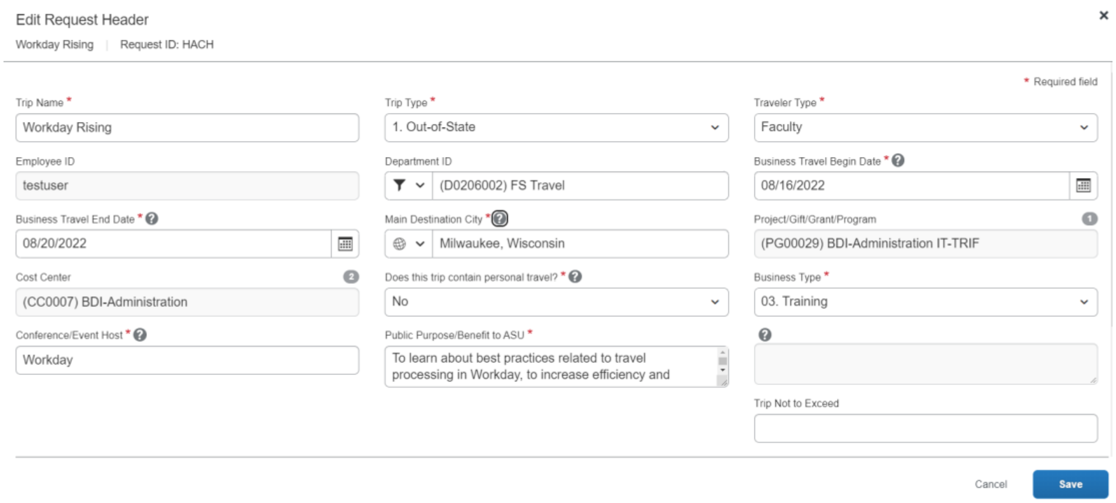


2. To view the **Request Header**, click Request Details and select Request Header in the drop-down menu.

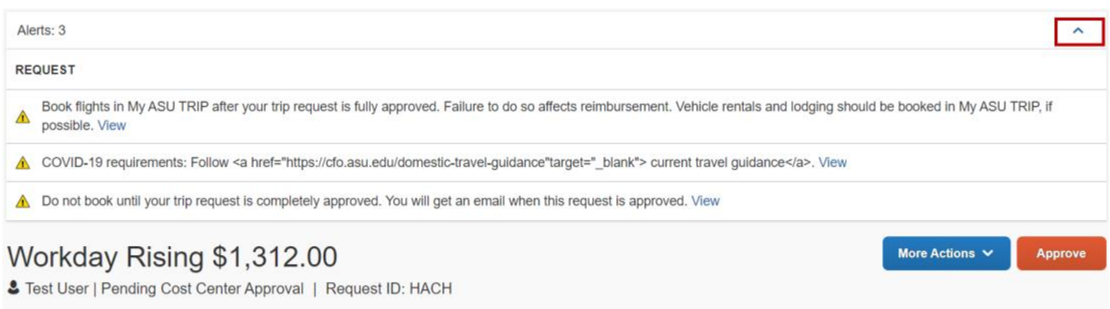


3. Review the details on the Request Header. Any field not grayed out can be modified as necessary. Click for additional information about a field.

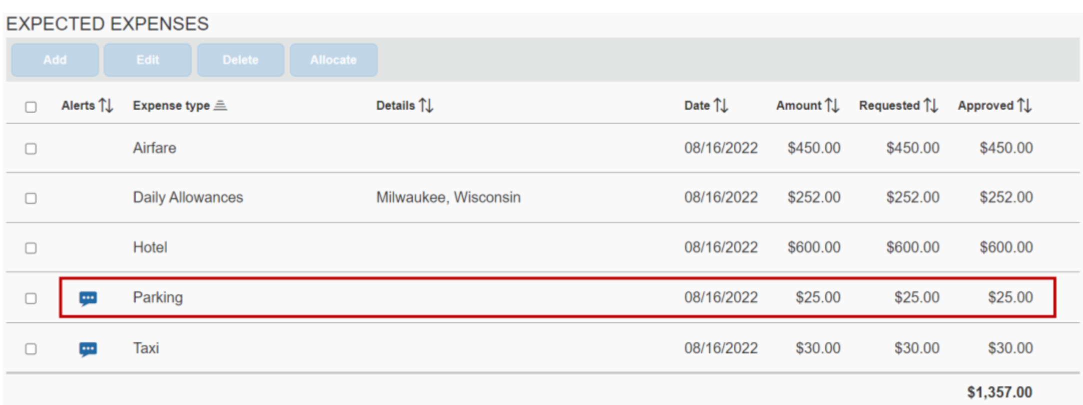
Approvers



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

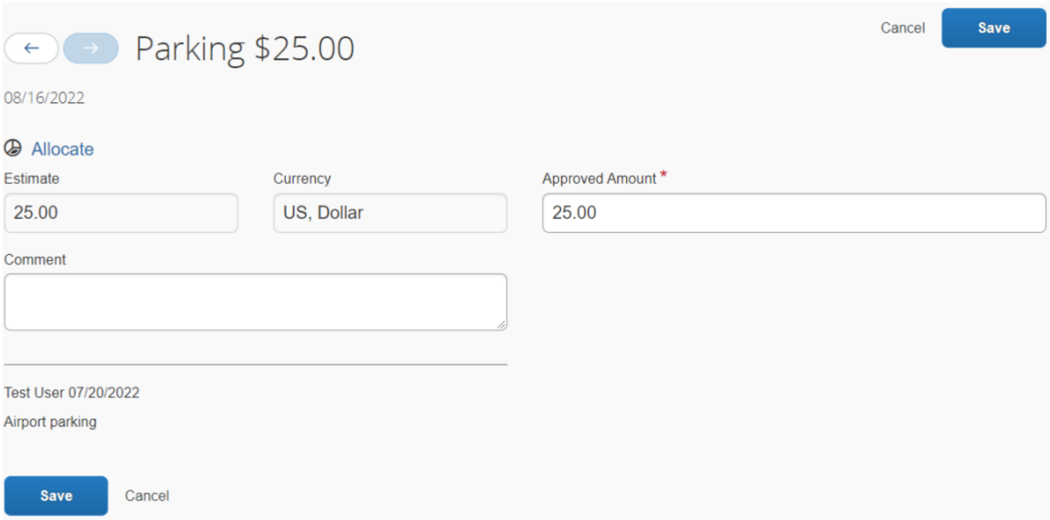


5. Click on the Expense type to view individual expenses.

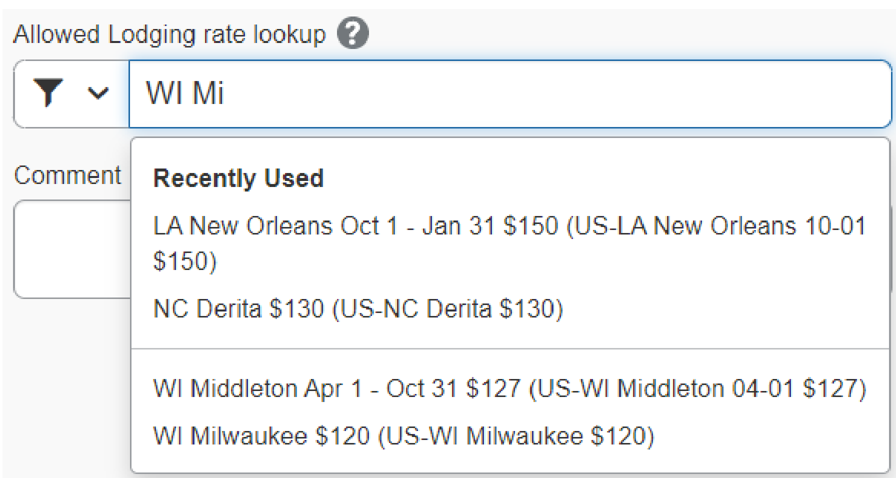


6. Expenses with an **Approved Amount** field can be reduced by the approver; calculated fields are unable to be reduced (mileage and daily allowances). For a change to the calculated fields, the request will need to be returned to the traveler. Add comments as necessary.

Approvers

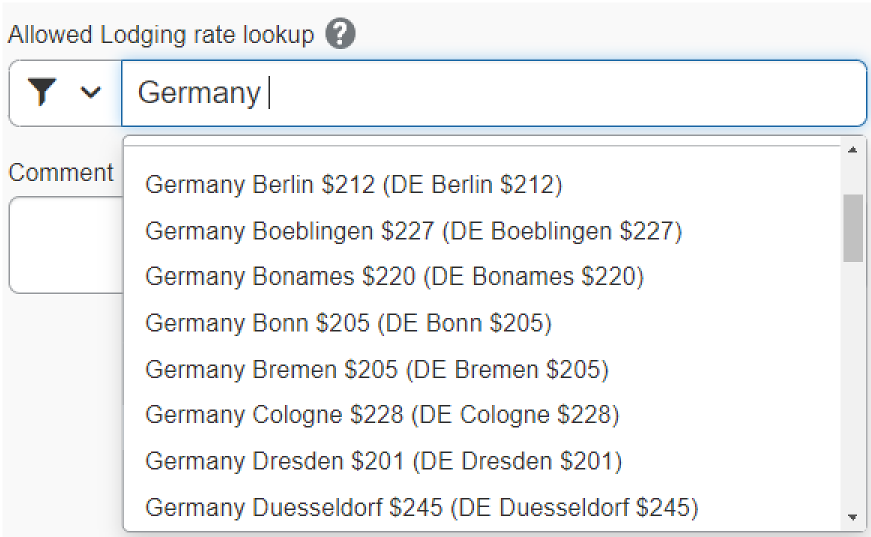


7. For hotels, the **Allowed Lodging rate lookup** shows the state allowed lodging limits for the destination as selected by the traveler. If not completed, you can populate the field. To search for a US destination, start typing the two-letter state abbreviation and then the city name. These rates are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

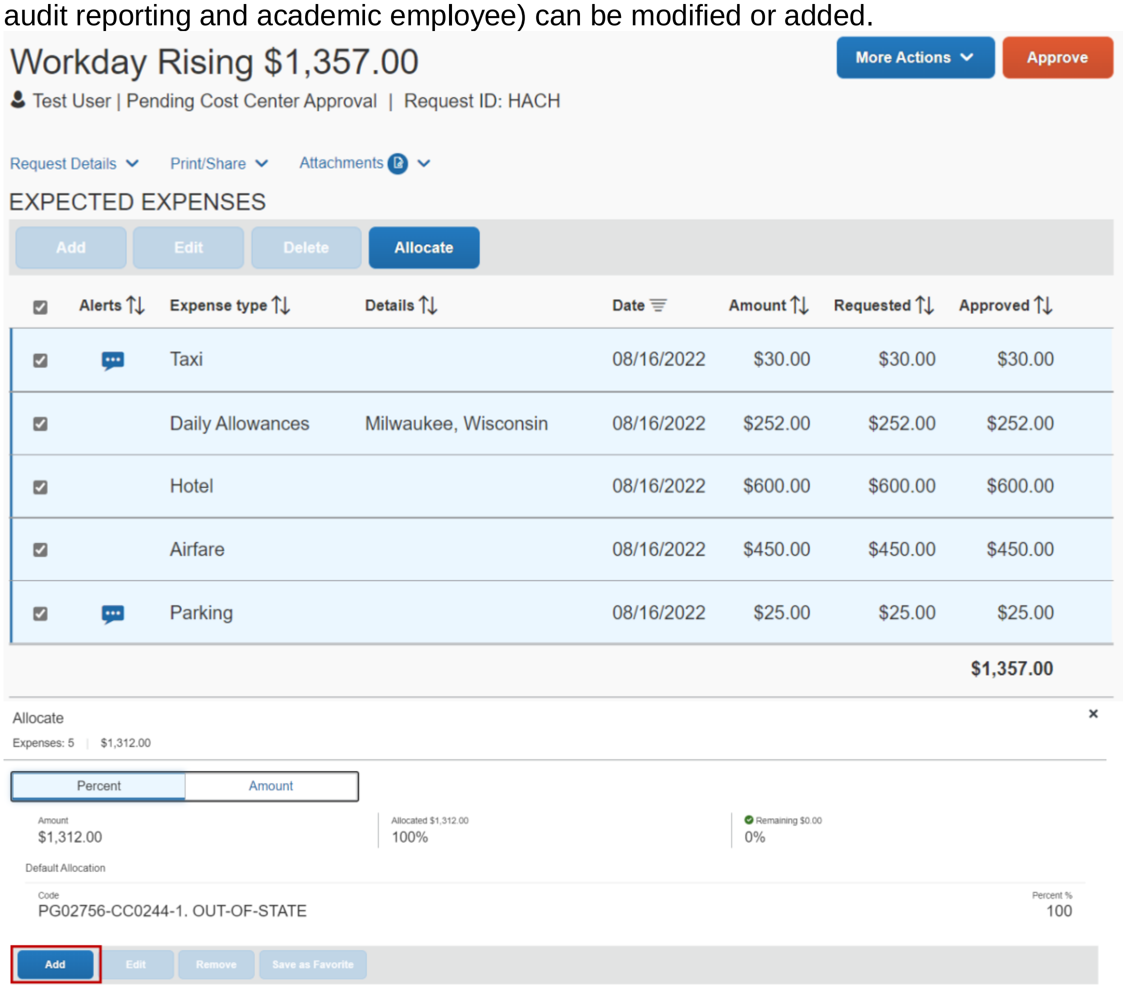


To search for an international destination, start with the country name, then city. These rates include all taxes.

Approvers

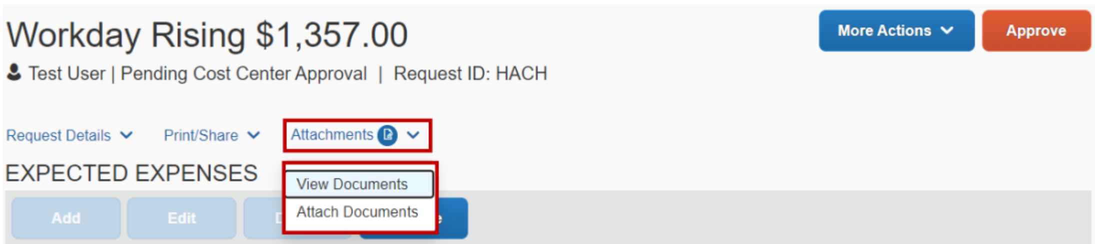


8. Review allocations and modify if necessary. These determine how a request will be pre-encumbered. Optional worktags (department reporting roll, department reporting, ASU audit reporting and academic employee) can be modified or added.

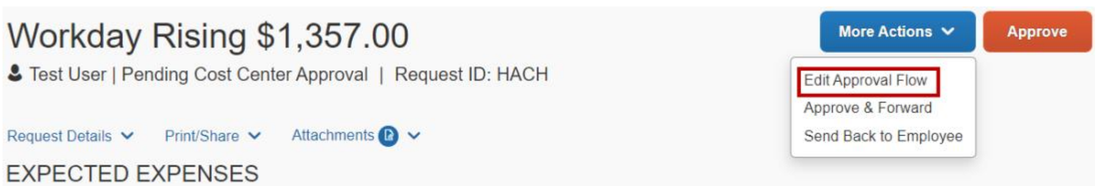


Approvers

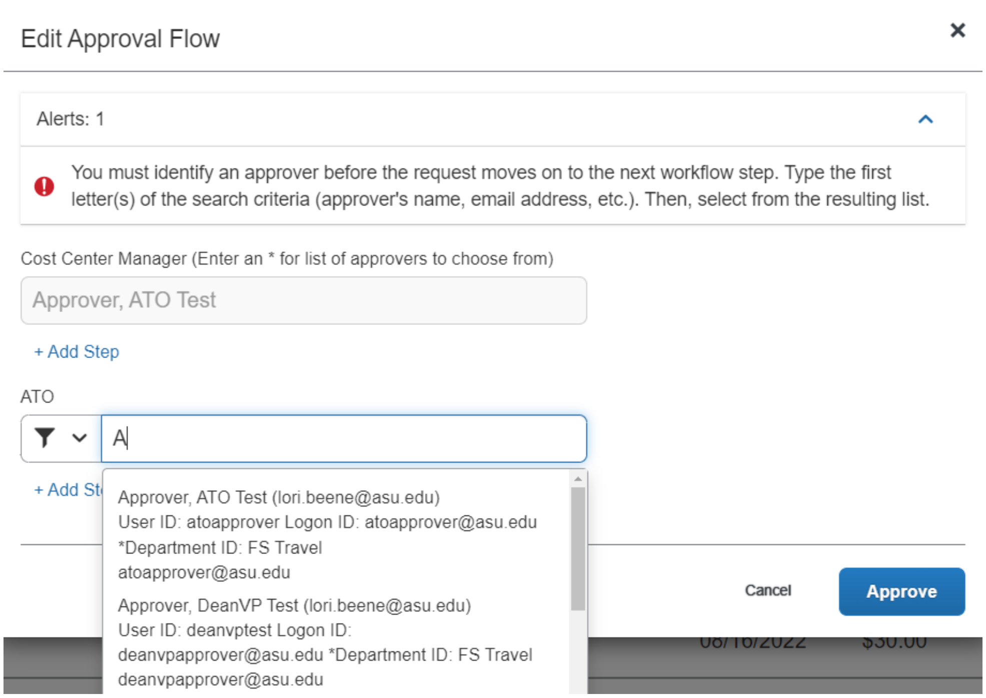
9. Click **Attachments**, **View Documents** to review any attached documents, or **Attach Documents** to add anything additional. Be sure your pop-up blocker is not enabled.



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.

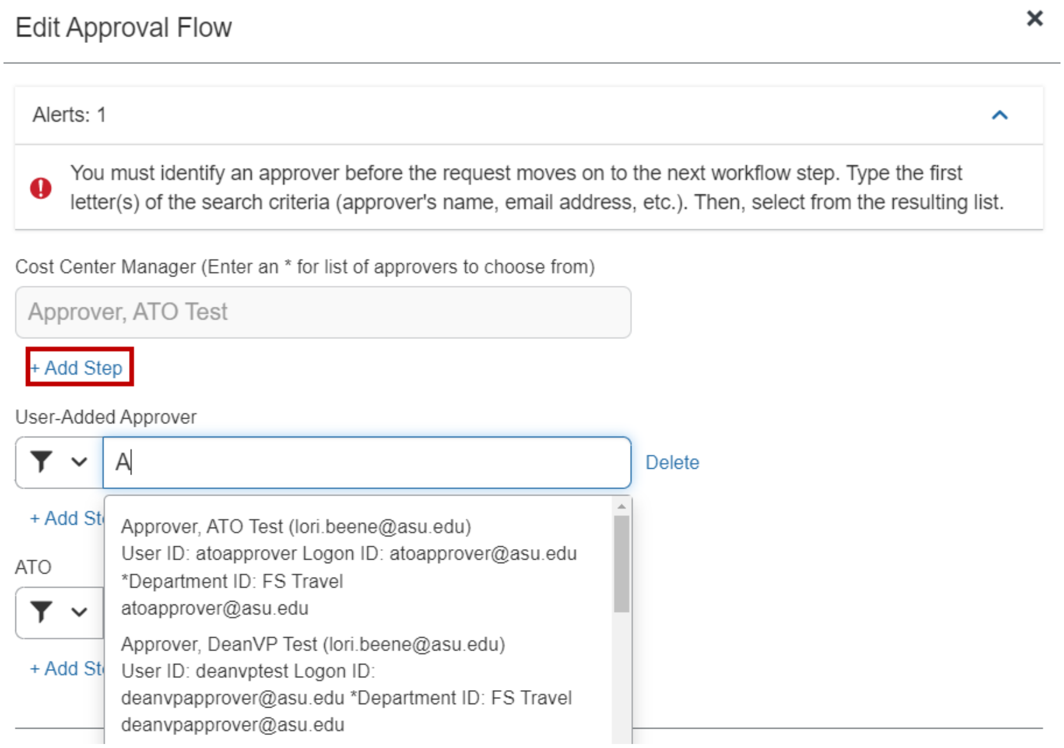


11. Select the next approver by typing in the first letter of the last name and selecting the appropriate individual.



Approvers

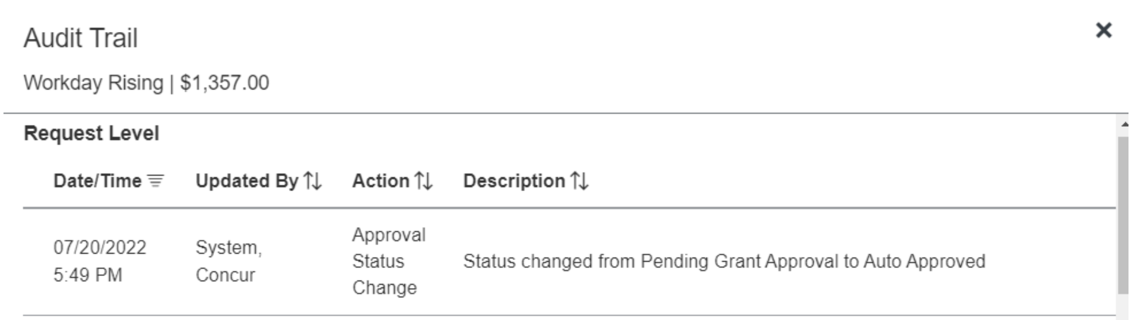
Click **+ Add Step** to search for and add an approver that is not part of the standard workflow.



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

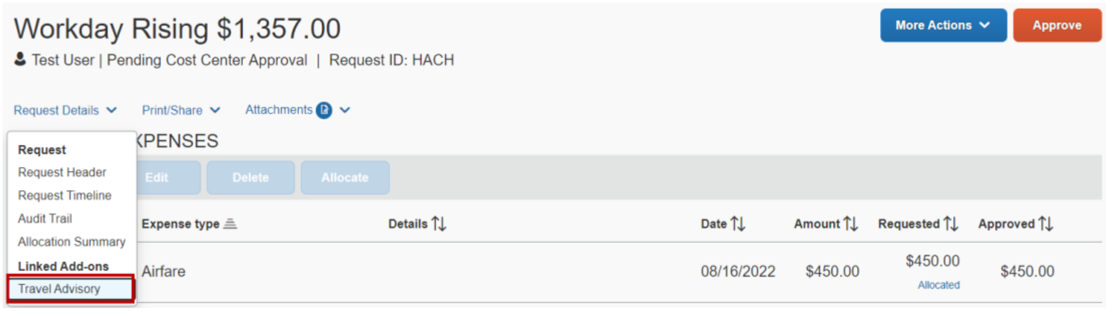
If you do not know the appropriate ATO or Dean/VP, use the *Travel Approvers Dashboard* available on the travel home page.

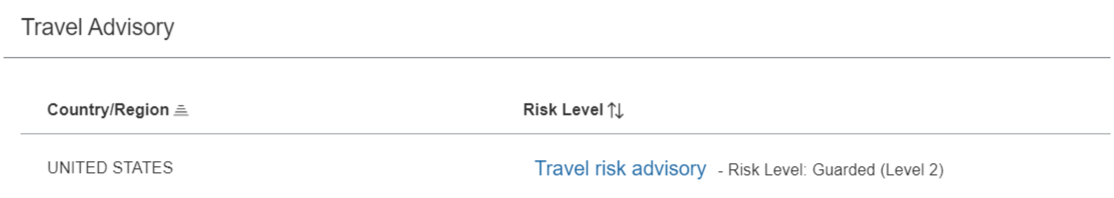
12. The **Audit Trail** shows activity for the history of the request. To open the Audit Trail, click Request Details and select Audit Trail.



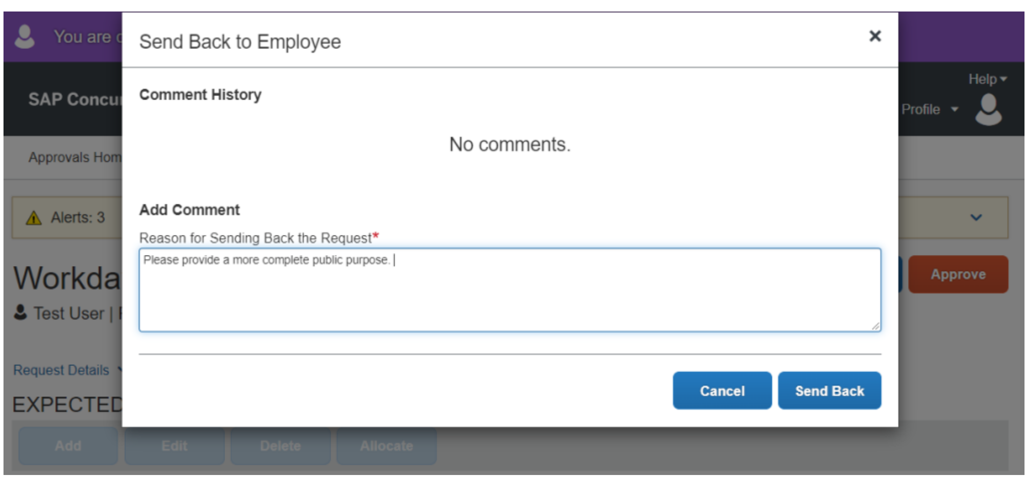
Approvers

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.





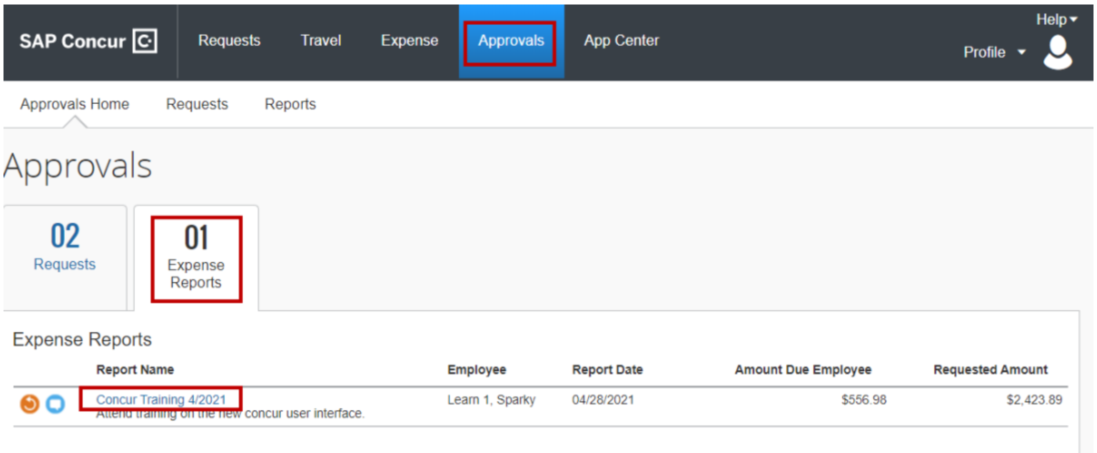
14. **Send Back Request** or **Approve**. Add a comment if you want to send back the request. The traveler will receive an email with the comments included. They should make the appropriate adjustments and resubmit. Approve will send the request to the next approver you have specified.



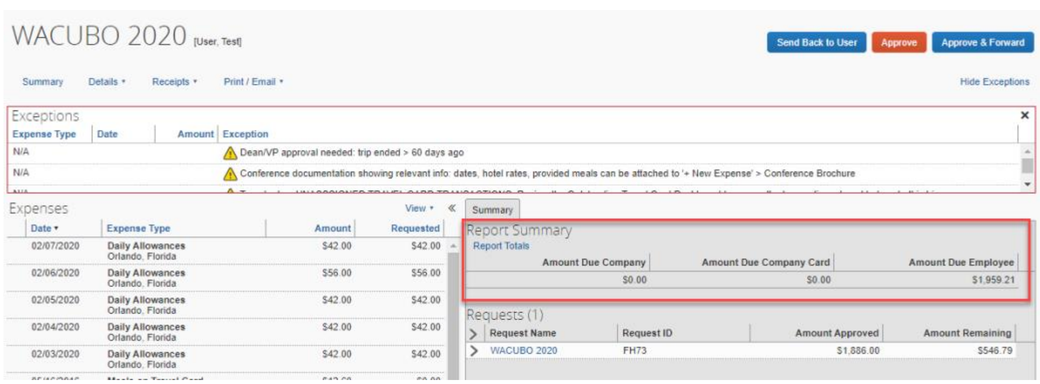
Approvers

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.

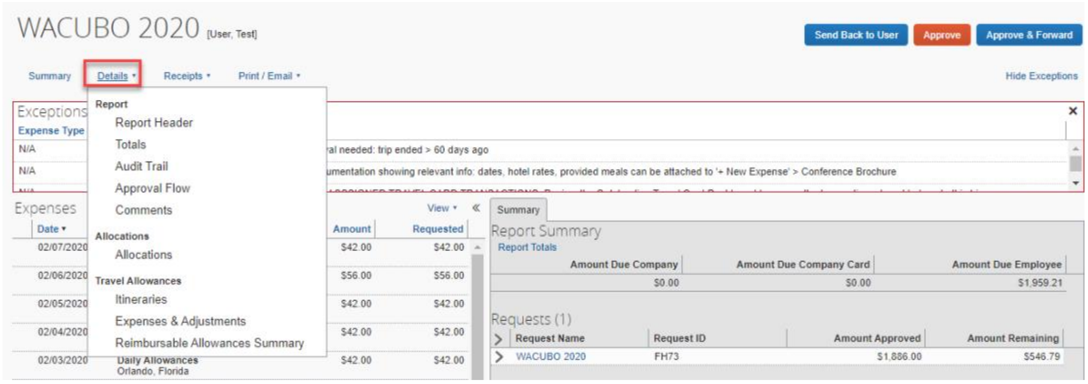


2. Review **Report Summary**. Amount Due Company is owed to ASU and may have the potential to be payroll deducted. Amount Due Employee will be reimbursed to the traveler.

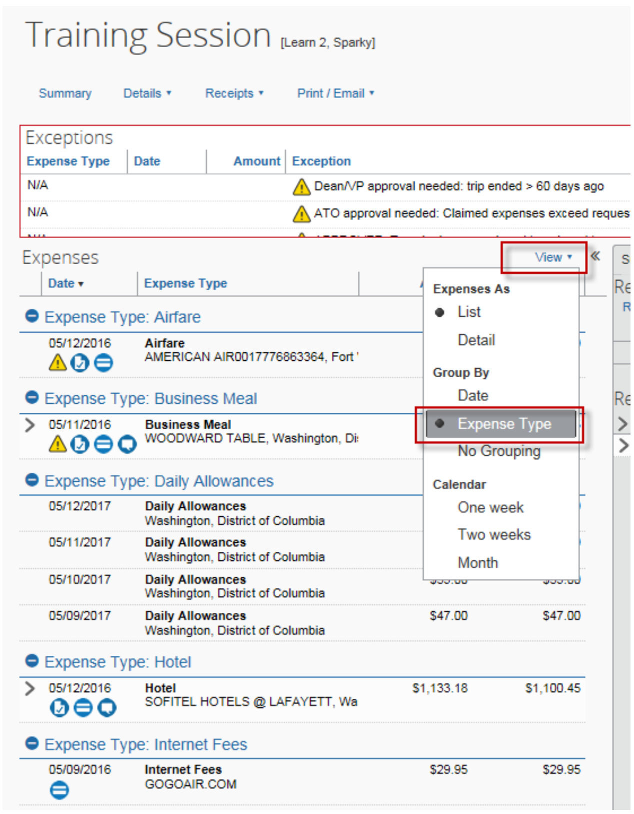


3. Click Details to access menu to review Report Header, Allocations, Comments, Itineraries, Hotel Allowed Rates and Daily Allowances meal grid.

Approvers

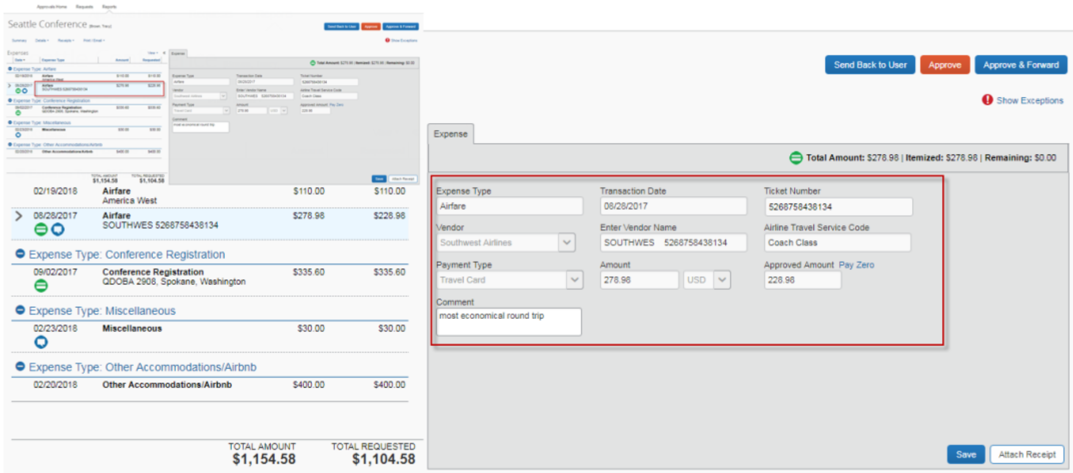


4. Click **View,** then **Expense Type** to view sorted expenses for easier review.

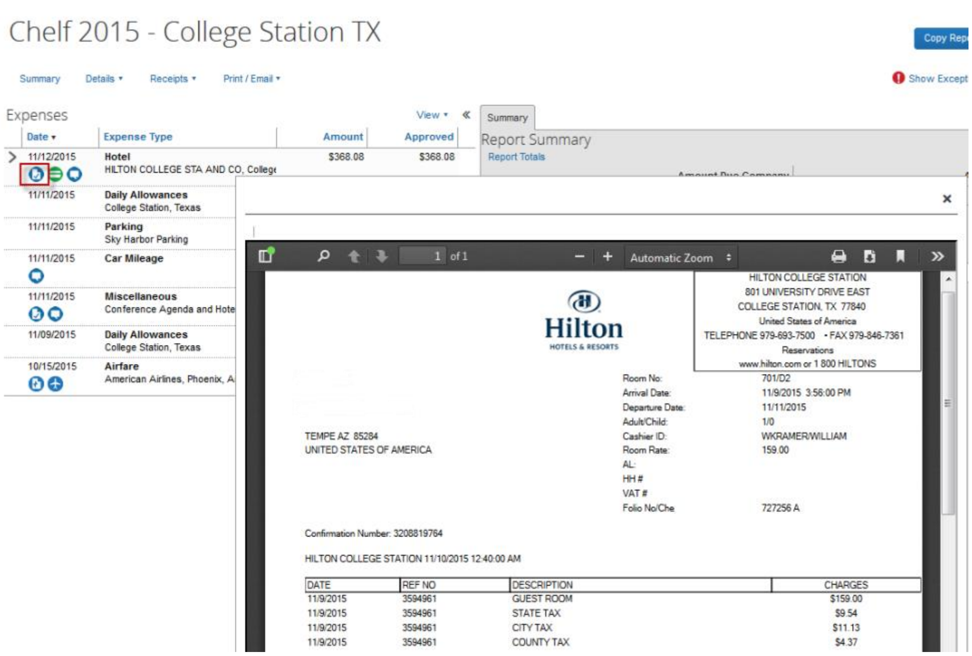


5. Review each trip expense, payment type, assigned expense type, reasonableness of charge, and compliance with ASU and funding source policy. Add clarifying comments as needed.

Approvers



6. 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.



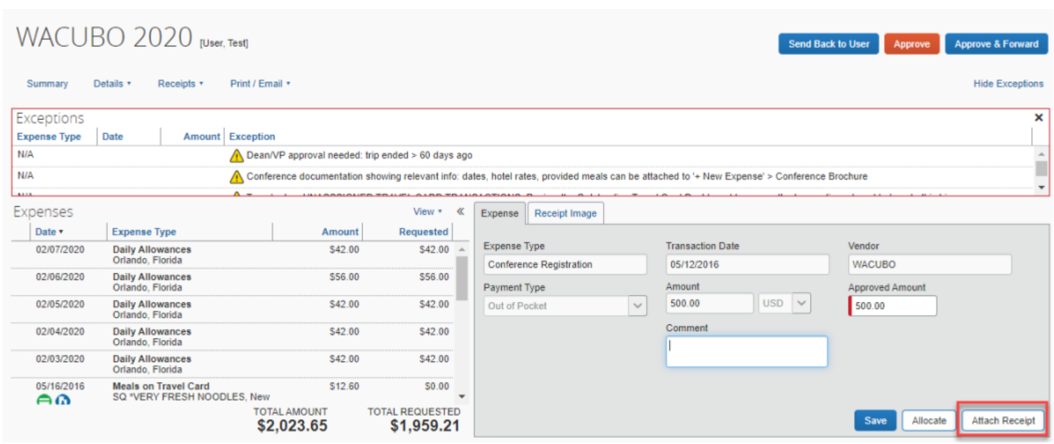
Icon Key

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

Approvers

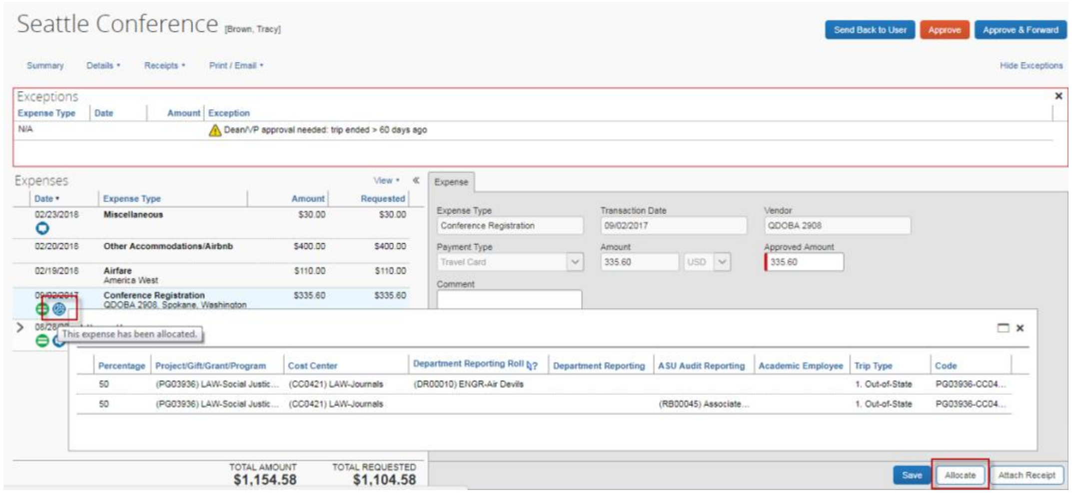
Receipt image attached added via mobile device	
Receipt attached	
Expense has an allocation or optional worktags	
Expense marked as personal	
Comment added	
Flight itinerary	
Hotel reservation	
Car rental reservation	
Denotes exceptions associated with the trip	

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

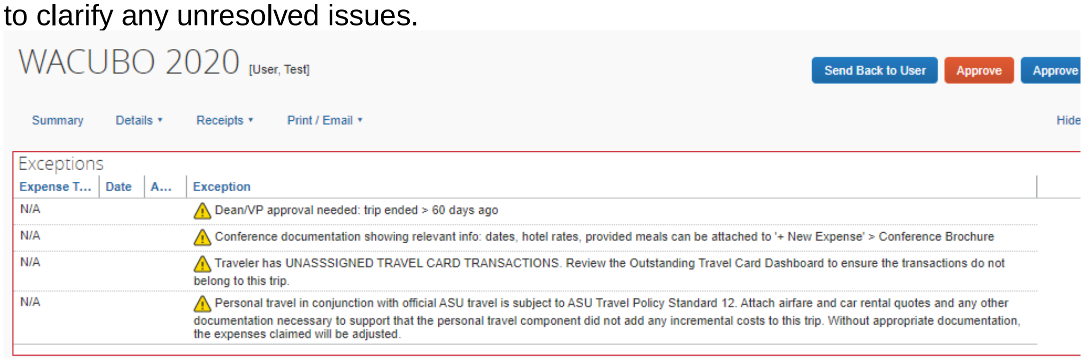


8. View allocations and/or optional worktags by hovering over the allocation icon. Click **Allocate** to modify.

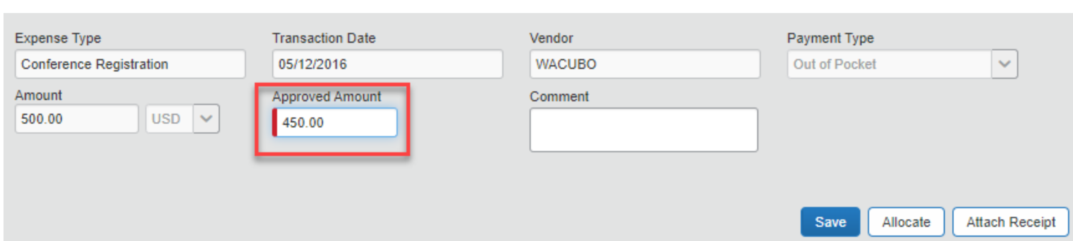
Approvers



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



10. 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**.



11. 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

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

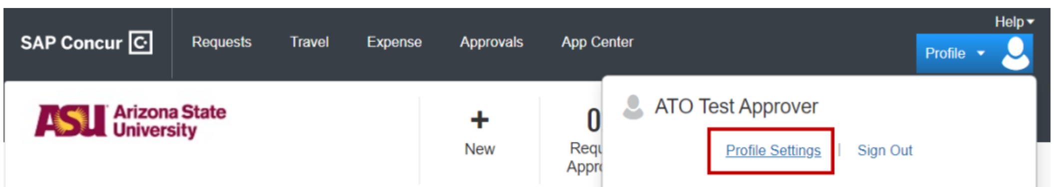
If you are an approver, you can designate a delegate to:

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

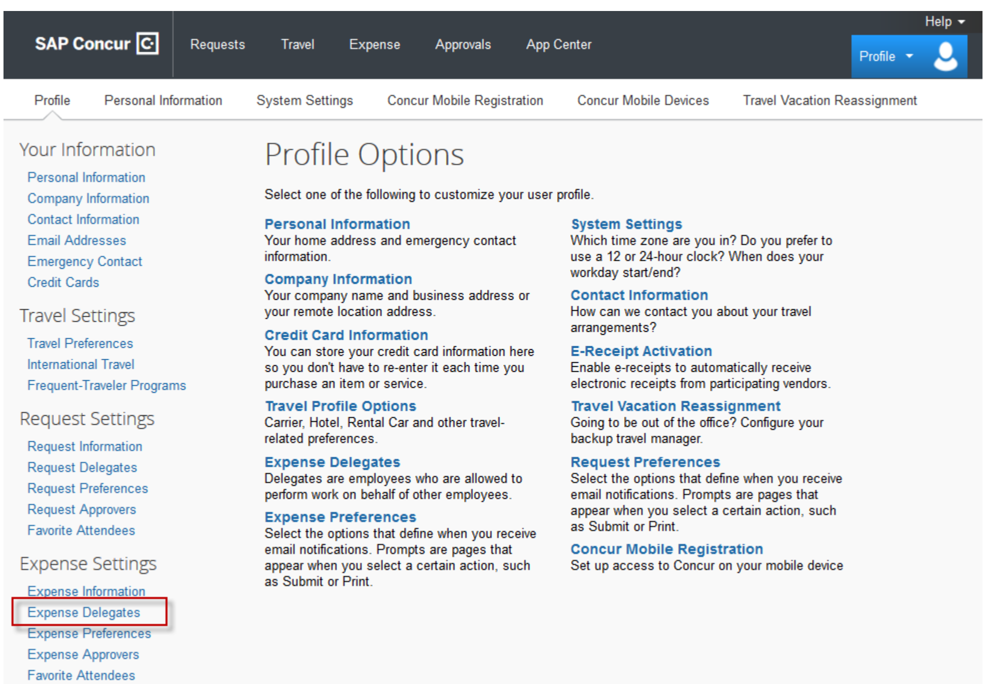
To approve on your behalf, assign an individual with an equivalent approver role in My ASU TRIP (ATO for ATO, Travel approver for Travel approver, etc.)

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**.

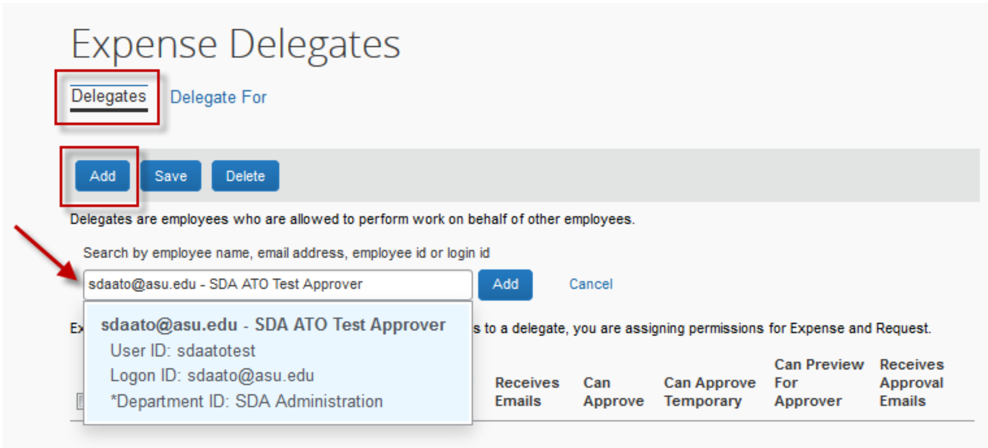


3. Click **Expense Delegates.**



Approvers

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



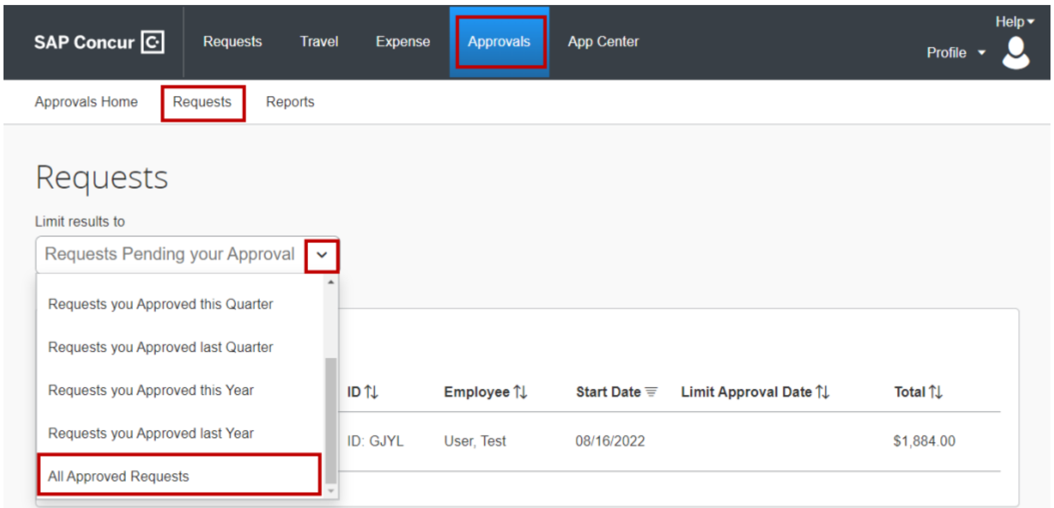
5. If you want them to approve on your behalf: Check **Can Approve**. If you want them to **Receive Approval Emails**, that checkbox should also be checked. Many approvers will check that box only during the time they would like the delegate approver to approve on their behalf. As long as the box is 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

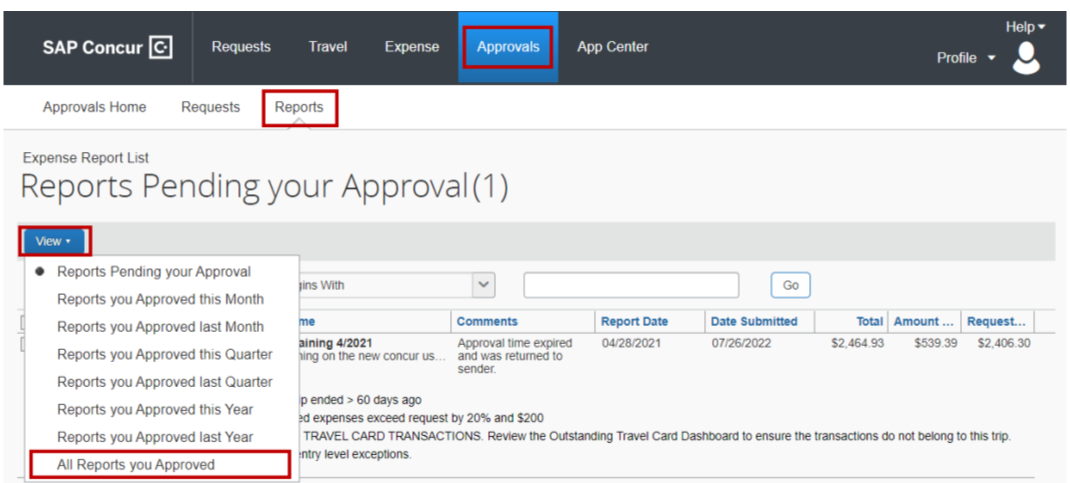
Find requests and expense reports you have approved

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.

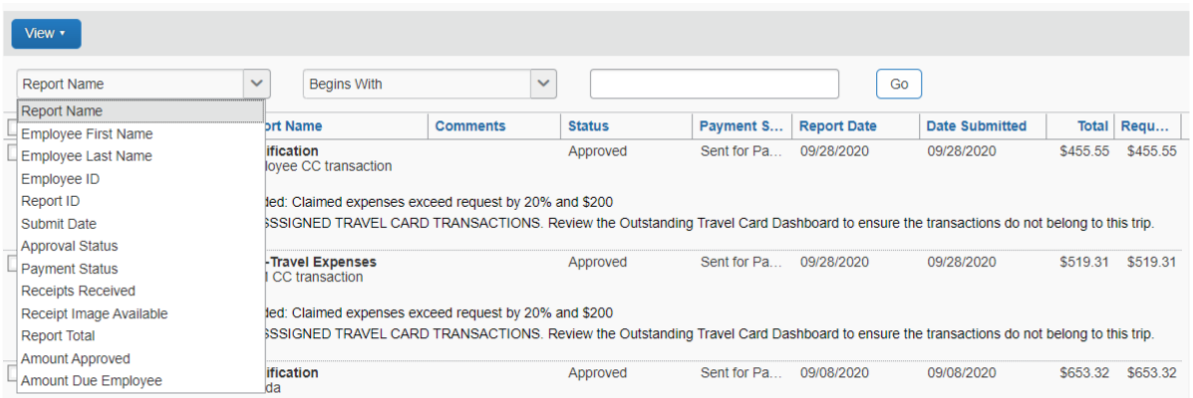


Click **Approvals** > **Reports** > **View** for a drop-down menu. Select the time frame of approved expense reports.

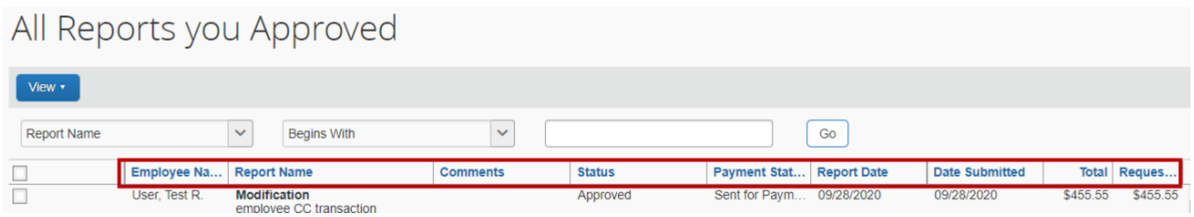


You can also use the search bar to search for a specific request or expense report.

Approvers



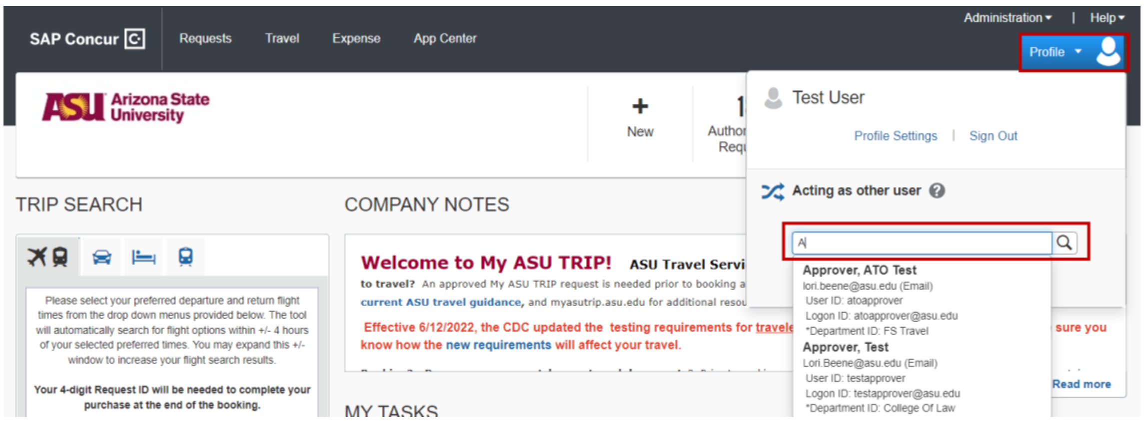
Click the blue column headings to sort.



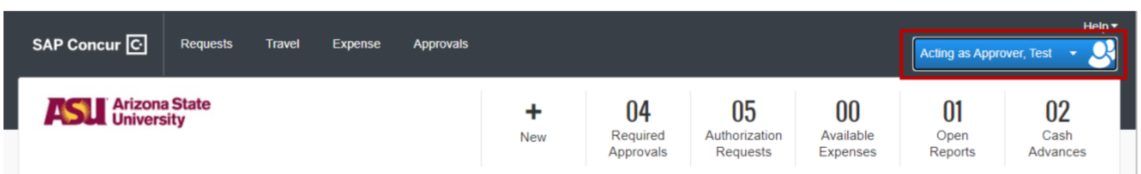
Delegates

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.

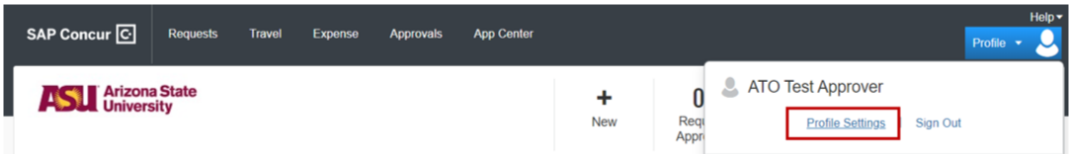


To stop delegating, click **Done acting for others**.

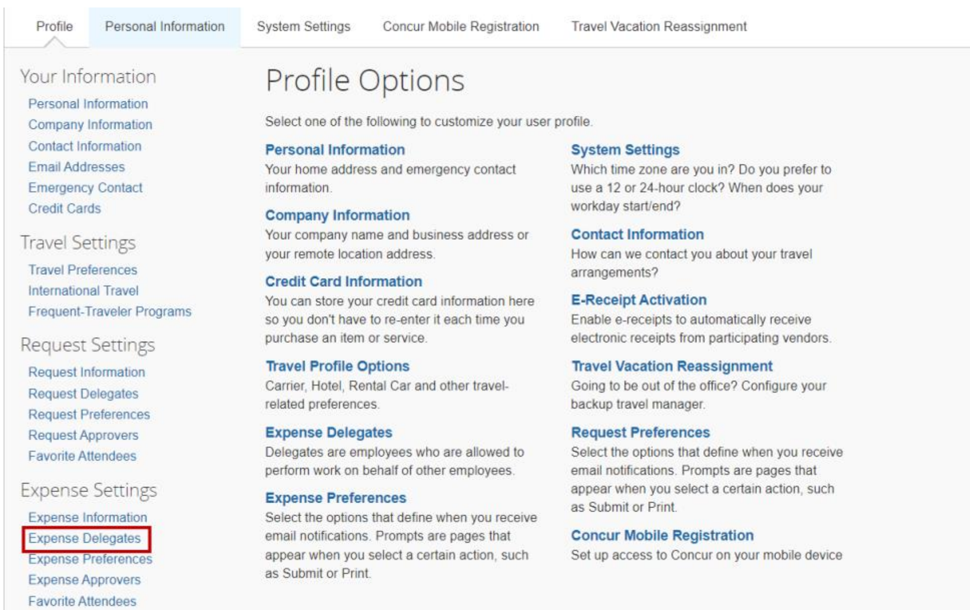
Delegates

Remove yourself as a delegate

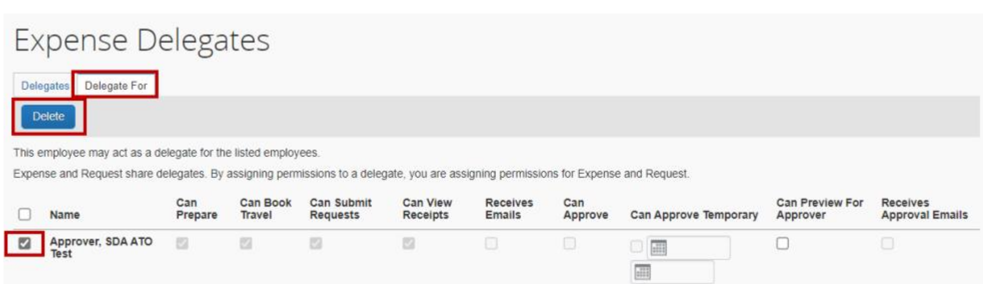
1. Click **Profile** at the top of the My ASU TRIP home page.
2. Click **Profile Settings**.



3. Click **Expense Delegates**.



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



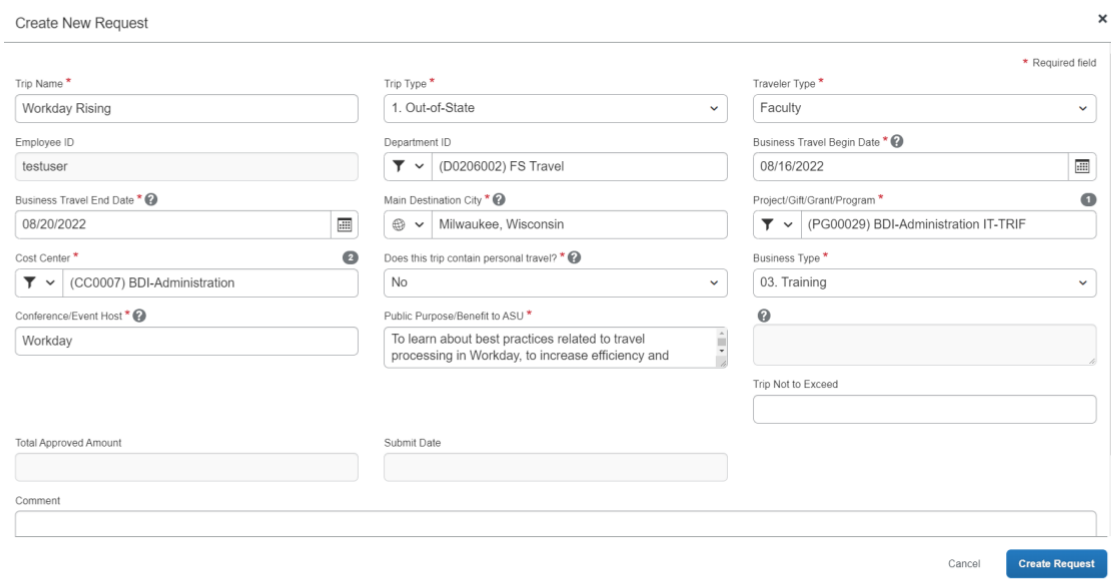
7. Click **OK**.

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.



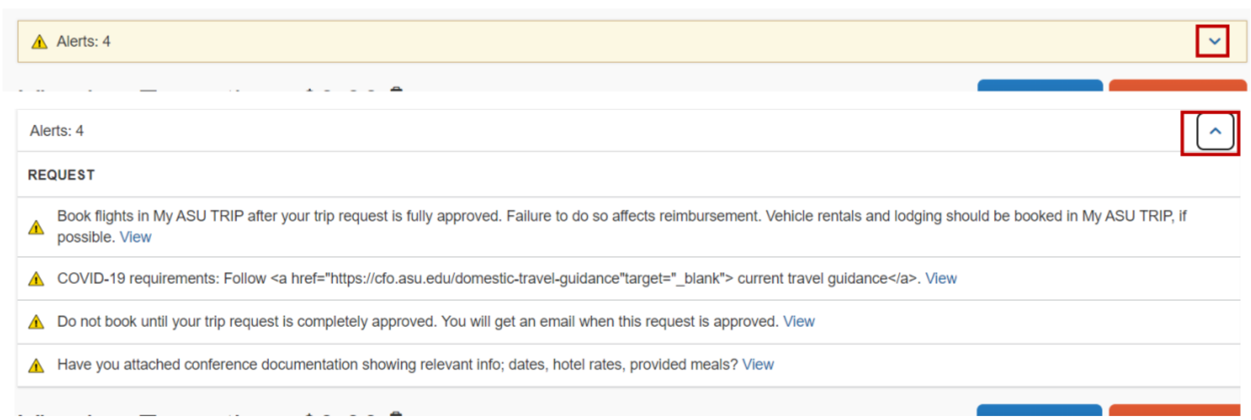
Field	Instructions
Trip Name	Create a unique, descriptive name for your trip.
Trip Type	Select from the drop-down menu.
Traveler Type	No action necessary. Field auto-populates based on profile information.
Department ID	No action necessary. Field auto-populates based on the department of the primary 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.

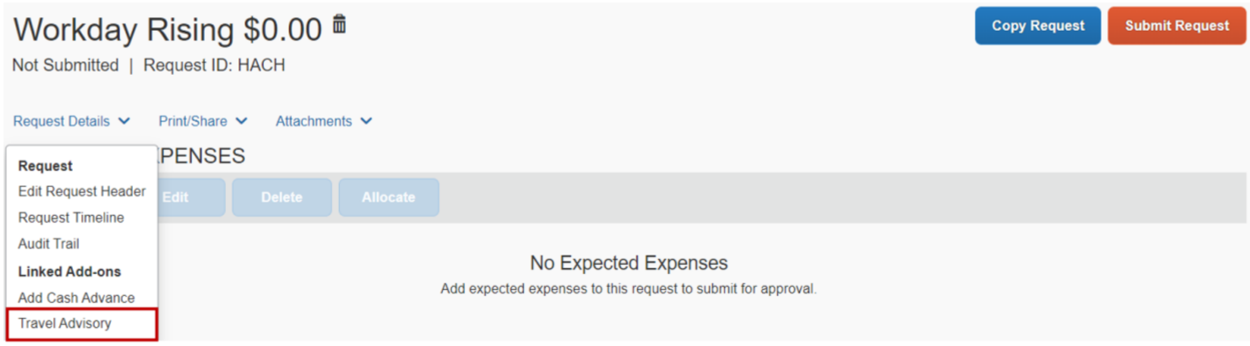


a. Red exceptions indicate information needs to be corrected and the text will provide guidance. Contact the ASU Travel Service Center for additional assistance.

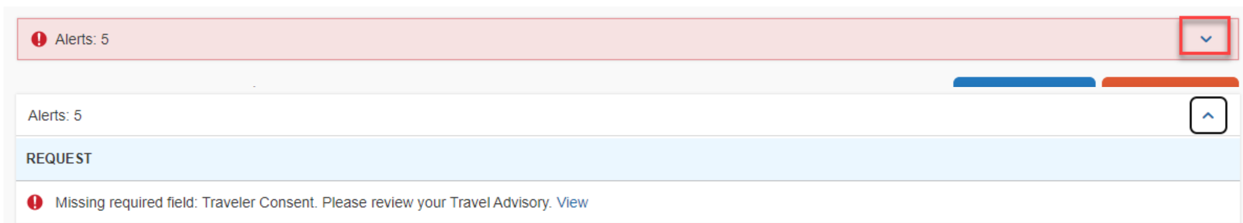
b. Yellow exceptions are informational. They should be read and understood. They will remain as a permanent part of the request.

3. Review the **Travel Advisory** for the listed destination. Click Request Details and select Travel Advisory.

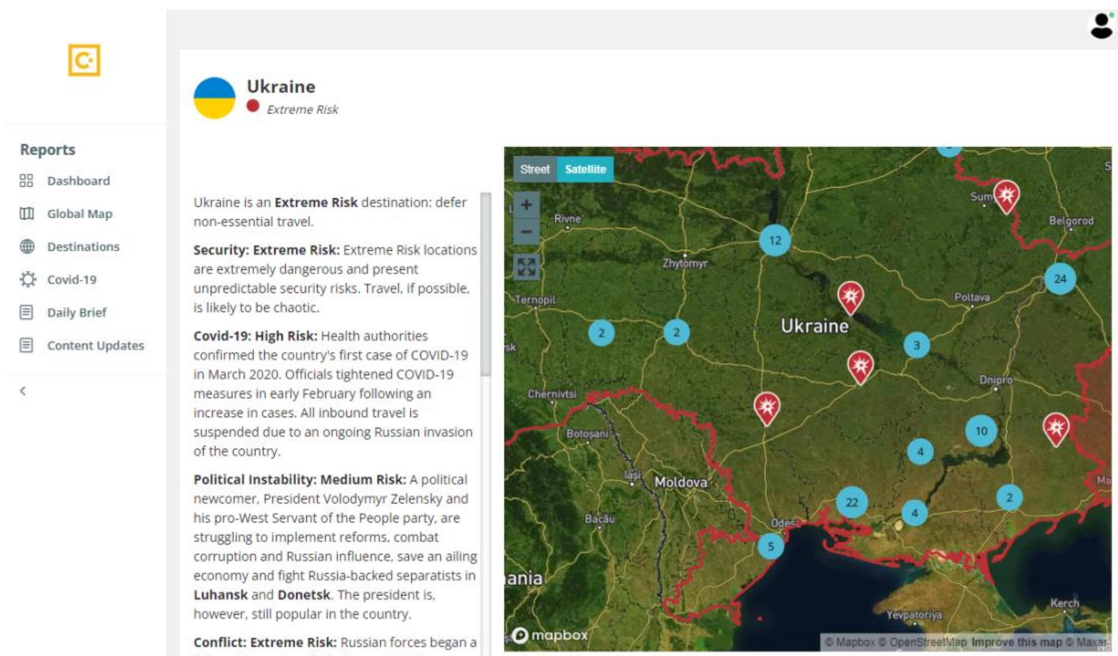
Requests



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

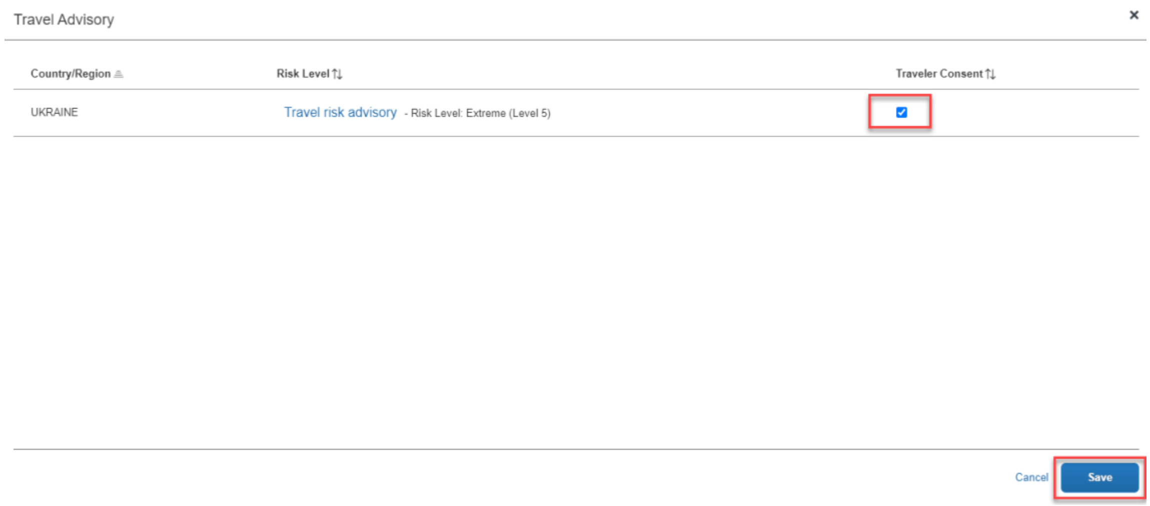


Review the provided risk information.



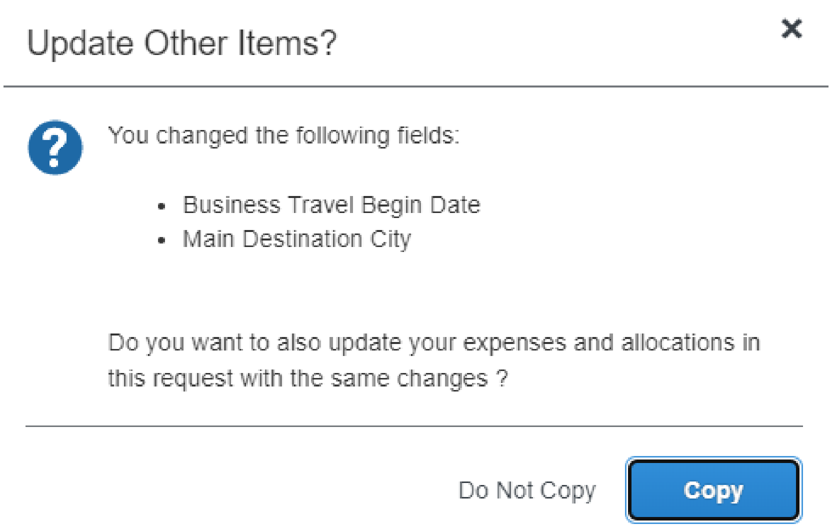
4. Close the pop-up window.
5. Click the **Traveler Consent** checkbox and **Save**.

Requests



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.

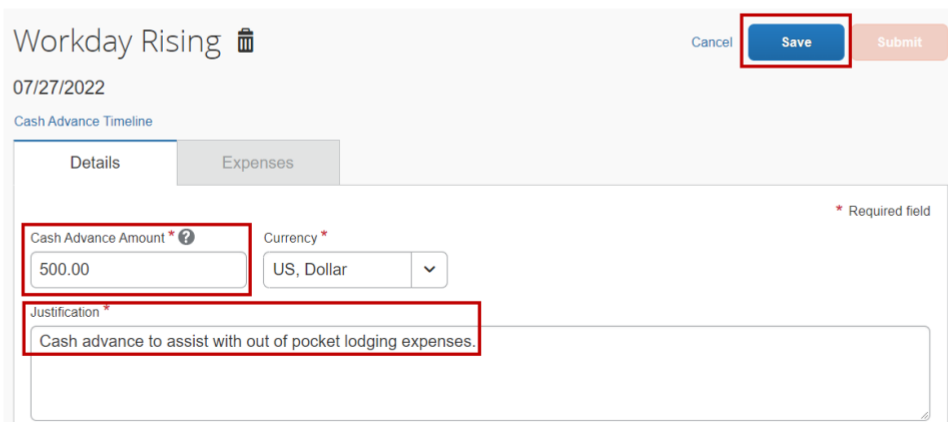


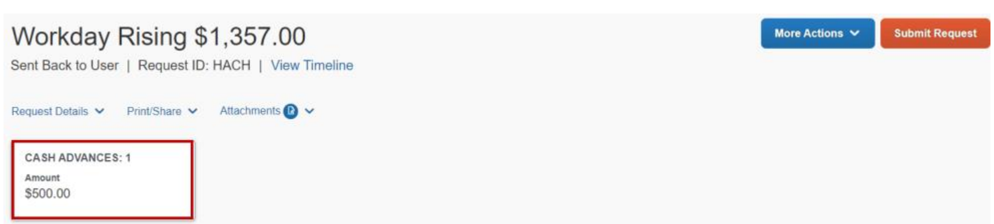
Requests

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.





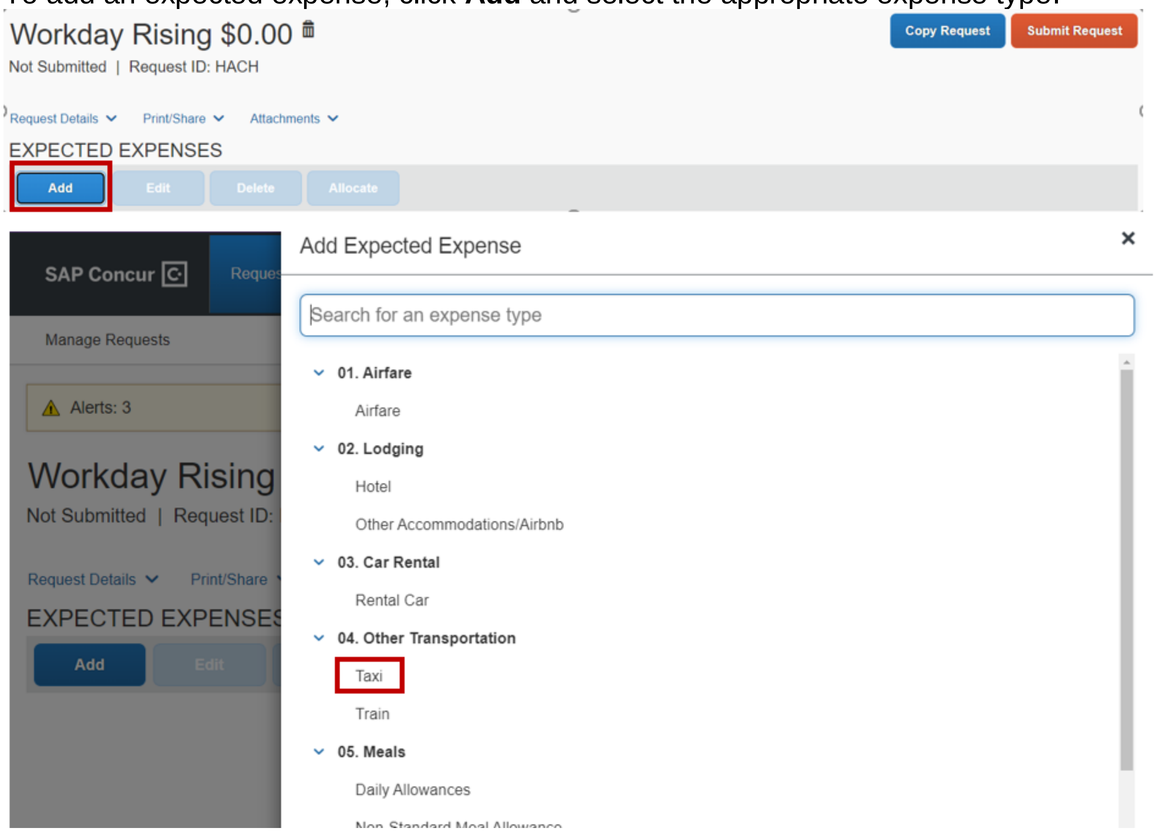
If you do not see the cash advance field, email My ASU TRIP and they can add the option.

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.

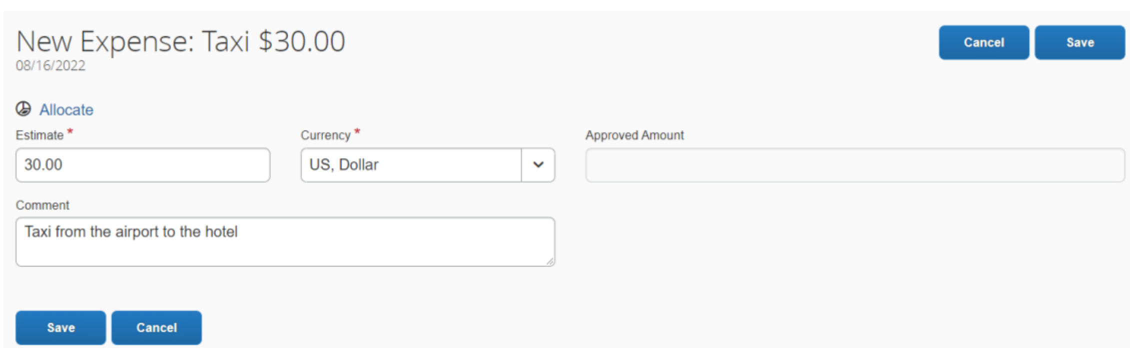
Requests

Estimate expenses

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



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



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

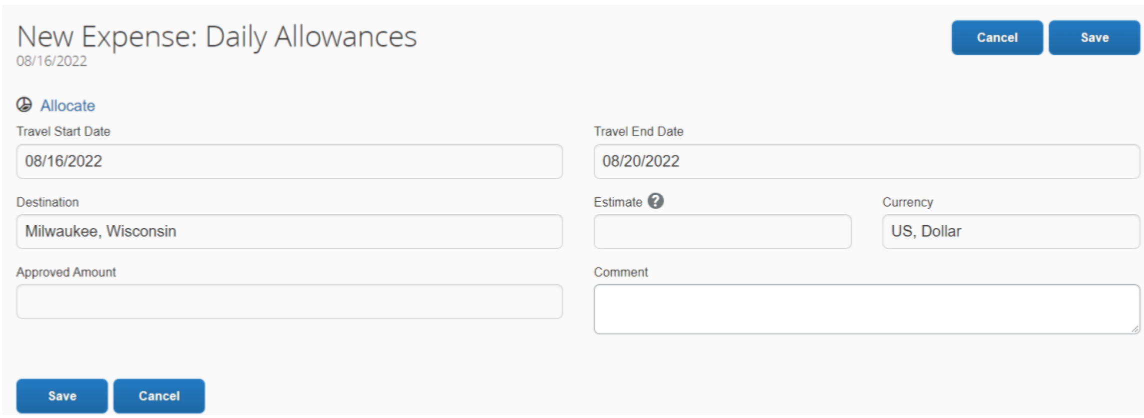
Meals: ASU reimburses meals based on rates set by the State of Arizona. To estimate your expected meal expenses

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.



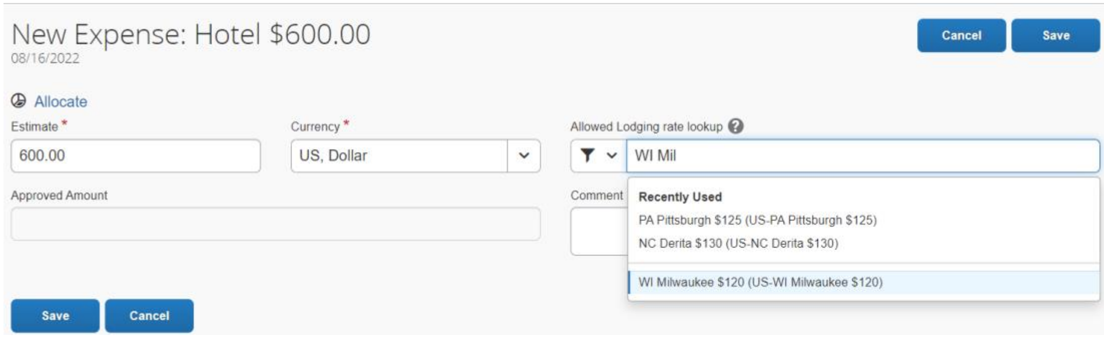
5. Click **Save.** The expense appears as an expected expense, with the estimated daily allowances for the trip.

   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.

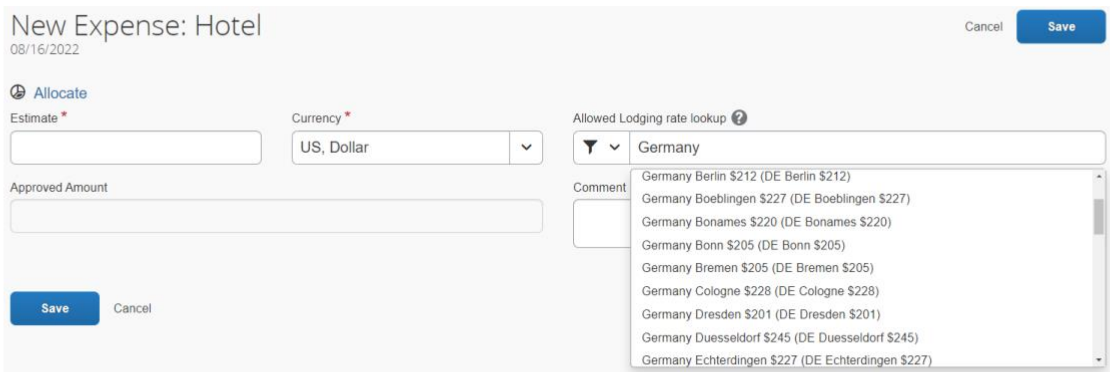
Lodging: ASU follows the lodging maximums set by the State of Arizona.

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

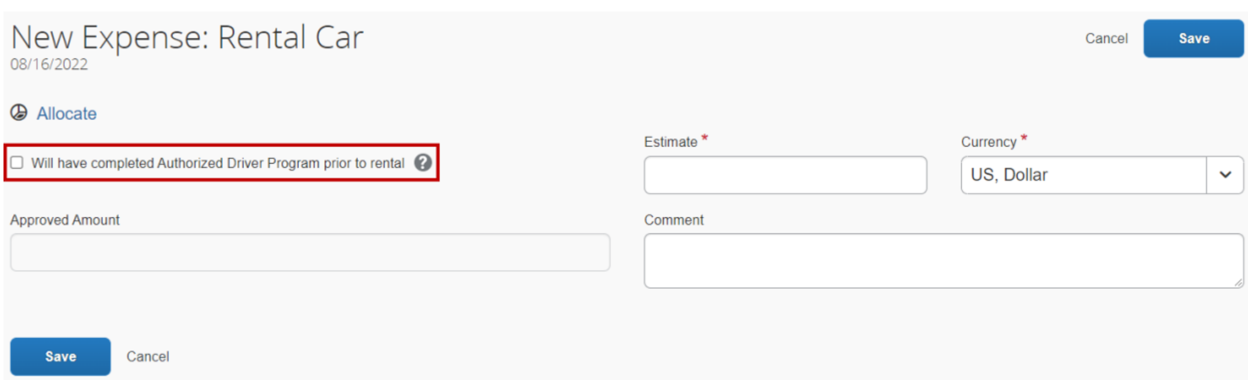


- For an international location, type the country name and select the location and season for your stay. These rates include taxes and all fees.



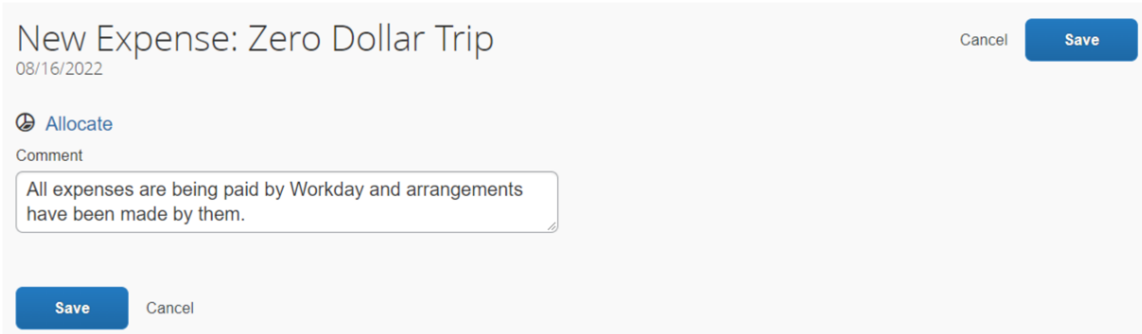
Rental car: If a rental car will be driven, it must be approved on the request before rental. The driver must have completed Authorized Driver Training prior to rental.

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



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

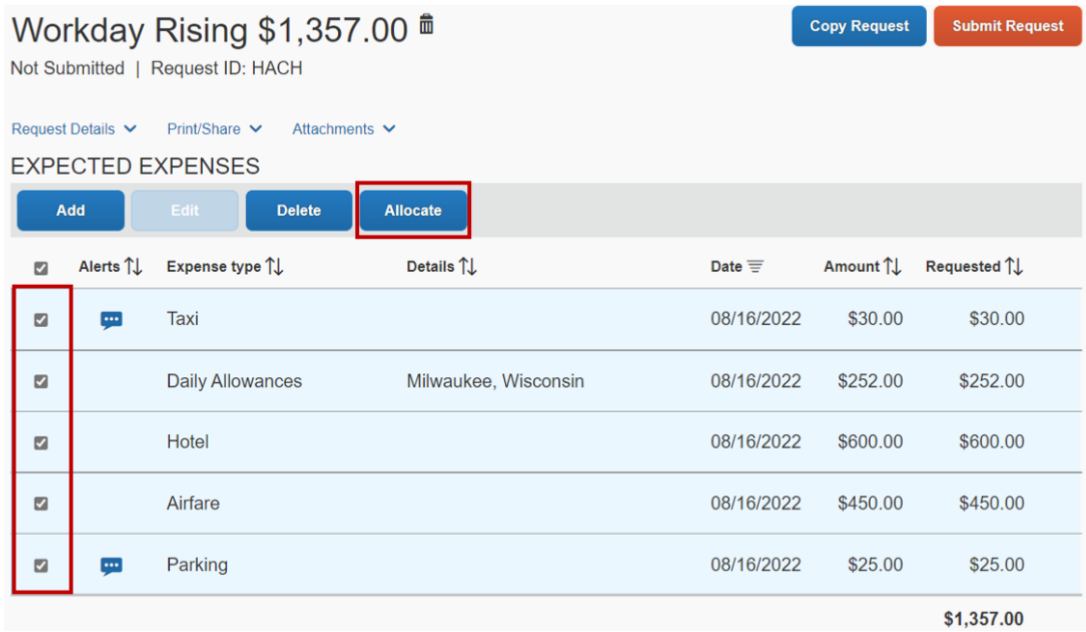

New Expense: Zero Dollar Trip
08/16/2022
Cancel
Save
Allocate
Comment
All expenses are being paid by Workday and arrangements have been made by them.
Save
Cancel

Requests

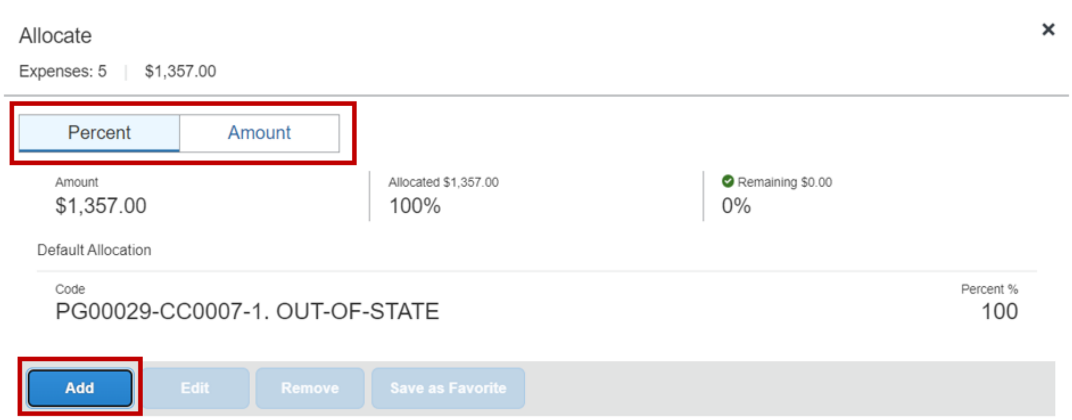
Allocate between funding sources or add optional worktags

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**.

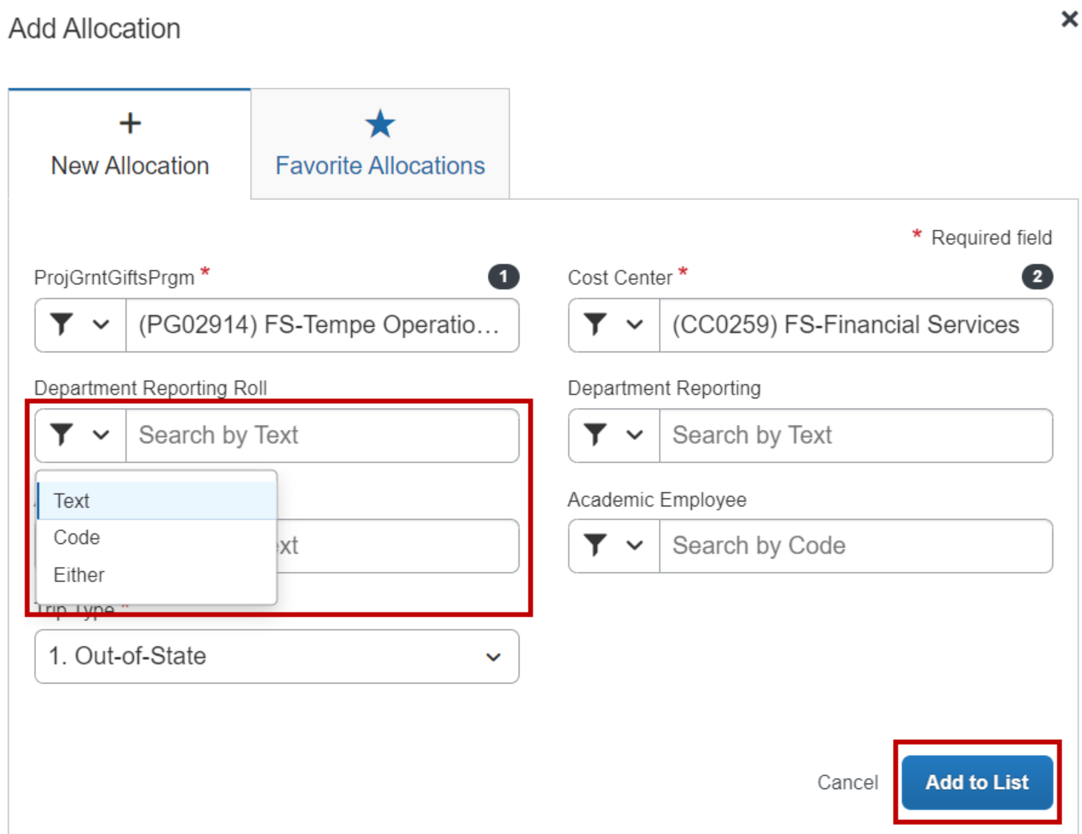


3. The allocations pop-up window appears. Choose whether to allocate by Percent or Amount. Click **Add**.

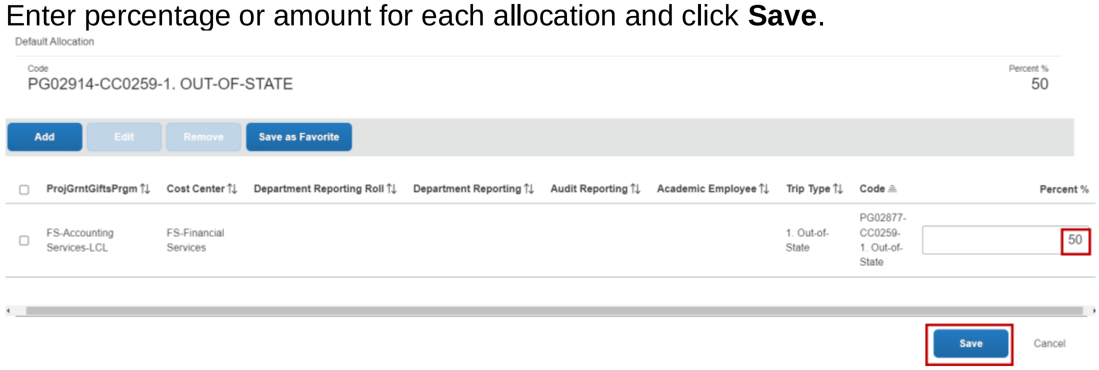


4. Enter the allocation details and click **Add to List**. Type an asterisk to see a list of available tags or use the filter drop-down and choose to search by Text or Code.

Requests



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



Requests

Attach documents

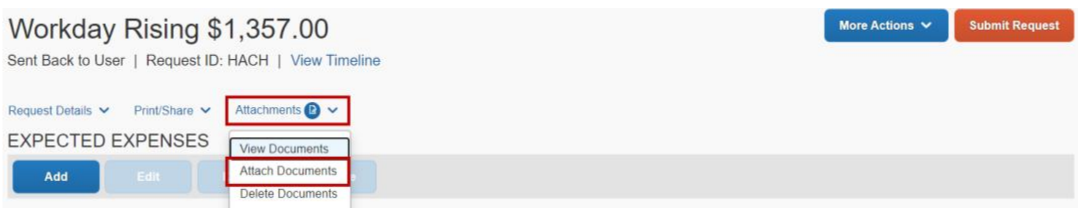
Documents attached to the request are not visible from the subsequent expense report but will always be accessible on the request.

Acceptable file formats:

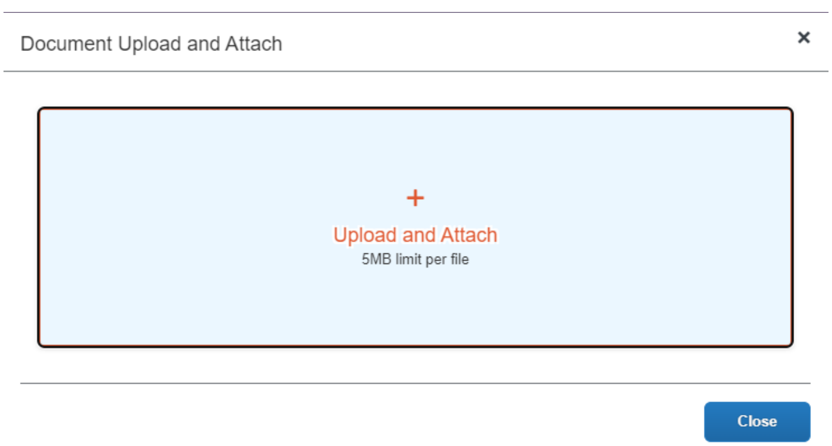
- HTML.
- JPG.
- PDF.
- TIF.

File size limit 5 MB.

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

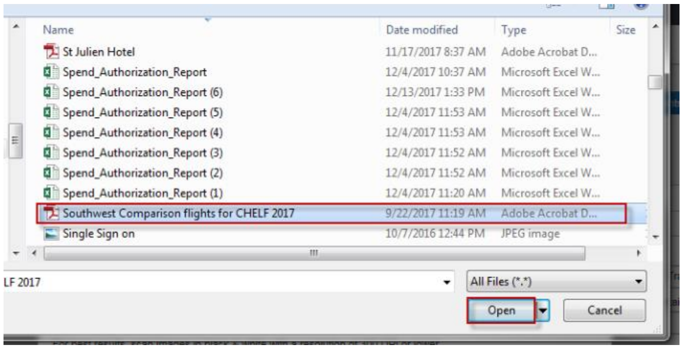


3. Click **Upload and Attach** and select the necessary documentation.

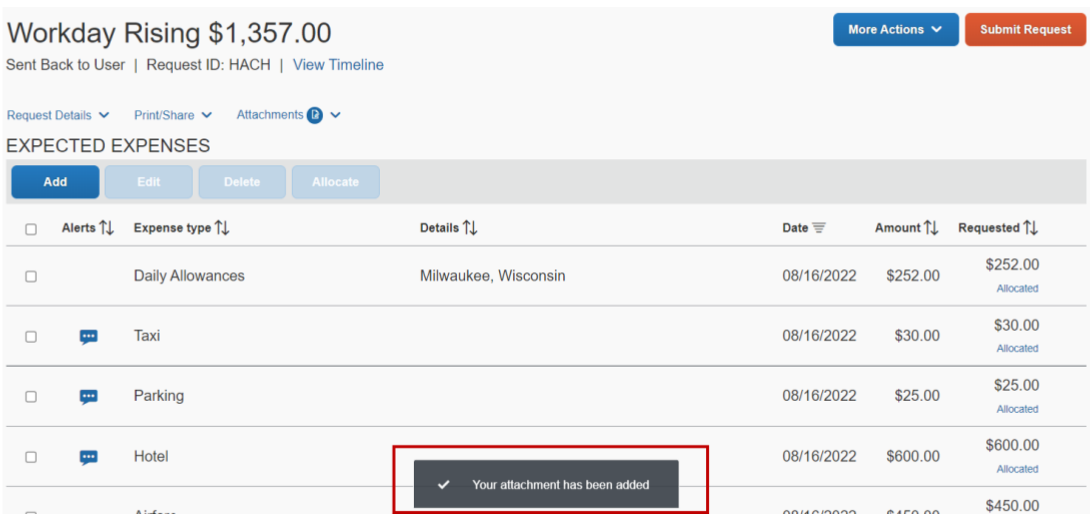


Requests

4. Click **Open**.

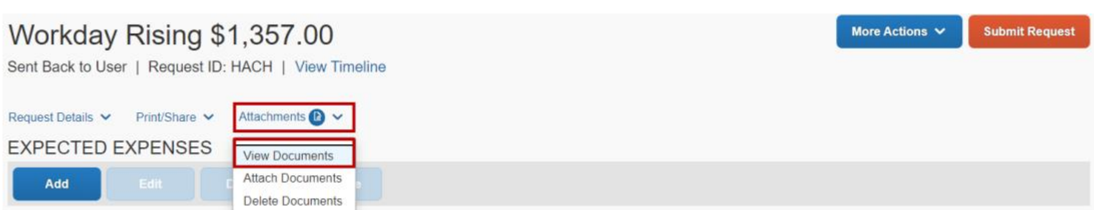


5. Notification will appear on your screen that the attachment has been added.



To view documents attached:

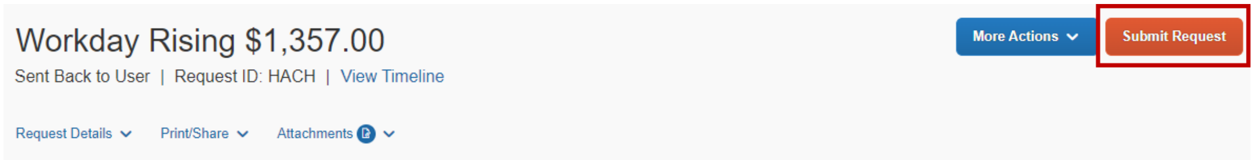
1. Click **Attachments**.
2. Select **View Documents**.



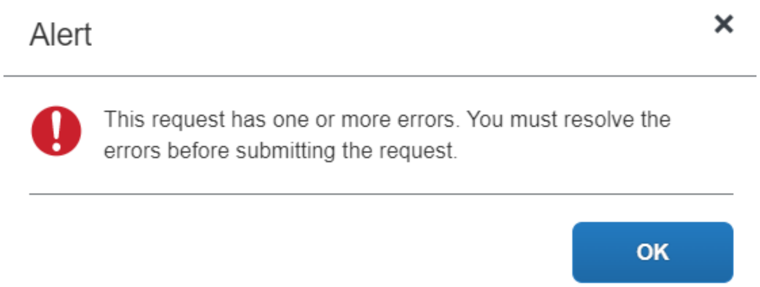
Requests

Submit a request

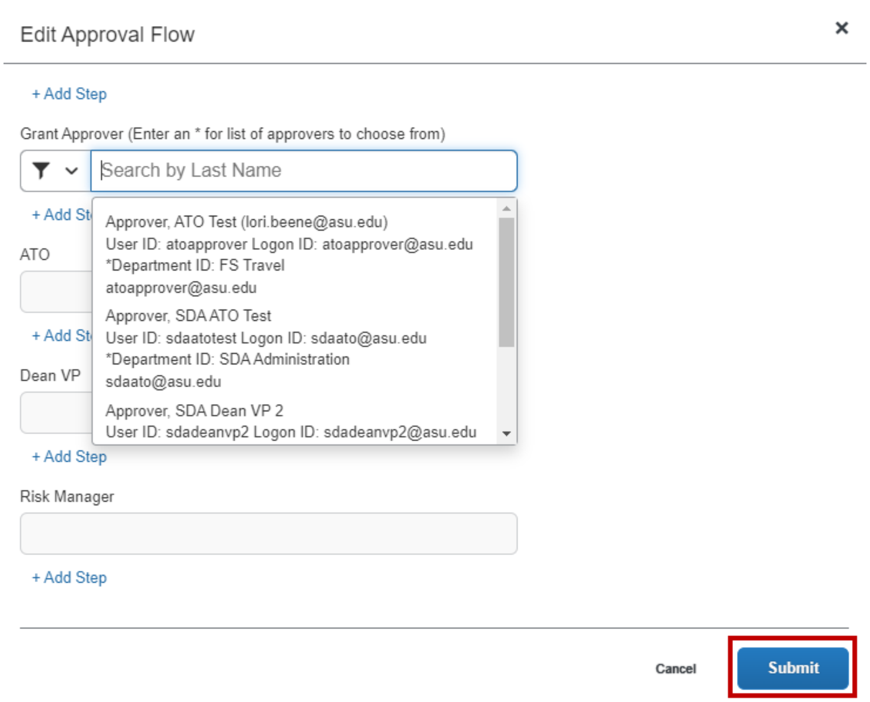
1. You can reach the approval flow tab by clicking **Submit Request** or by going to the **Request Timeline** under **Request Details**.



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



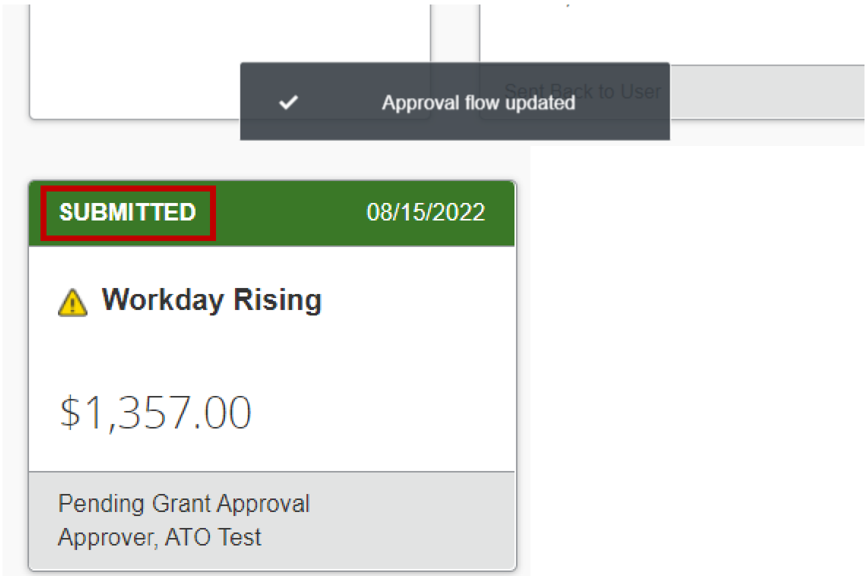
2. Select the correct approver from the drop-down list and click **Submit**.



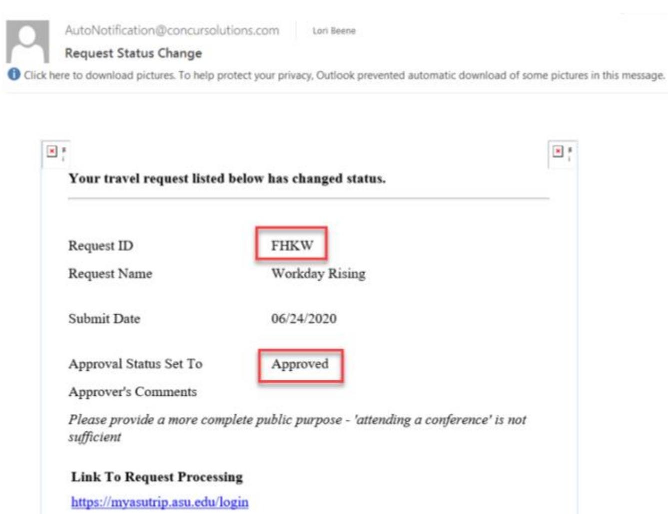
Requests

- 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.

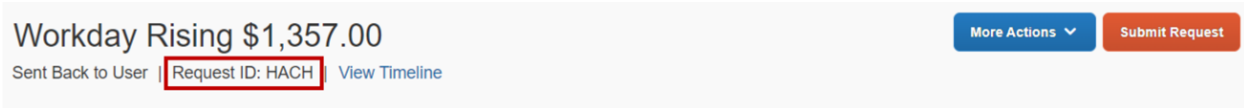


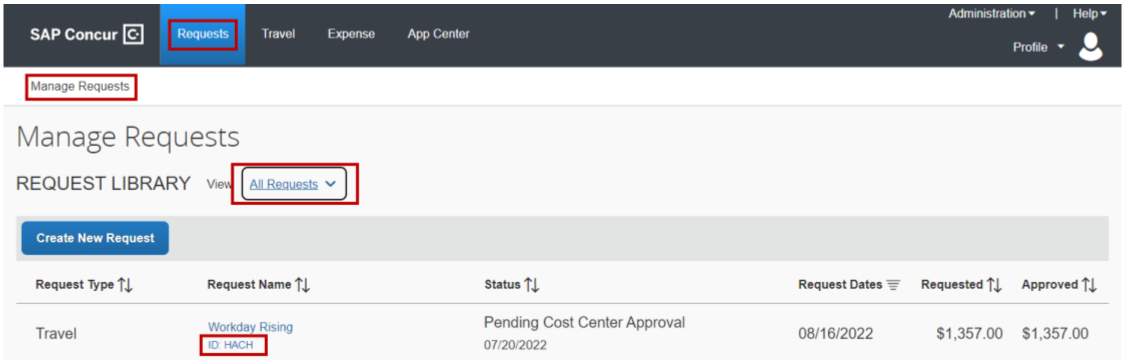
Once a request is fully approved, you will receive an email notification from autonotification@concursolutions.com. Once received, you are approved to book your travel. Book your travel in My ASU TRIP in the travel tab. You will provide your unique request ID when booking in My ASU TRIP.



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

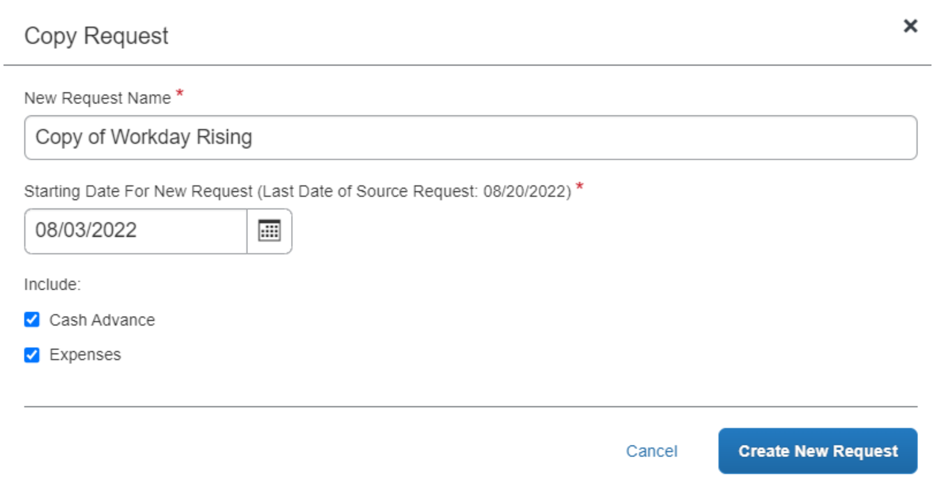
Requests

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.
    - If you uncheck them, the related information in the original request will not copy over.
7. Click **Create New Request**.



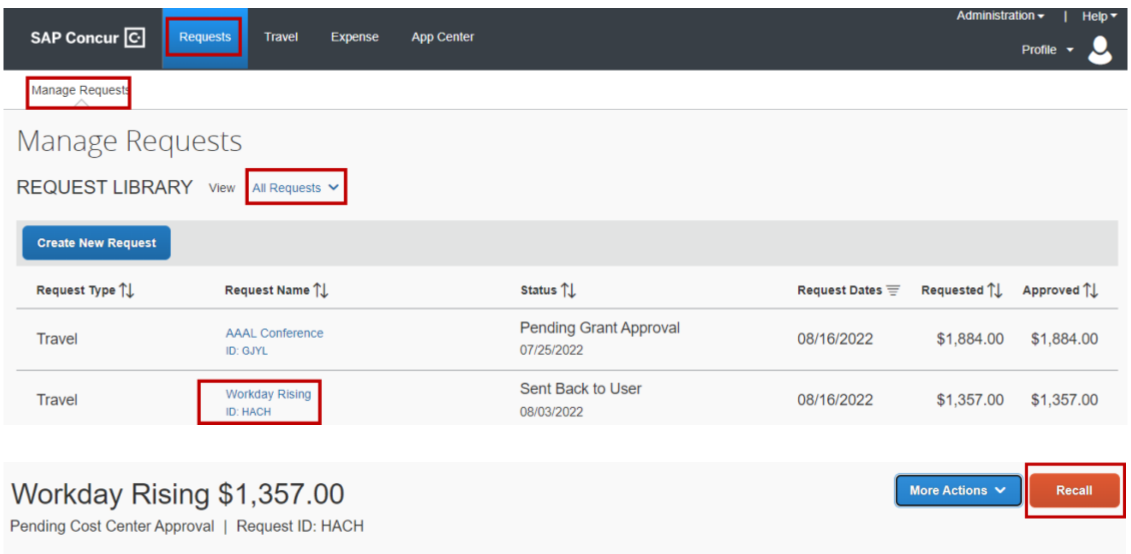
Requests

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**.



Update fields as needed and resubmit.

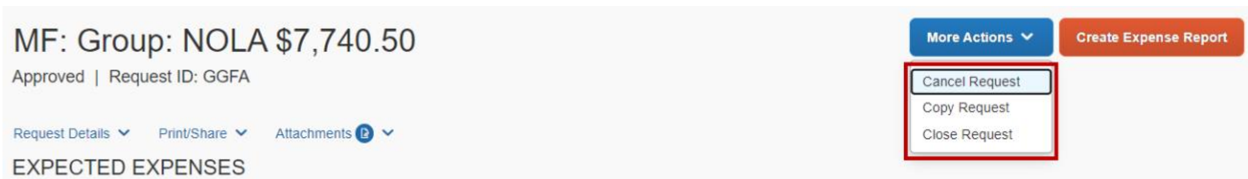
Requests

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.

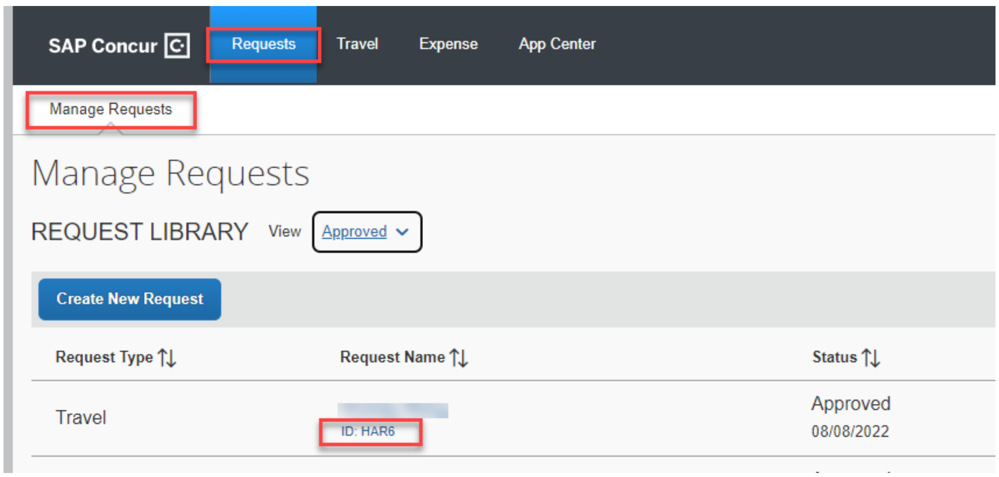
Booking

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.

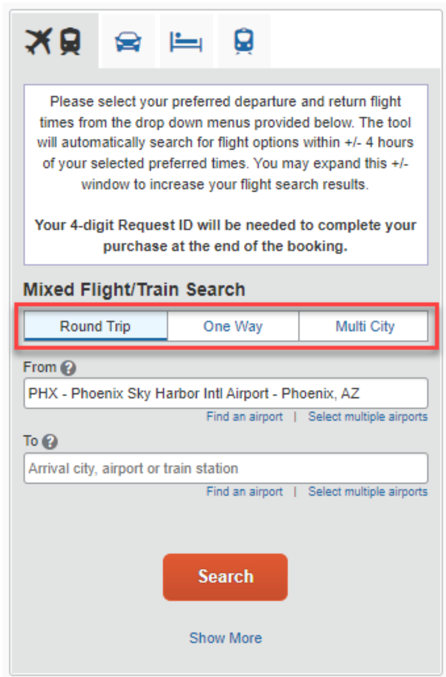
Without an approved request, a booked flight is considered personal. You will need the approved request's ID when booking travel arrangements. The request ID is found in the approval email sent from Concur and on the Manage Requests tab.



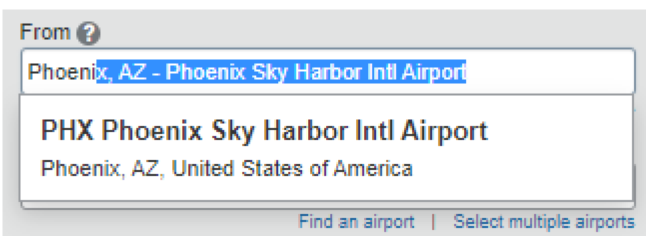
You can book a flight using the steps below on a desktop computer or using the Concur mobile app.

1. From the My ASU TRIP homepage, select **Round Trip**, **One Way** or **Multi City**.

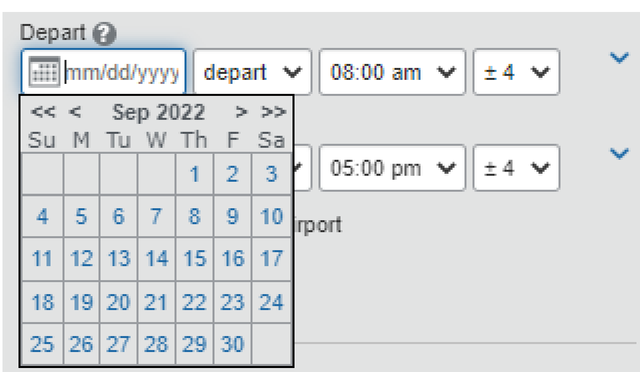
Booking



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

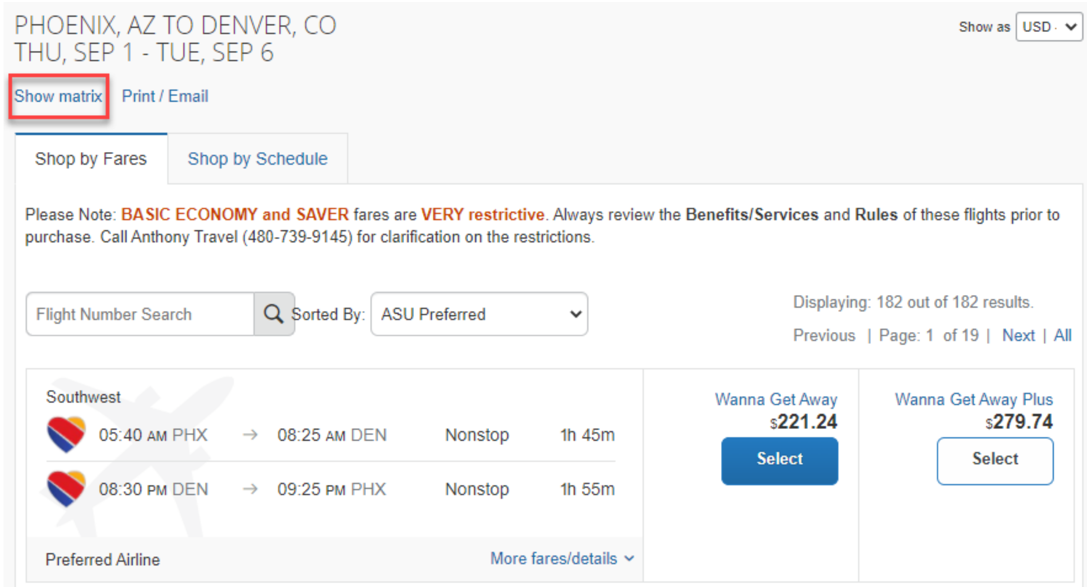


3. Enter the date in the **Depart** and **Return** fields from the drop-down menus and **Search**.

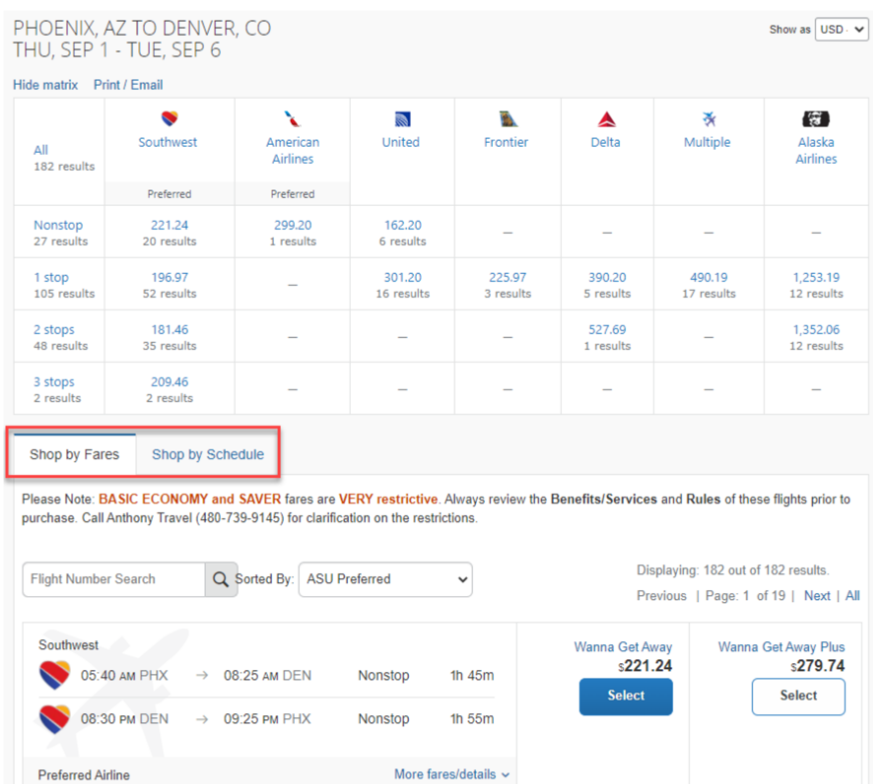


4. A matrix may appear. Click any cell for more details. If the matrix does not appear, you can click **Show matrix**.

Booking



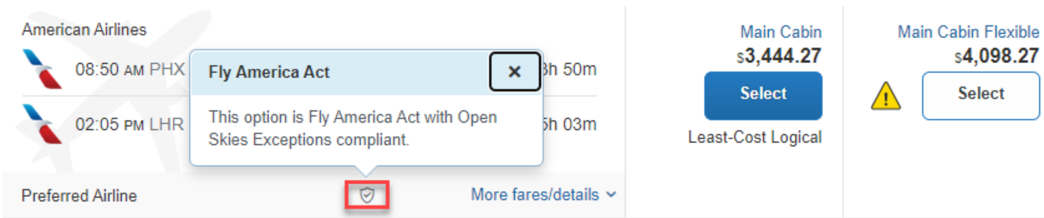
5. Click the **Shop by Schedule** or **Shop by Fares** tab to search for flights. Shop by Fares will show both the departure and return flights in one selection. With Shop by Schedule, you select the outbound and the return separately.



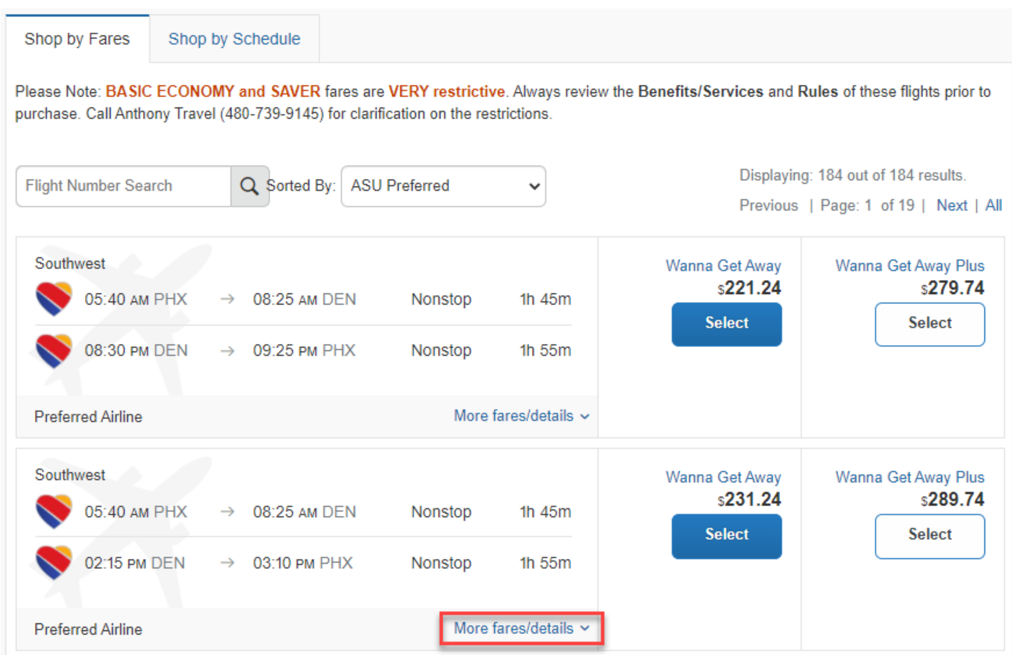
Booking

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.

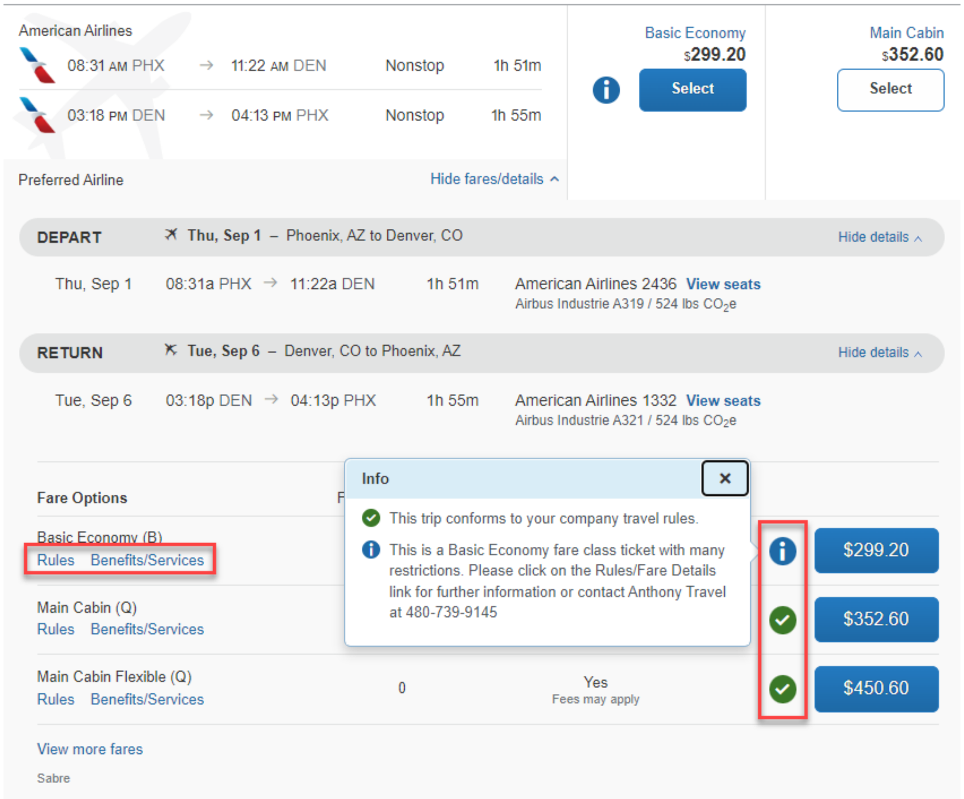


6. Click **More fares/details** for more information about a flight.

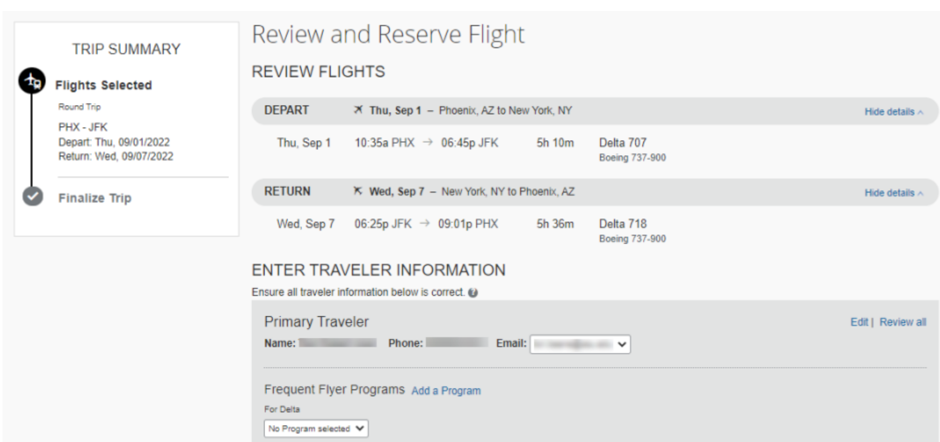


7. Review **Benefits/Services** to see if the fare allows bags, changes, food and drink, etc. Review **Rules** for the complete list of fare rules and restrictions. Click other icons for additional details on the flight.

Booking

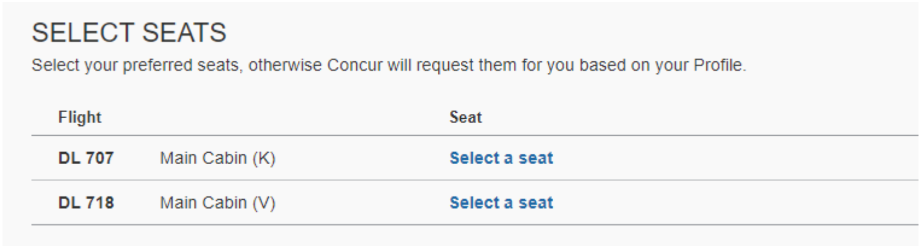


8. Select the flight you would like to book.
9. Review the flight information and ensure your name is the name on your travel credentials.



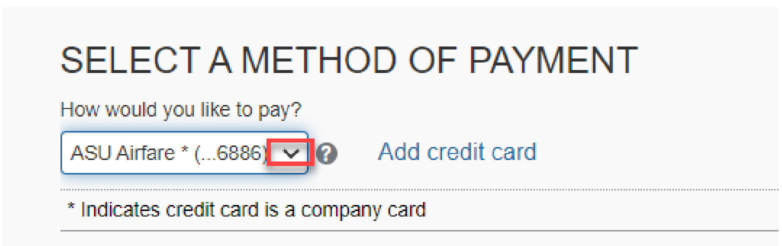
10. **Select a seat** for each flight, if applicable.

Booking

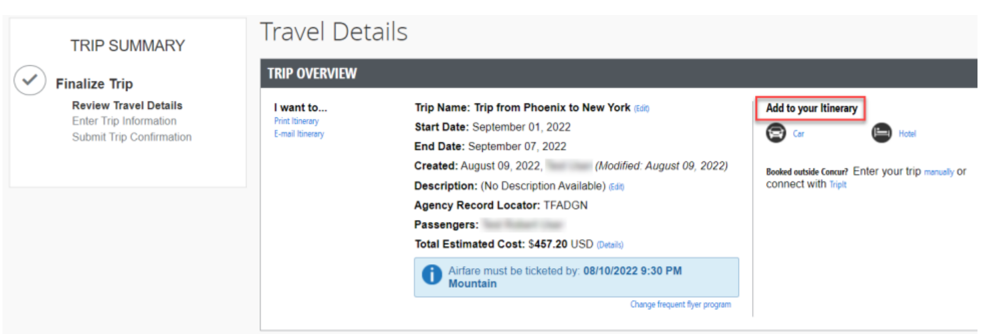


If you are flying American Airlines, preferred seats may be available to be booked for no additional charge once your flight is ticketed. Visit American Preferred Select after you receive your confirmation from Anthony Travel. On that site, enter your last name and record locator and can select a preferred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

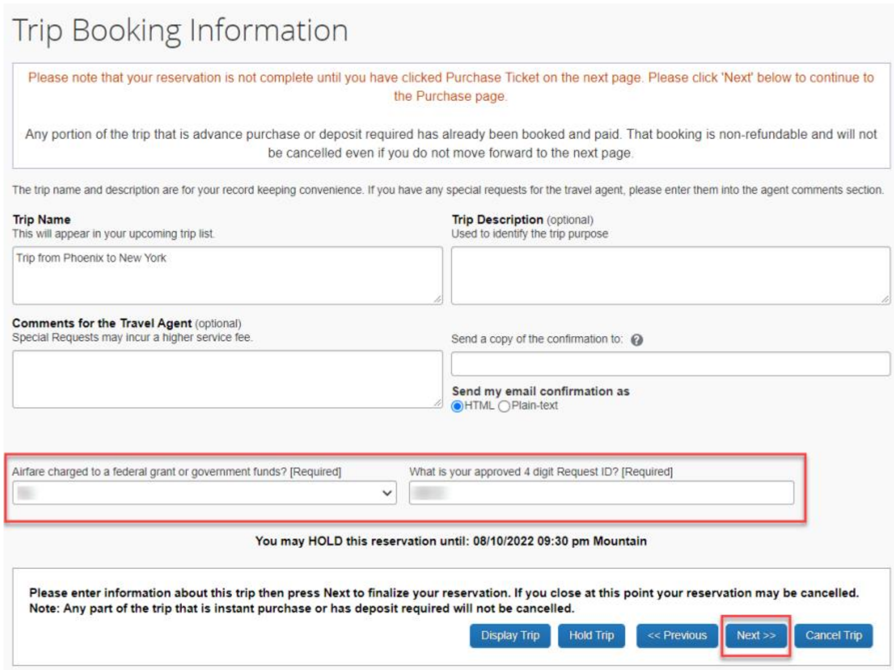


12. Review the airline terms and conditions for the selected flight.
13. Click **Reserve flight and continue**. This reserves the flight — it is not yet purchased. Continue through the additional screens to complete the purchase.
14. From the **Trip Overview** page, you can add a rental car or hotel 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.

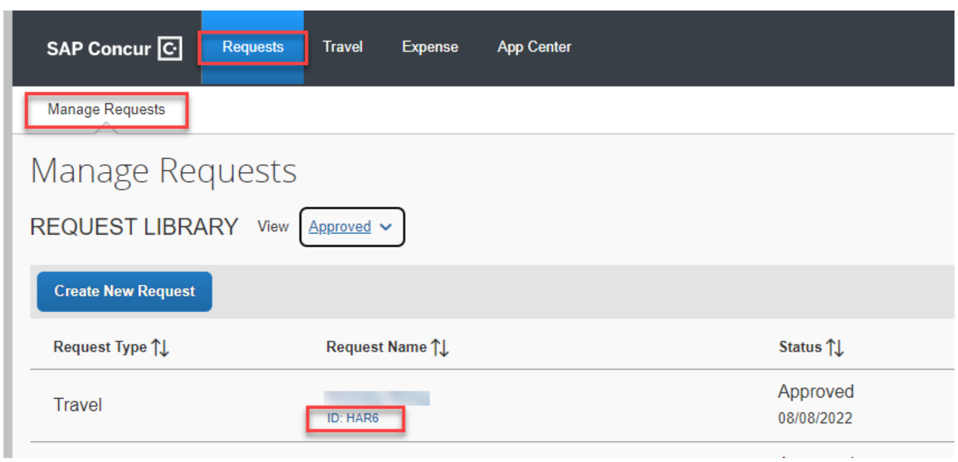


Booking

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**.



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



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, [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: TFADGN
Passengers: [redacted]
Total Estimated Cost: $457.20 USD

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

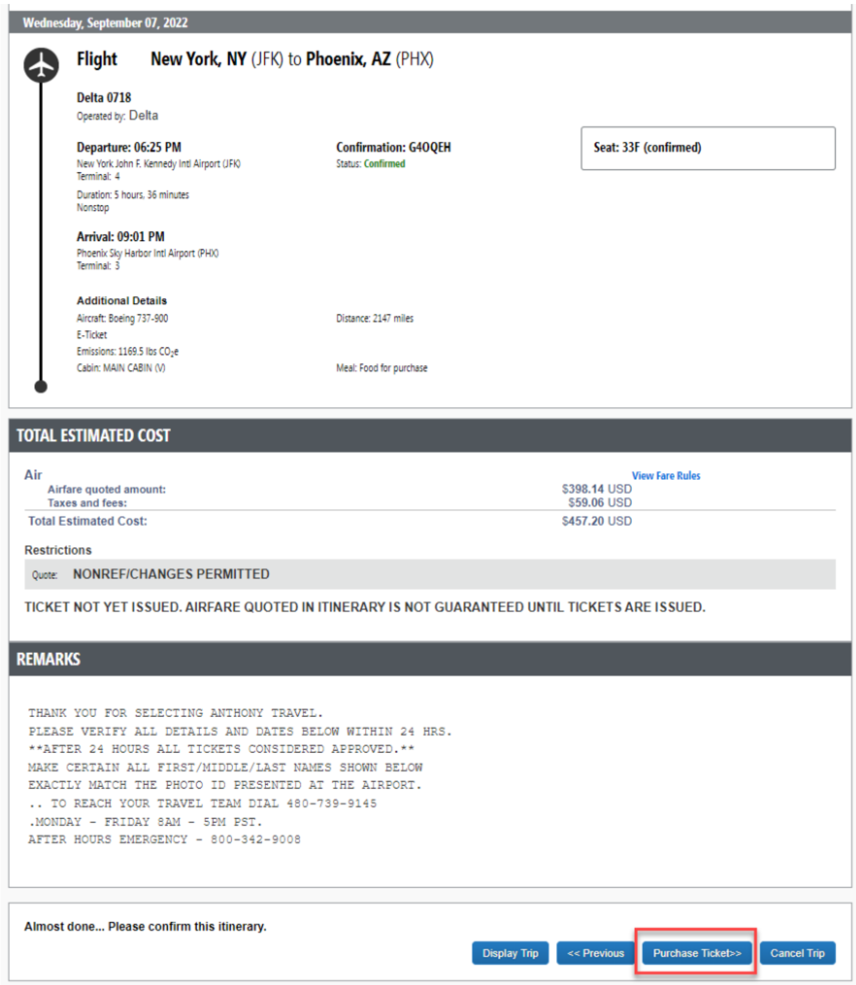
Confirmation: G4OQEH
Status: Confirmed

Seat: 34F (confirmed)

Arrival: 06:45 PM
New York John F. Kennedy Intl Airport (JFK)
Terminal: 4

Additional Details
Aircraft: Boeing 737-900
Distance: 2147 miles
E-Ticket
Emissions: 1169.5 lbs CO_2e
Cabin: MAIN CABIN (K)
Meal: Food for purchase

Booking

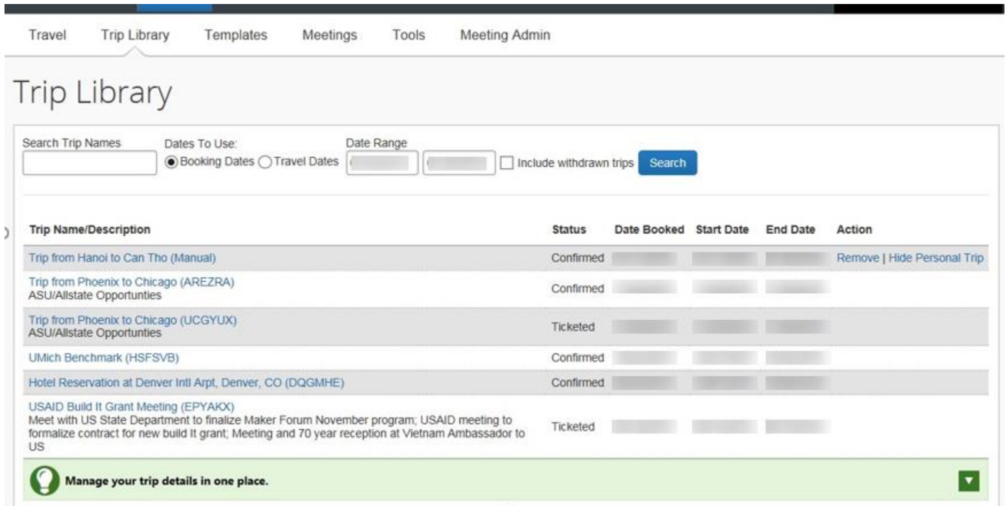


Once purchased, you will receive a confirmation from Anthony Travel with the flight details and confirmation numbers. Please review the details. Let Anthony Travel know within 24 hours if there is something that is not correct. After that time, the airlines will charge change fees.

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



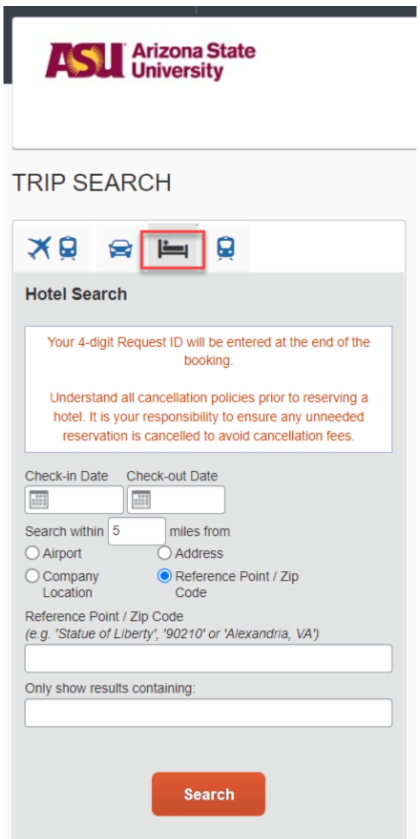
Note: Any ticket purchased by the university is owned by the university and not the traveler.

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.

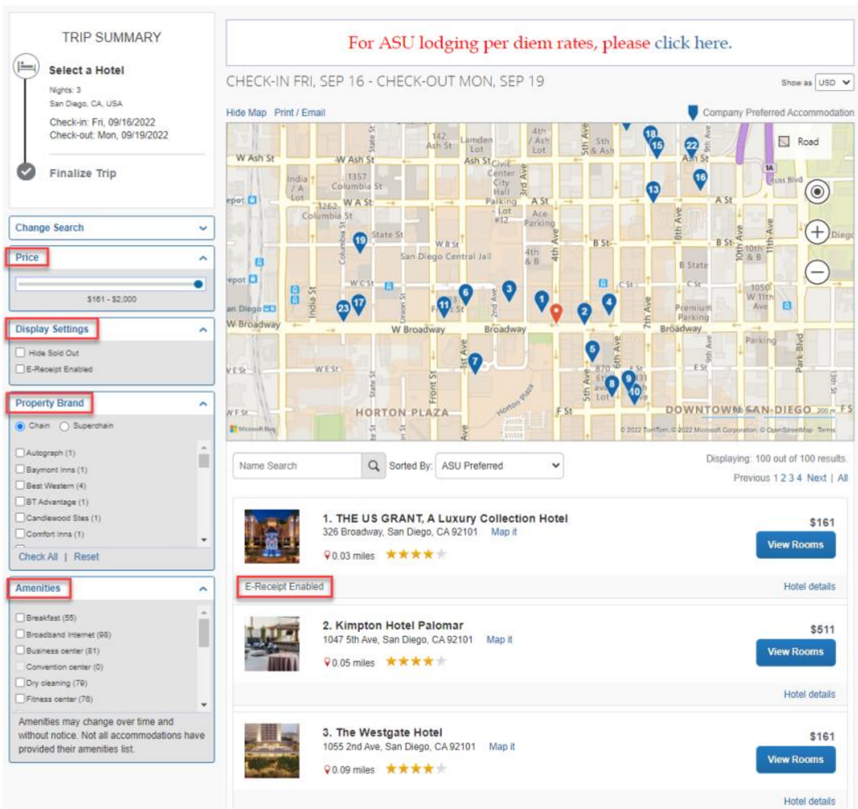


2. Enter the Check-in and Check-out dates.
3. Enter search criteria based on the arrival airport, a company location, a reference point, or a specific address. You can complete the **Only show results containing** field to limit the search results.
4. Click **Search**.
5. A list of hotel search results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

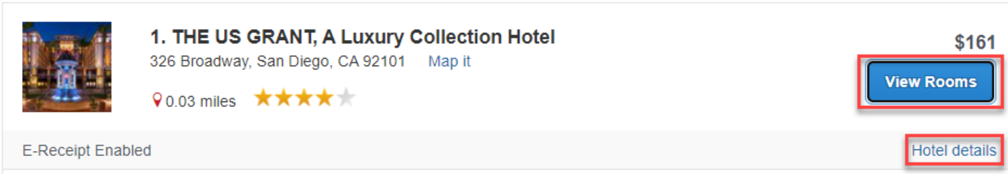
6. Use **Price, Display Settings, Property Brand,** and **Amenities** to filter results.



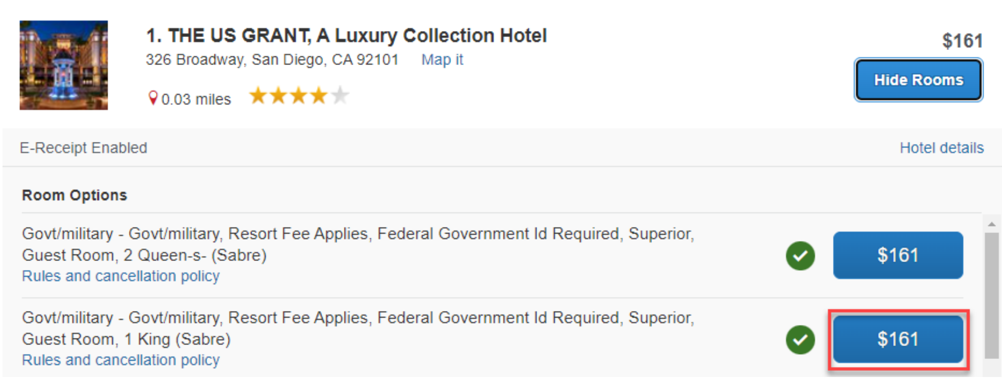
7. Click **View Rooms** for room policies, types and rates.
   Note:
   - The room selected should be the most economical room to accomplish the business purpose of the travel and should be under the lodging rate set by the State of Arizona for the destination.
   - Prepaid and advance purchase rates 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.

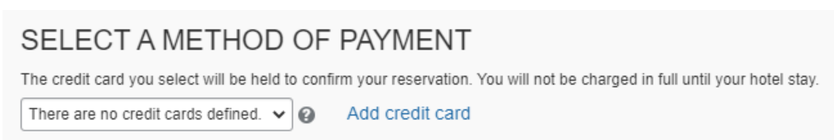
Booking



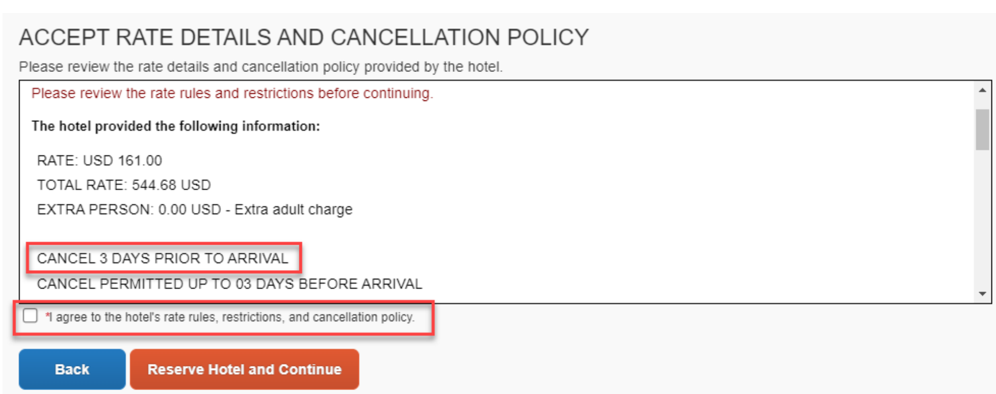
9. Click the blue button with a price to choose a room.



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.

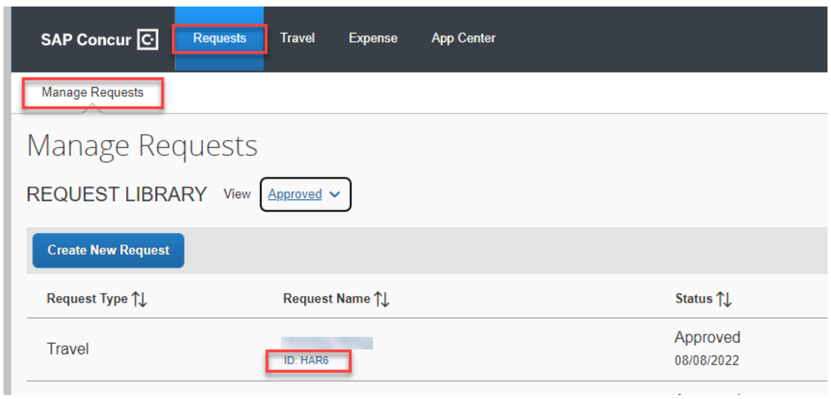


11. Review the rate details and cancellation policy. Before clicking **Reserve Hotel and Continue**, be sure you understand the cancellation policy. ASU does not reimburse no-show charges or late cancellation charges.

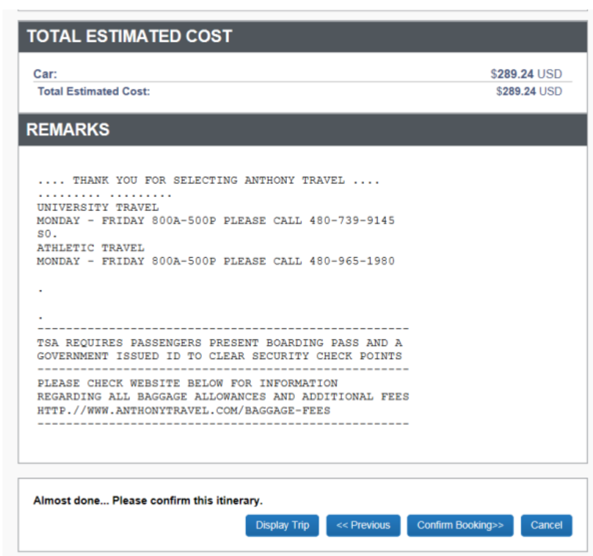


Booking

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.



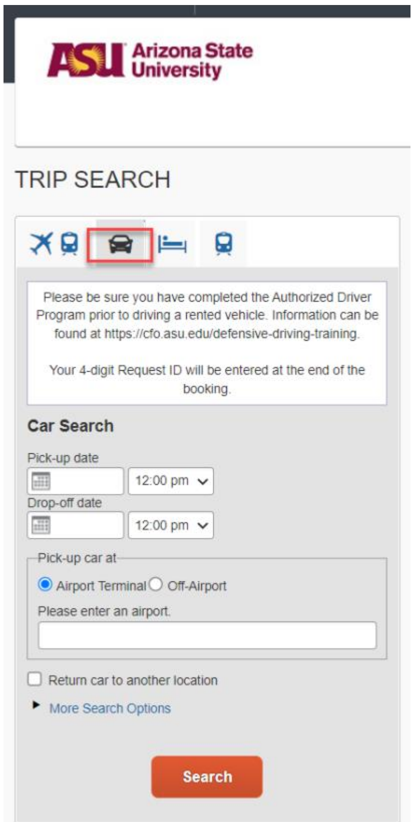
18. You will receive an email from both Concur and Anthony Travel with the details of your reservation.

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**.



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

5. 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.
6. 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

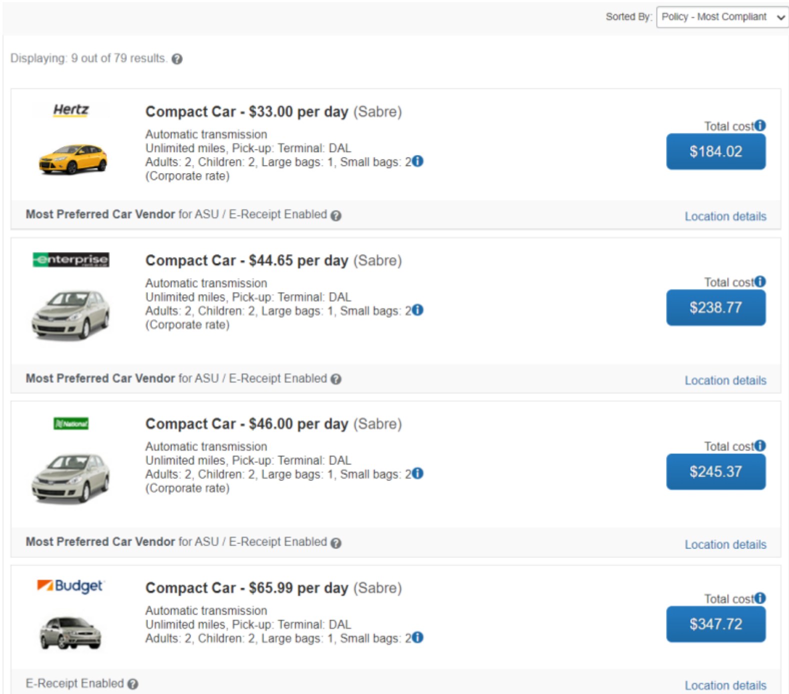
Show as USD

Hide matrix Print / Email

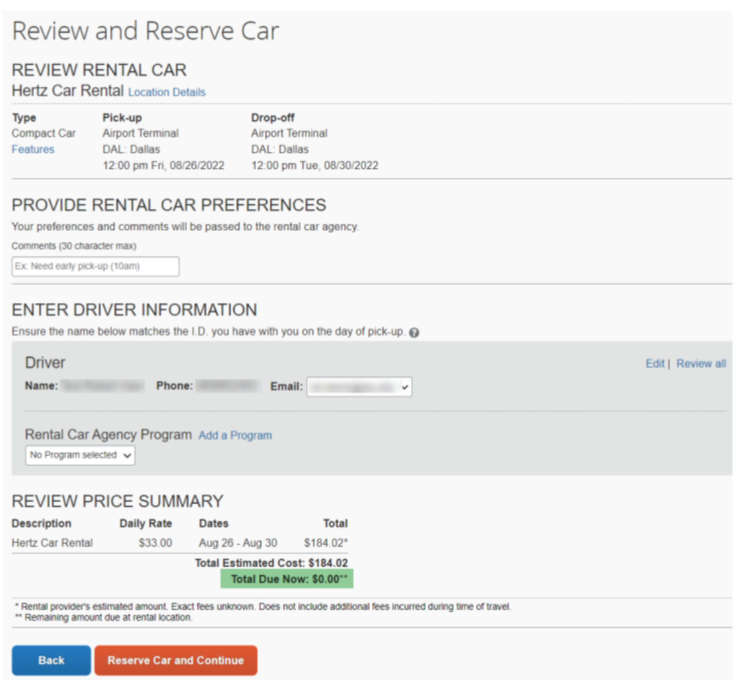
All 79 results	Economy	Compact	Intermediate	Standard	Full-size	Mini	Premium	Luxury
Hertz Most Preferred	184.02	184.02	193.79	193.79	208.47	--	340.47	531.13
enterprise Most Preferred	238.77	238.77	247.76	261.90	261.90	403.04	--	--
National Most Preferred	245.37	245.37	255.15	255.15	267.37	352.92	884.83	992.87
dollar.	--	337.14	337.14	359.77	359.77	--	--	--
Thrifty	--	337.14	337.14	356.20	356.20	--	--	--
PAYLESS 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

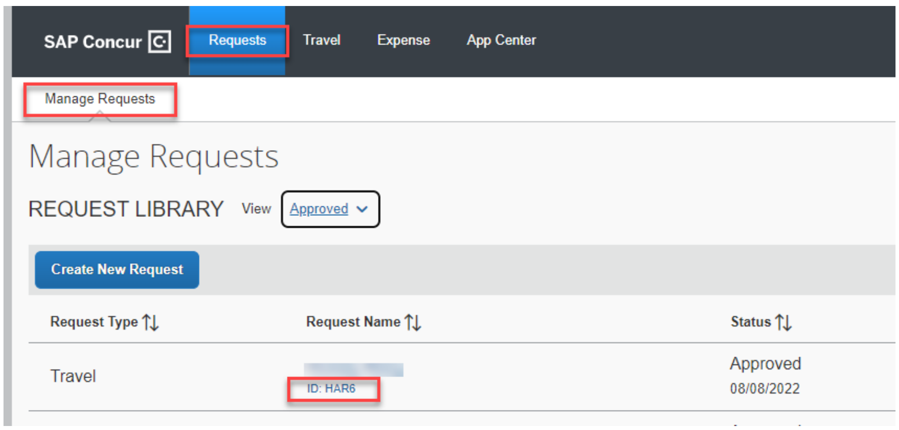


7. Click the price to select the rental car.
8. Rates for Hertz, National and Enterprise are negotiated rates and include collision damage waiver (CDW) and liability insurance for rentals in the U.S. and are the preferred vendors.
9. Review the rental car information. Enter any preferences and update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



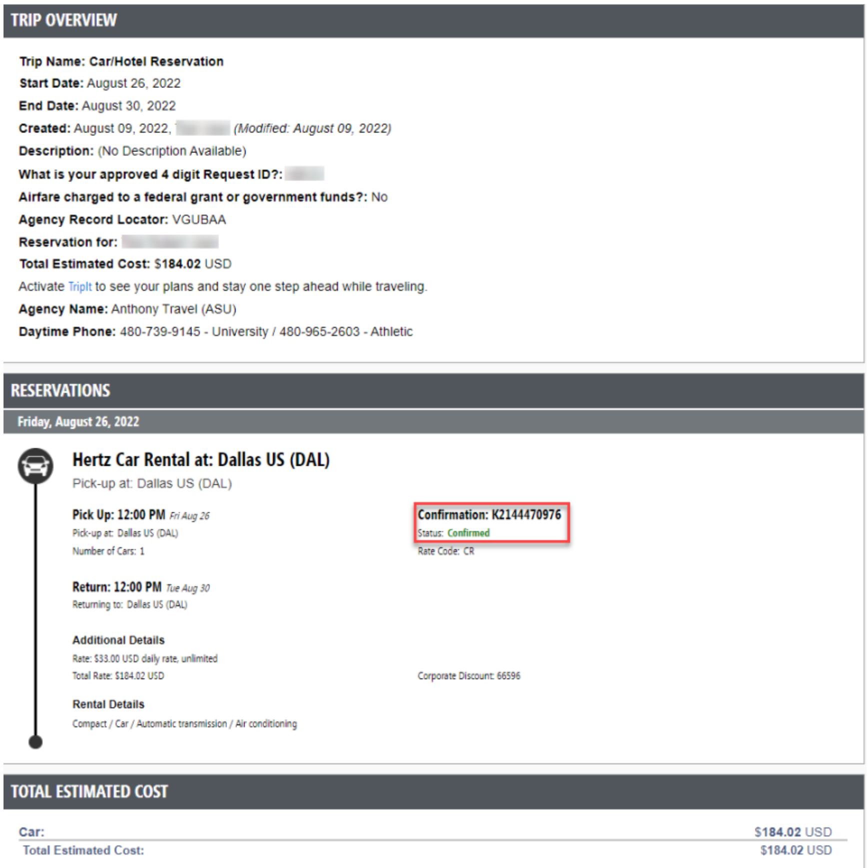
Booking

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, [illegible] *(Modified: August 09, 2022)*
Description: (No Description Available)
What is your approved 4 digit Request ID?: [illegible]
Airfare charged to a federal grant or government funds?: No
Agency Record Locator: VGUBAA
Reservation for: [illegible]
Total Estimated Cost: $184.02 USD
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

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

Confirmation: K2144470976
Status: Confirmed
Rate Code: CR

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

TOTAL ESTIMATED COST

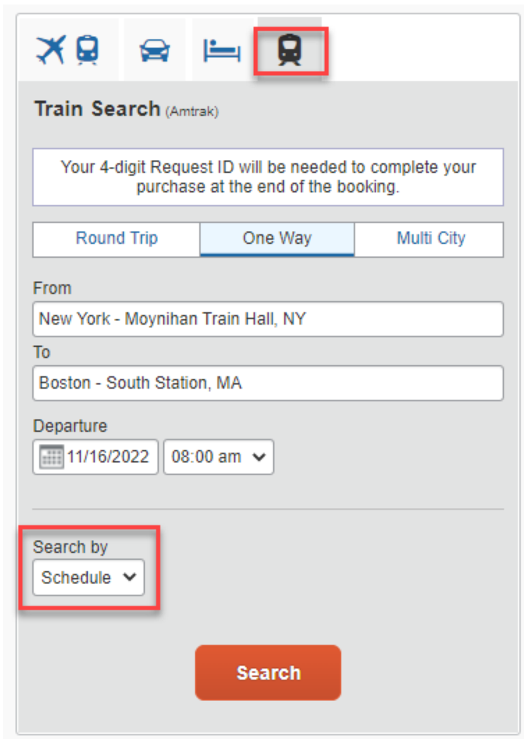
Car:	$184.02 USD
Total Estimated Cost:	$184.02 USD

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

Booking

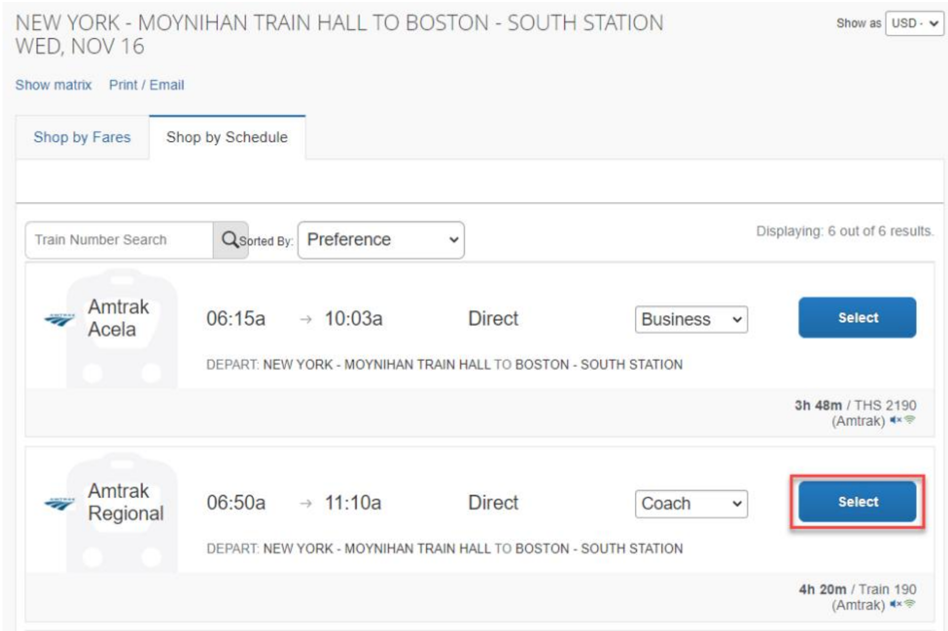
Reserve a train

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**.

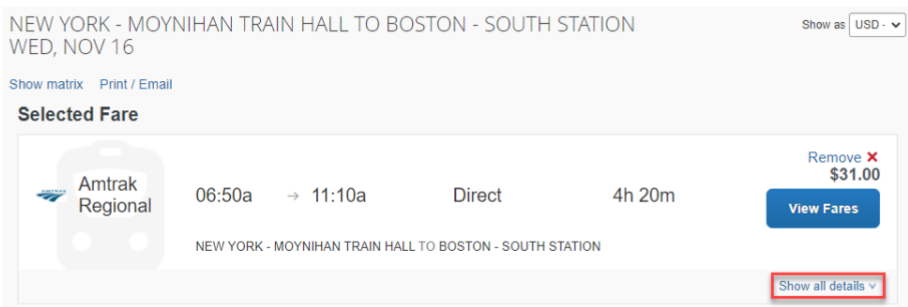


2. From the Shop by Schedule tab, click the **Select** button next to the train you'd like to select.

Booking

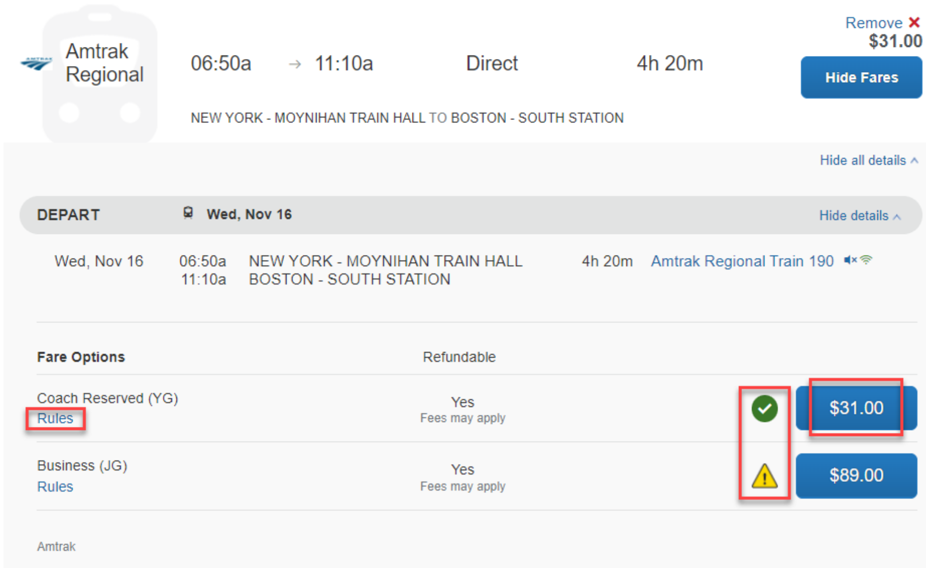


3. Click **Show all details**.



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

Booking

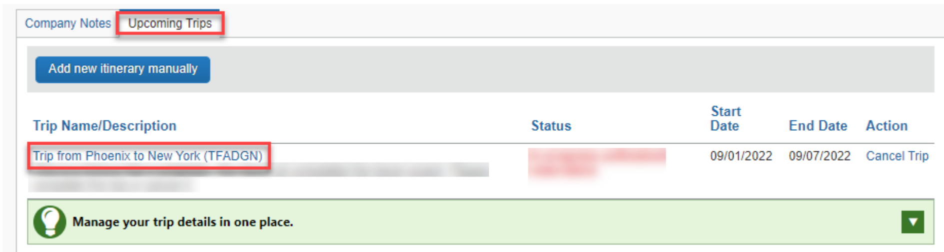


5. Complete purchase. Enter payment information, **Reserve train and continue**, click **Next** and **Purchase Ticket** to finalize your reservation.

Booking

View, change or cancel a reservation

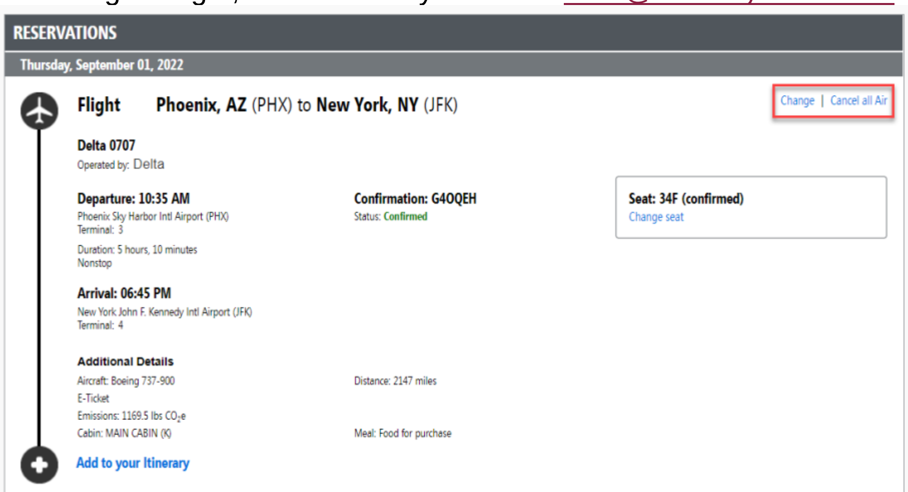
View your upcoming reservations on the **Upcoming Trips** list, on the [My ASU TRIP](#) home page, by clicking the **Travel** tab, then **Upcoming Trips**.



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

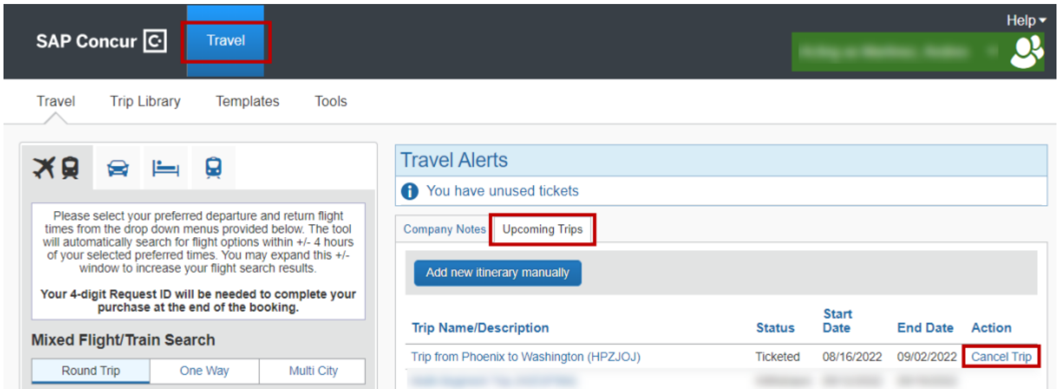
If reservations need to be cancelled, flights must be cancelled before departure and hotels must be cancelled in time to avoid any cancellation fees. ASU does not reimburse no-show fees.

- 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.

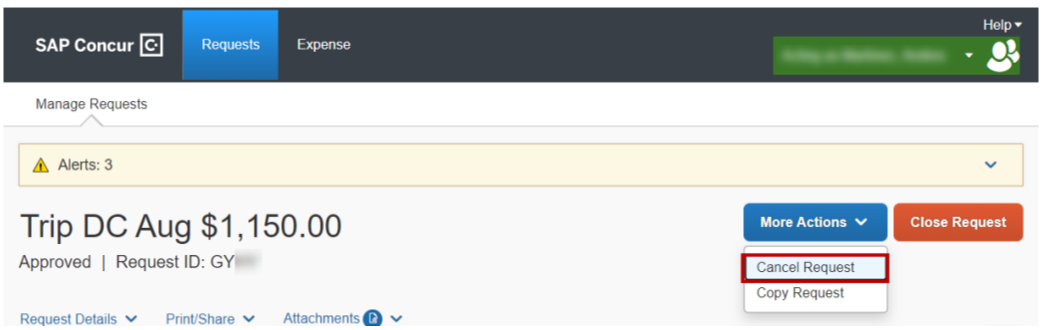


When your trip is canceled, cancel all reservations. If the reservation was made through My ASU TRIP it can be canceled through My ASU TRIP by selecting Cancel from the Upcoming Trips tab. Any reservation made outside of My ASU TRIP will need to be canceled directly with the vendor. Airfare needs to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

Booking

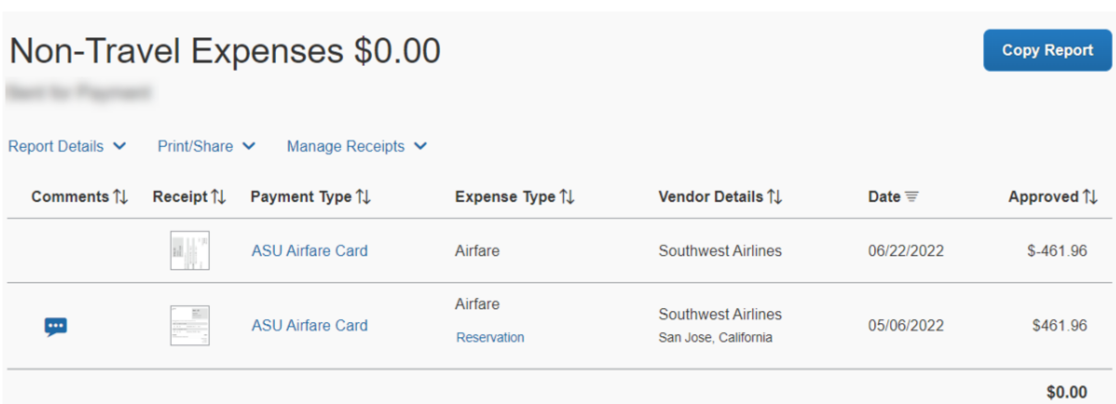


Cancel the My ASU TRIP request if it does not contain a cash advance. If the request includes a cash advance, contact myasutrip@asu.edu.



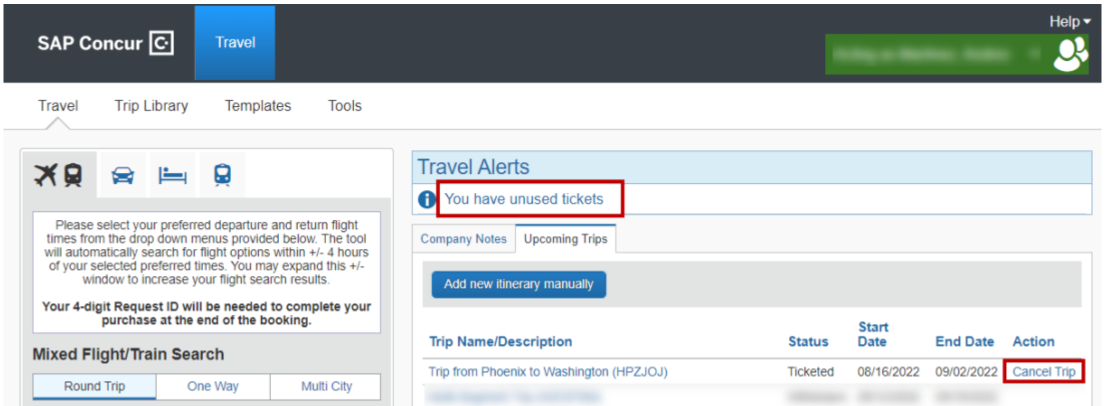
Incurred expenses for the trip are processed on a Non-Travel Expenses report.

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.



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

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

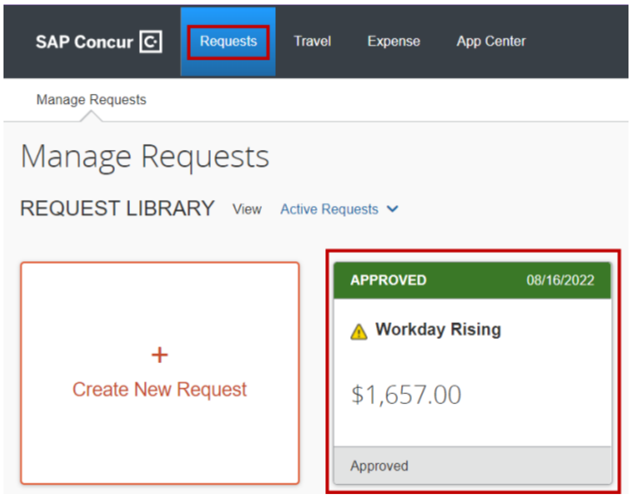


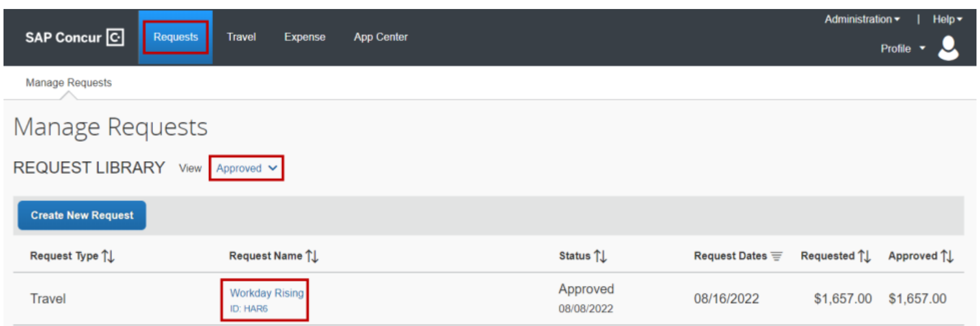
Expense Reports

Create an expense report header

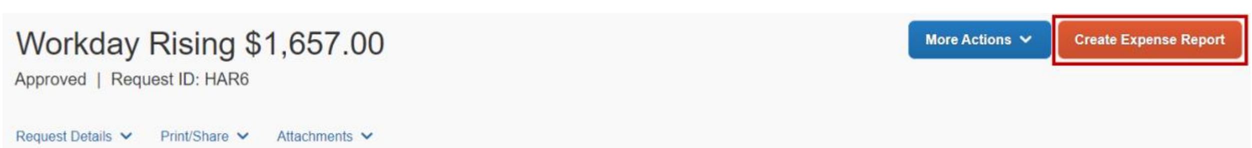
When your trip is complete, you may need to create an expense report from the approved trip request.

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





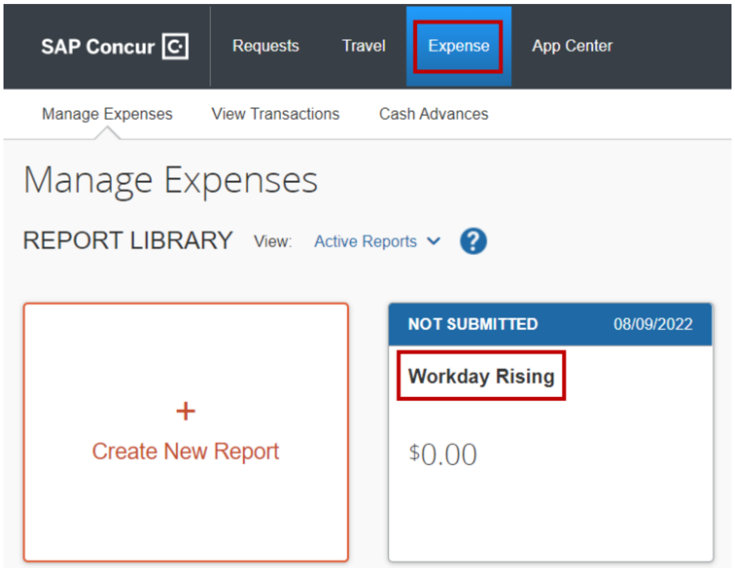
2. You will see **Create Expense Report** in the top right. If you do not see this option your expense report has already been started for you.



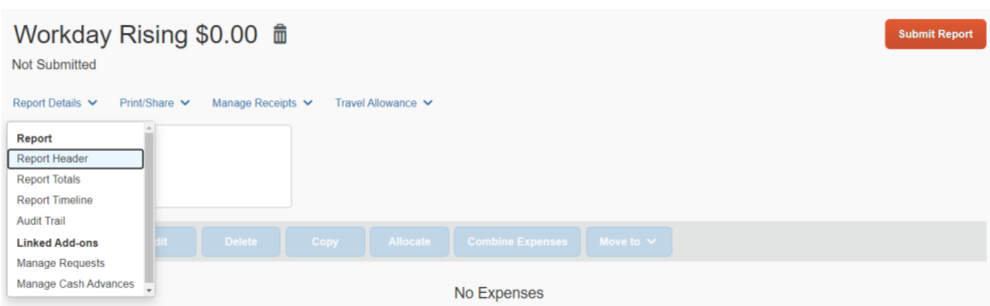
Expense Reports

Review expense report header

Click the expense report from the Expense tab.

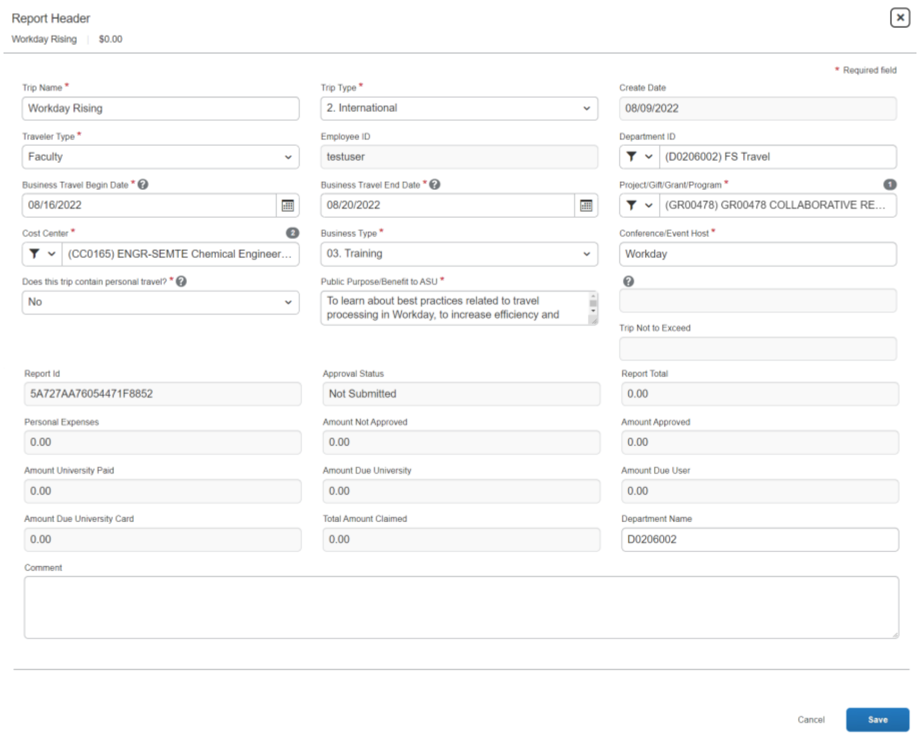


From the **Report Details** drop-down, select **Report Header**.



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.

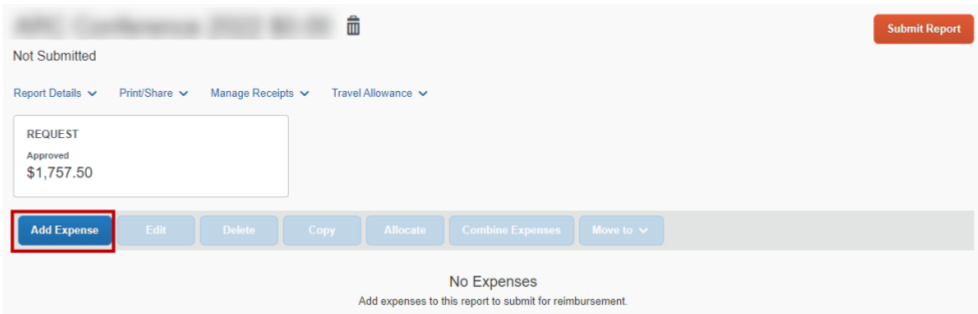
Expense Reports



Expense Reports

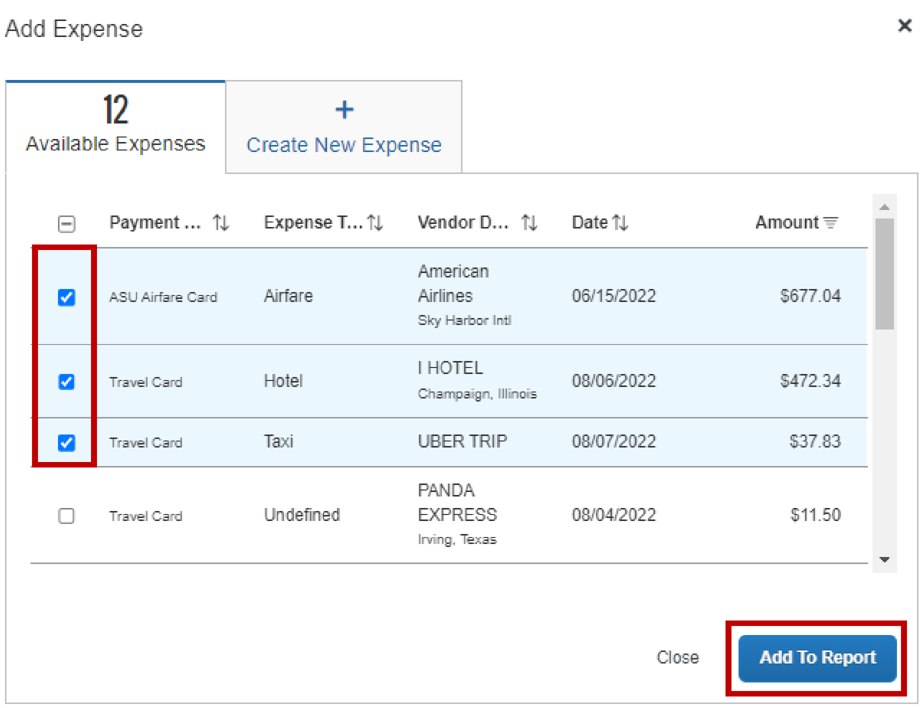
Add travel card expenses

1. Click **Add Expense**.



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

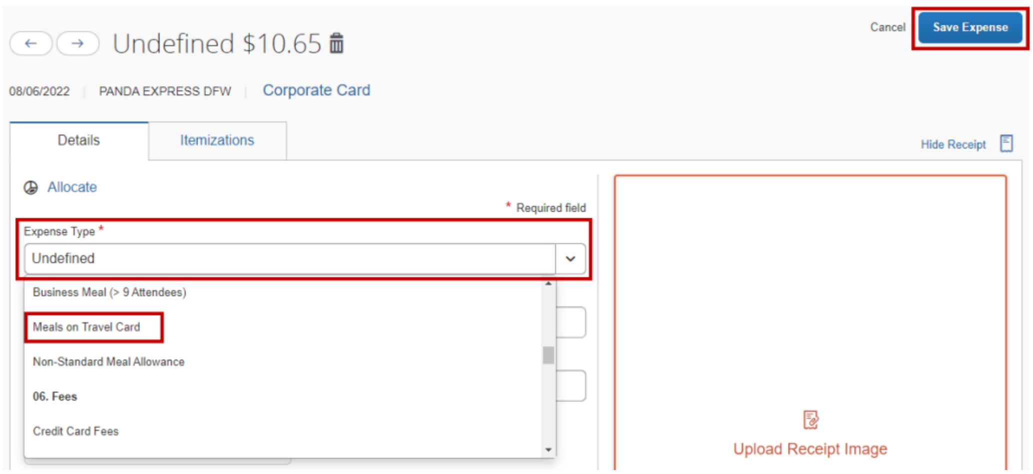
2. Click the checkbox next to the expenses related to the trip and select **Add To Report**.



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

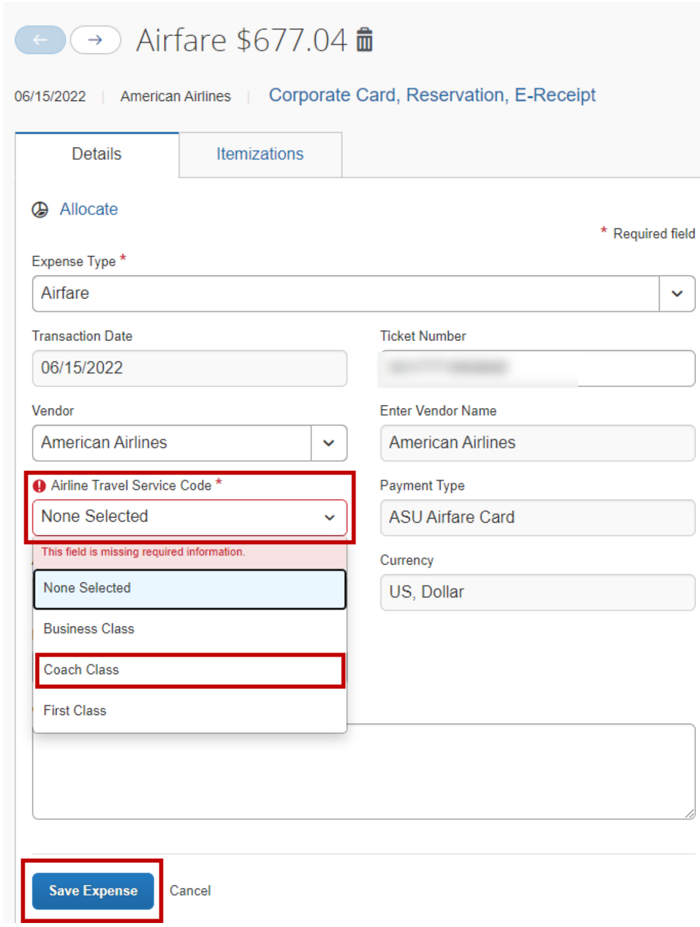
Expense Reports

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



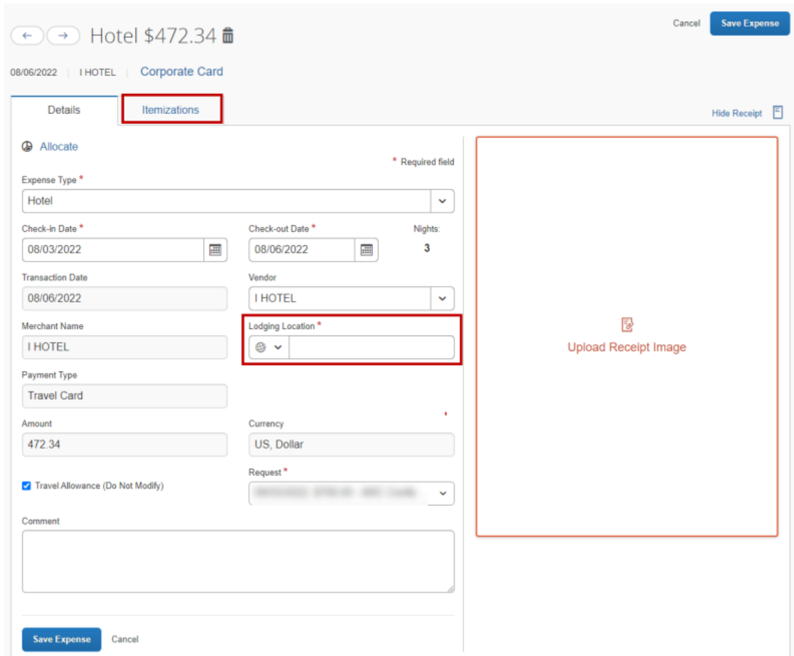
5. Complete fields as necessary and **Save Expense**. See below for the instructions concerning expense types with specific requirements.
   - **Airfare** — Airline Travel Service Code is required. Select Business Class, Coach Class or First Class from the drop-down menu. Click **Save Expense.**

Expense Reports

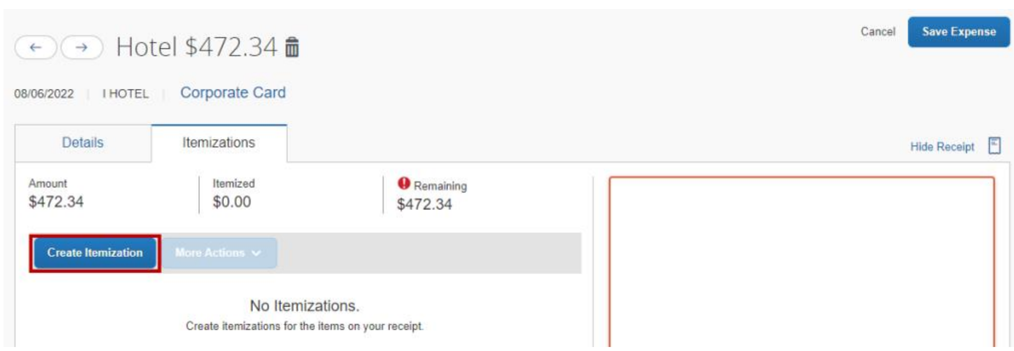


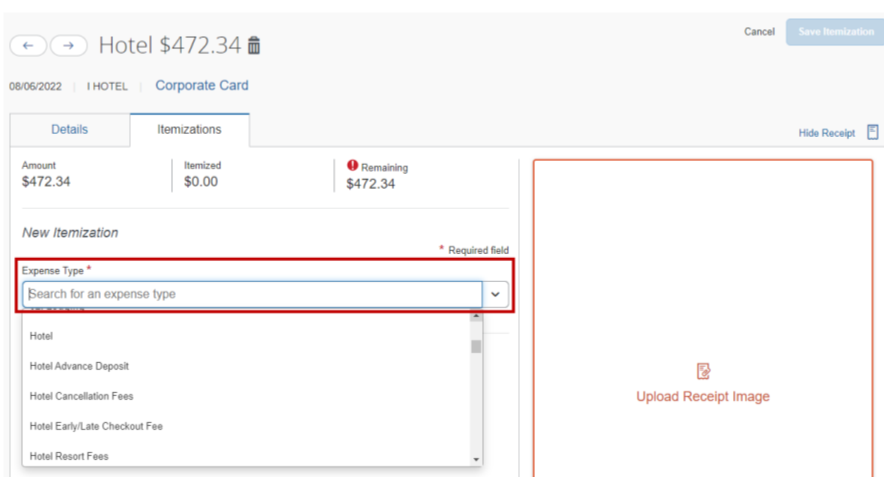
- **Hotel:** Add the lodging location if not populated. If the hotel is not listed in the vendor field, you can enter the name. Click **Itemizations**.

Expense Reports



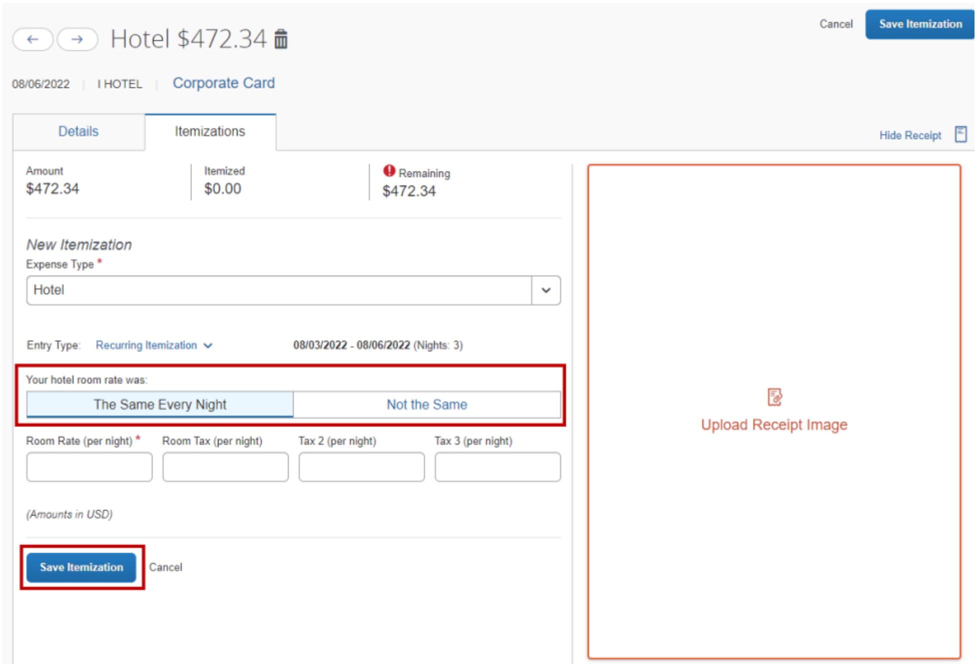
Select **Create itemization** and choose the Expense Type from the drop-down menu.



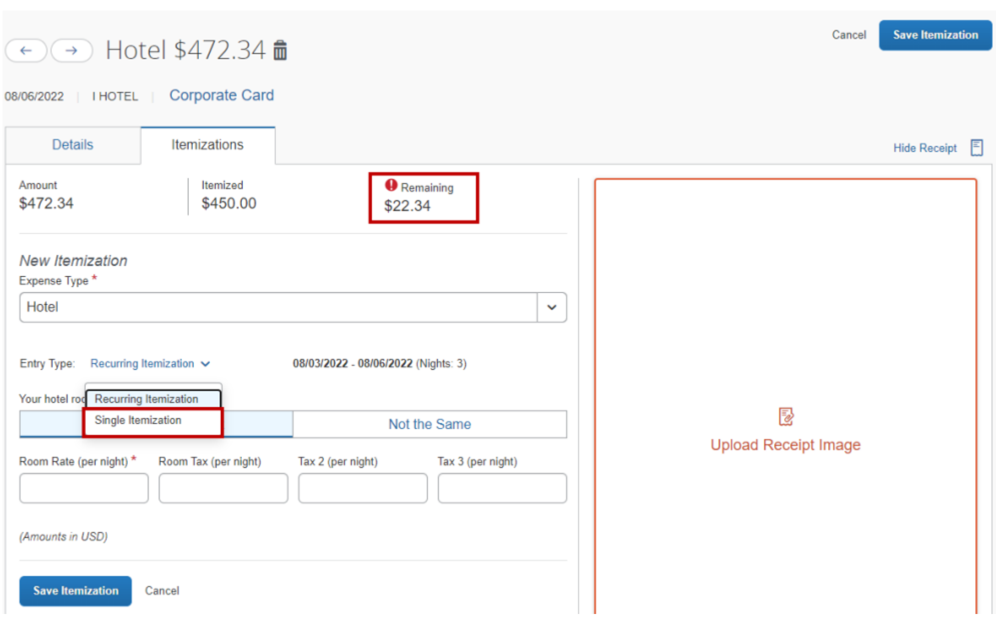


Expense Reports

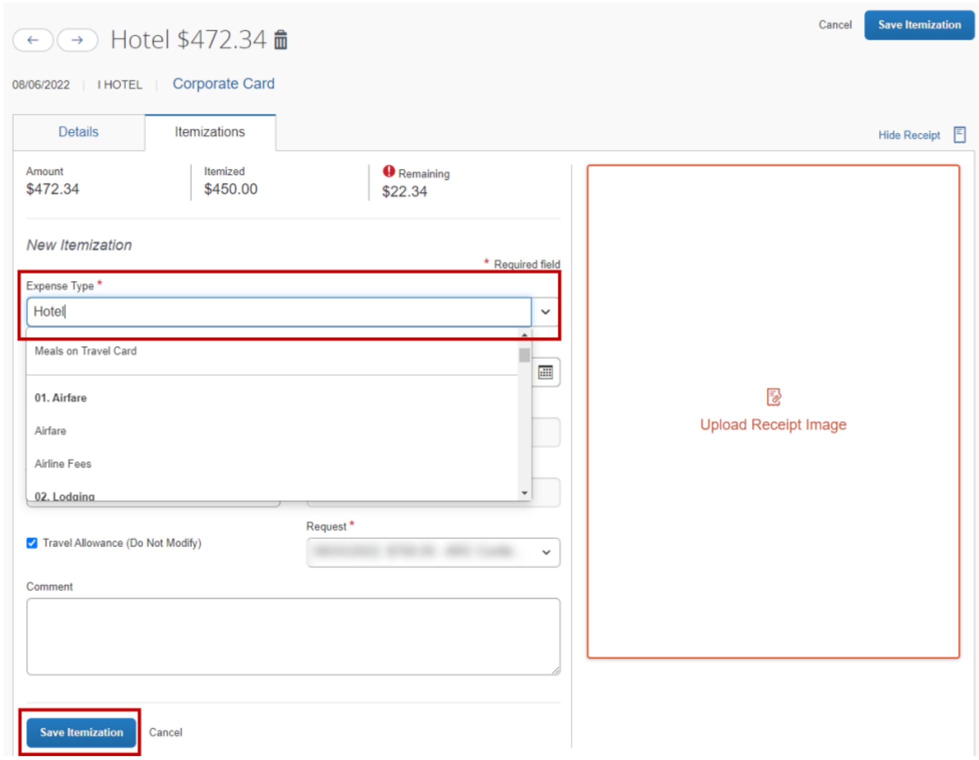
Choose whether the hotel has the same rate every night or not. List the nightly hotel expenses on the itemizations tab. Click **Save Itemization**.



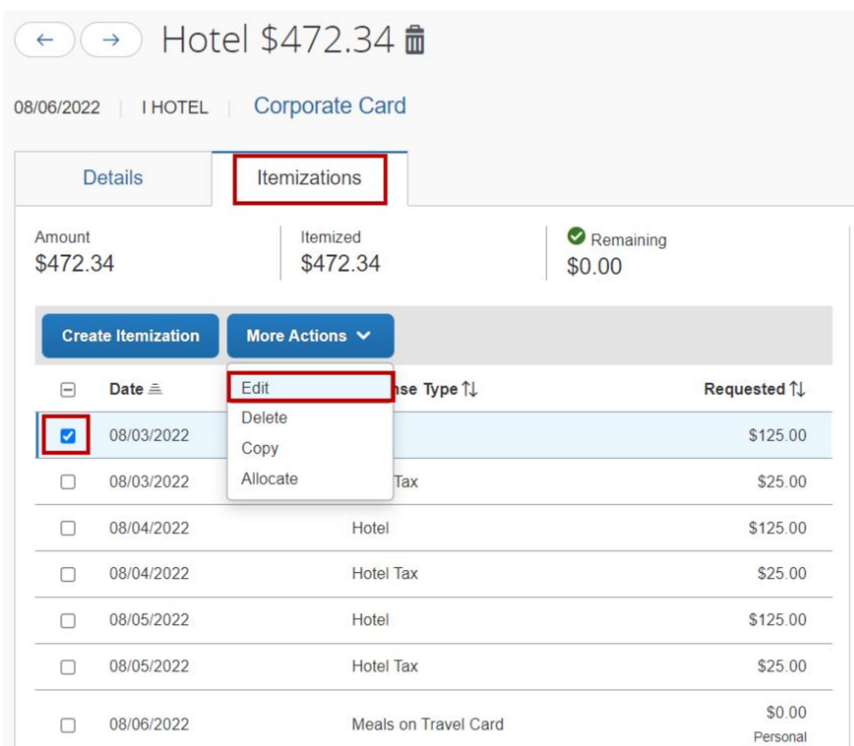
Any remaining balance will need to be itemized. Select **Single Itemization** for one-time charges, such as room service, a late checkout fee or a hotel advance deposit. Click **Save Itemization**.



Expense Reports

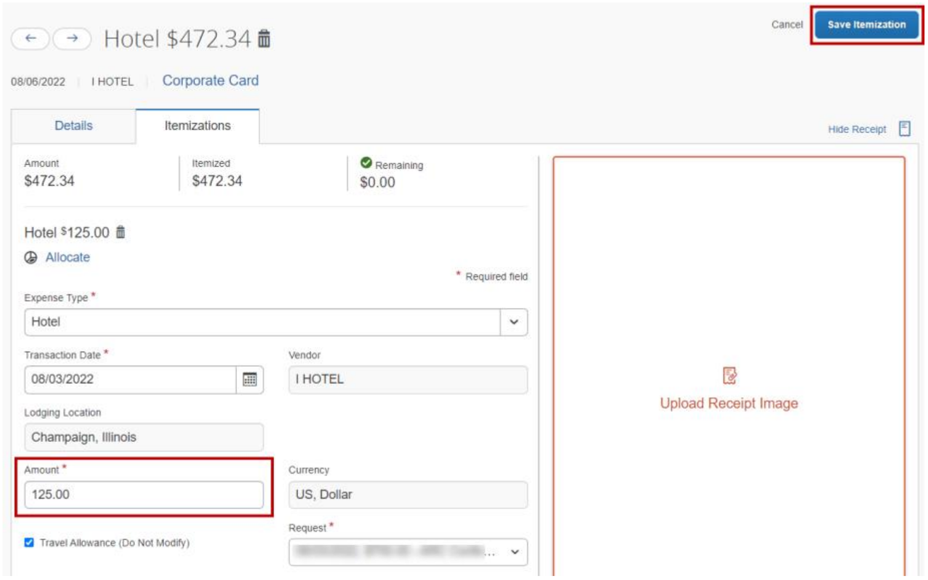


To modify a single line, go to the hotel itemizations, select the box to the left of the line and choose **Edit** in the **More Actions** drop-down menu.

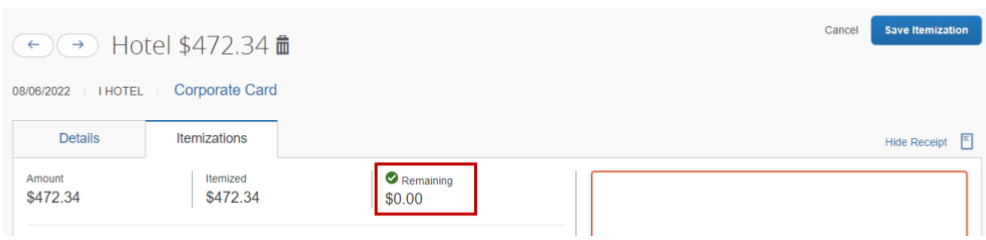


Expense Reports

Adjust the amount and **Save Itemization**.



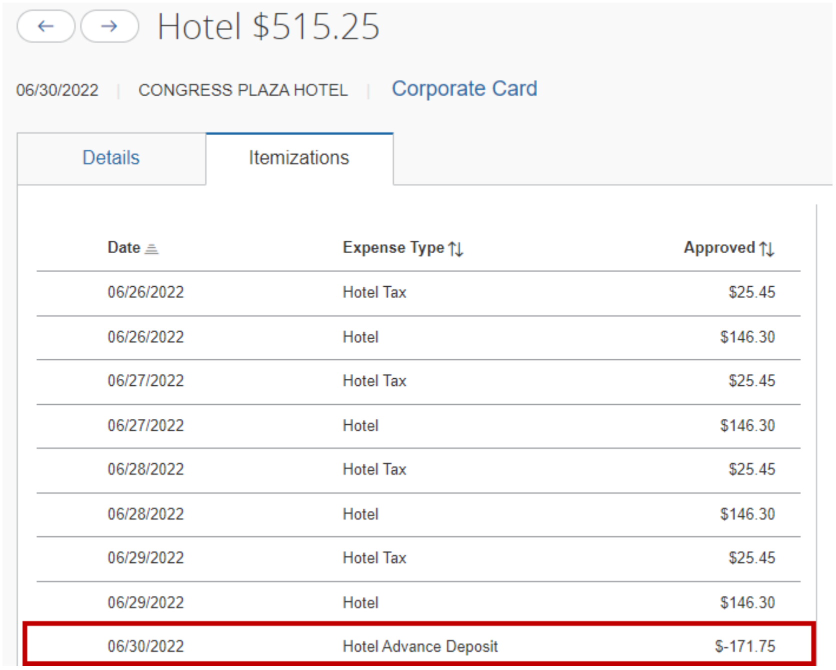
When completed, the remaining balance should be zero.



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



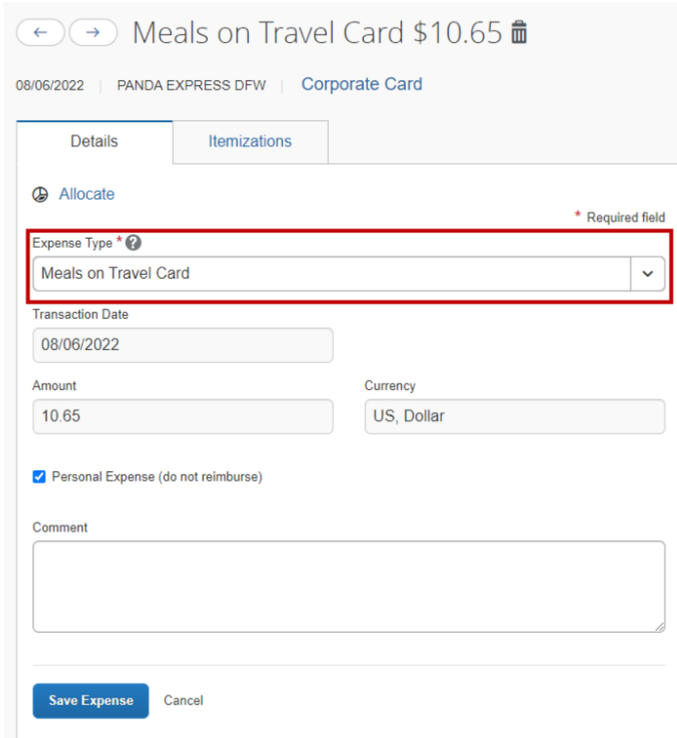
Date	Expense Type	Approved
06/26/2022	Hotel Tax	$25.45
06/26/2022	Hotel	$146.30
06/27/2022	Hotel Tax	$25.45
06/27/2022	Hotel	$146.30
06/28/2022	Hotel Tax	$25.45
06/28/2022	Hotel	$146.30
06/29/2022	Hotel Tax	$25.45
06/29/2022	Hotel	$146.30
06/30/2022	Hotel Advance Deposit	$-171.75

- **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.**

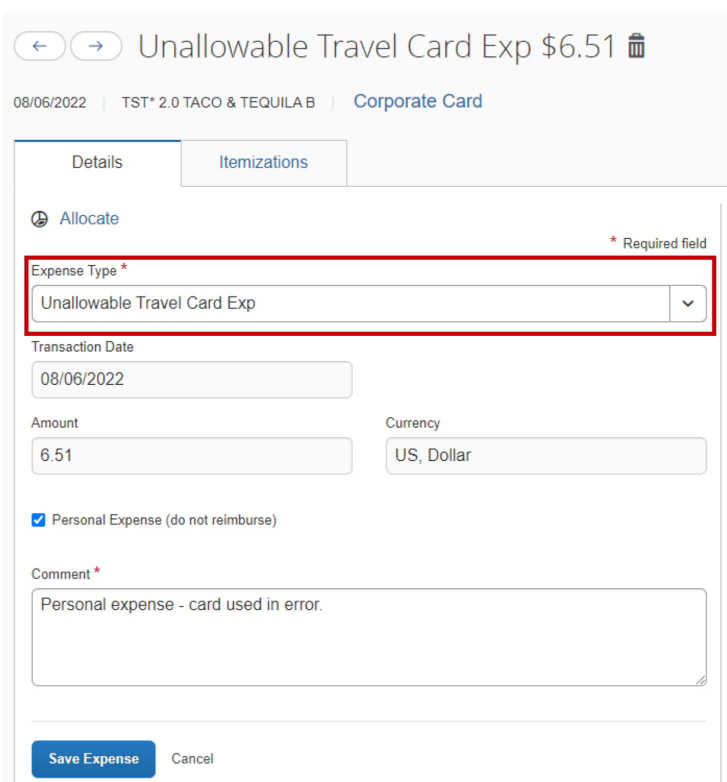
- **Business Meal (> 9 attendees)** — Identical to business meal but used if the number of attendees is more than nine and allows one entry for the group of attendees with a field for number of attendees. Attach a detailed list of the attendees along with the itemized receipt.

- **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

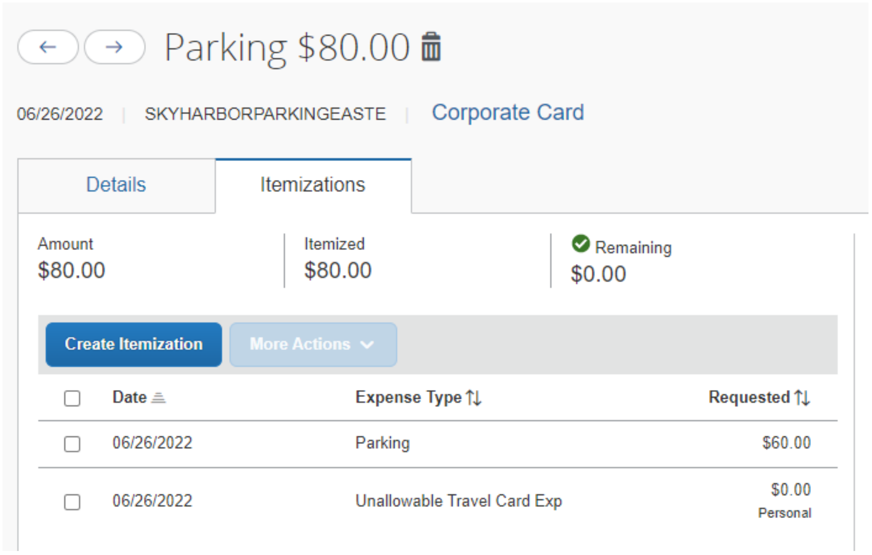


- **Unallowable Travel Card Expense** — Use for travel card transactions that are prohibited or not reimbursable. They reduce any reimbursement due to you.



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**.



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:

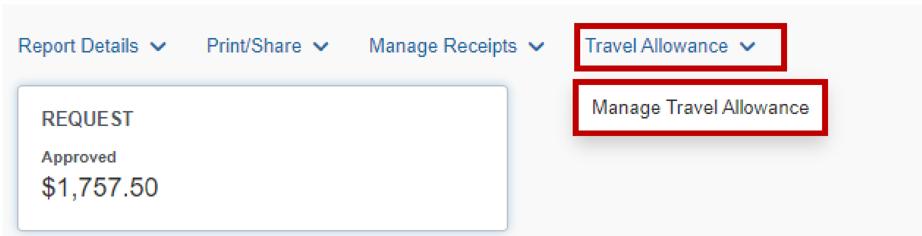
Any remaining travel card expenses should be for future approved trip requests. If that is not the case, email My ASU TRIP for help to determine the next step.

Expense Reports

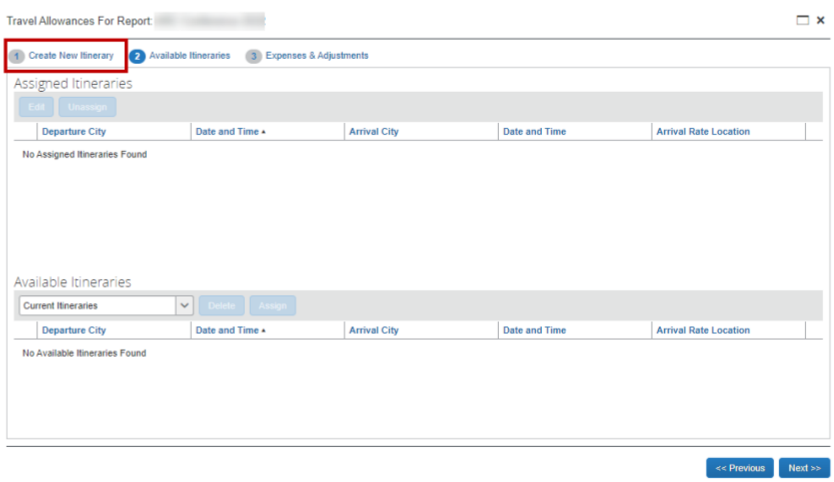
Import, create or edit an itinerary

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**.



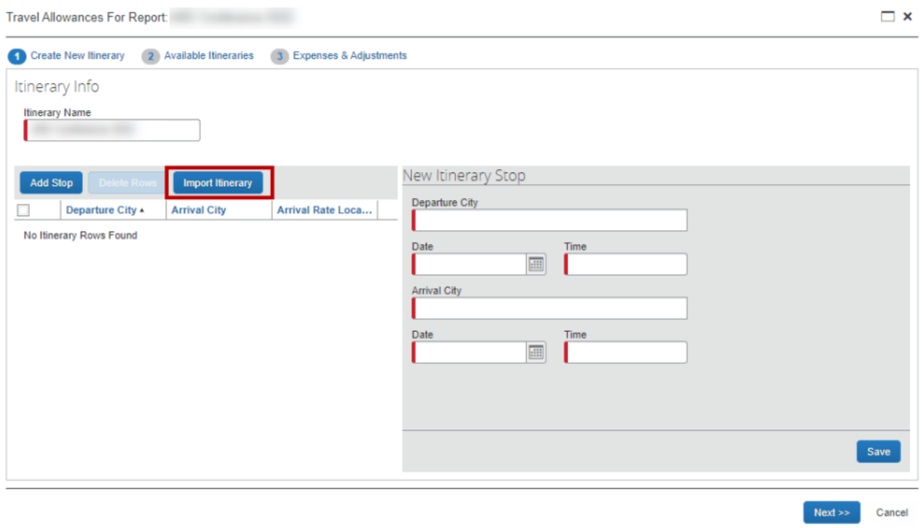
3. Select **Create New Itinerary**.



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

1. Click **Import Itinerary**.

Expense Reports



2. Select the appropriate itinerary and **Import**.
    - 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.
    - Otherwise, click **Next**.

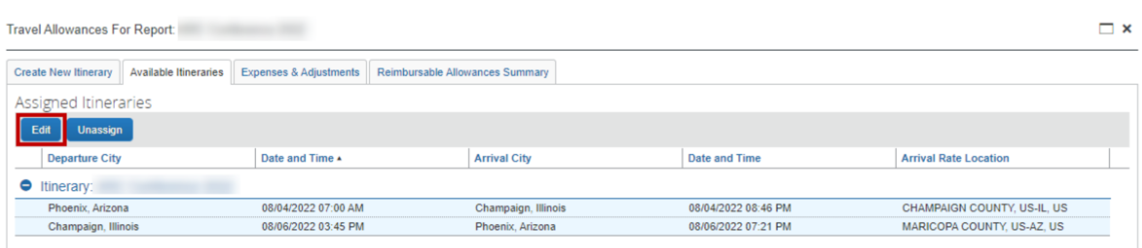
To enter an itinerary:

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.

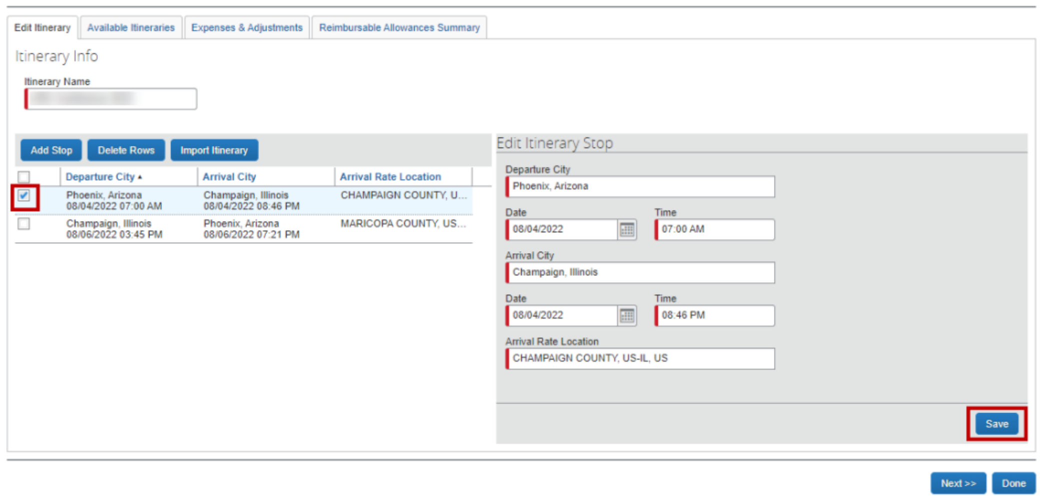
1. Use the calendar icon to select the dates of your actual travel in the date fields.
2. Enter the times of departure and arrival in the time fields.
3. Click **Save**.
4. Add your return trip and any legs that include an overnight stay.
5. Click **Save** after each leg.
6. Click **Done** after adding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

To edit an existing itinerary:

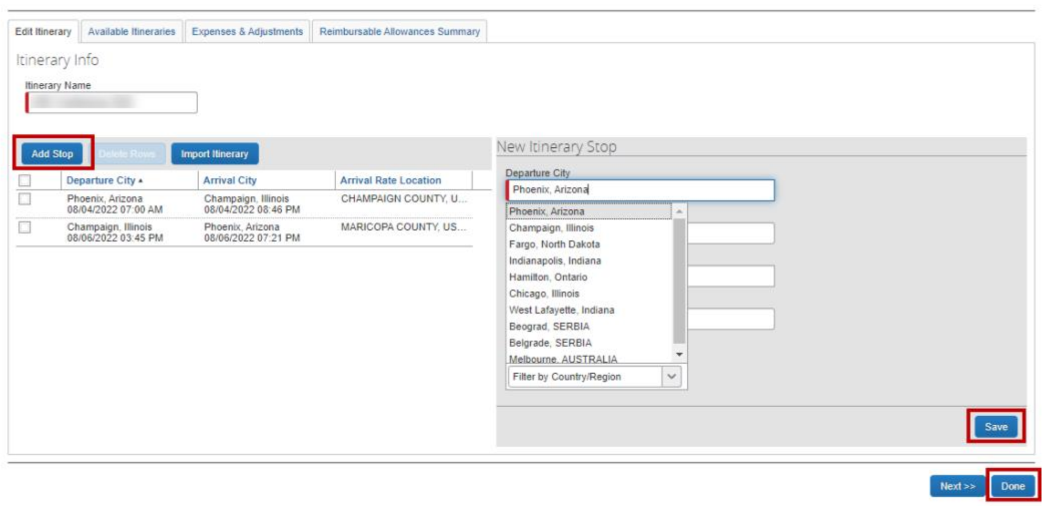
1. Click the **Travel Allowance** drop-down menu and select **Manage Travel Allowance**.
2. Select the appropriate itinerary from the pop-up window and click **Edit**.



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



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



5. Click **Done** when complete.

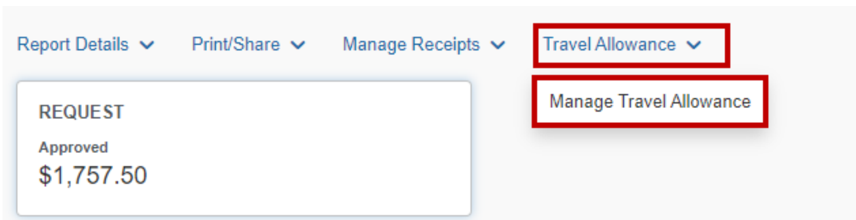
Expense Reports

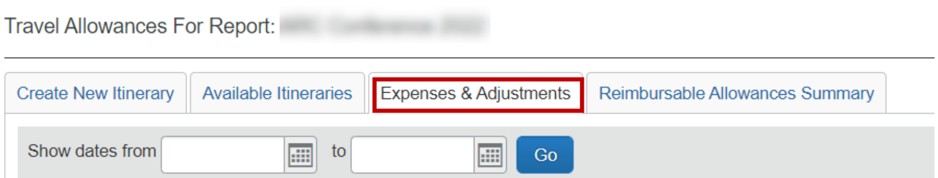
Create and adjust daily allowances

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:

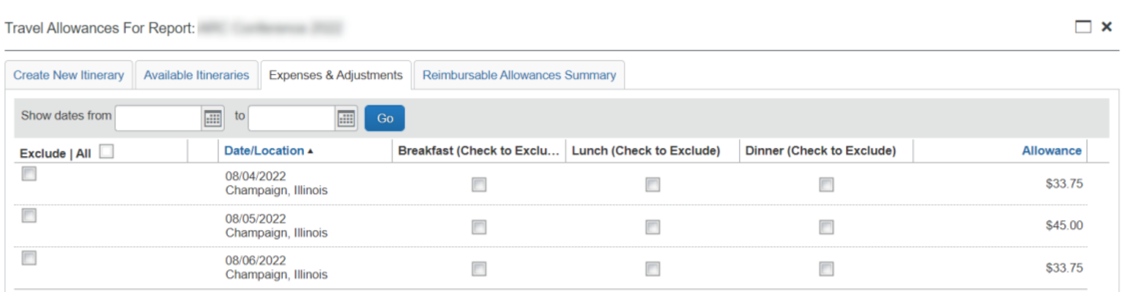
- Click the **Travel Allowance** drop-down menu and select **Manage Travel Allowance**.
- Select the **Expenses & Adjustments** tab.





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.



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.

- 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.

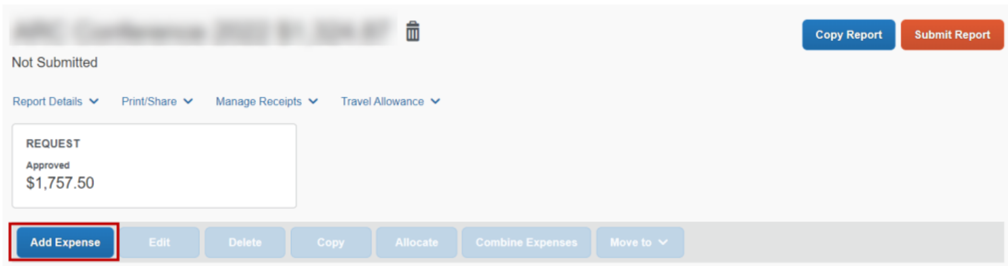
Do not opt out of meals because you charged them on your ASU Travel Card. Assign those charges the expense type **Meals on Travel Card** and they will net against the daily allowance claimed here. You receive reimbursement for any difference. You do not need receipts for these meals.

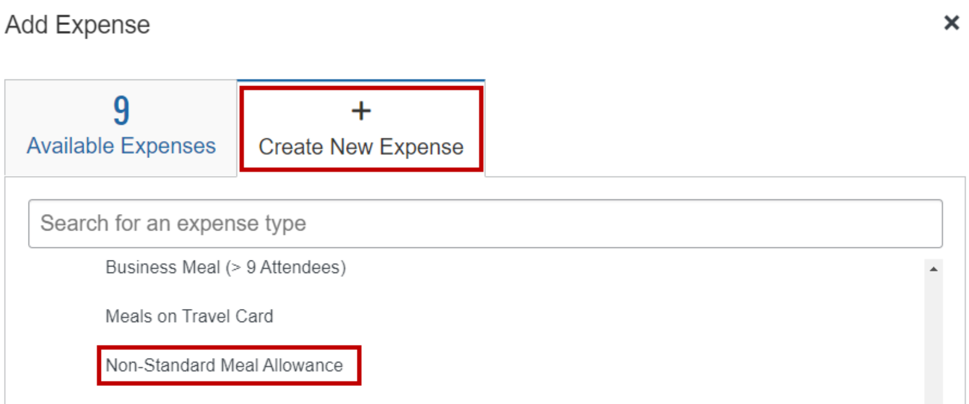
2. Click **Create Expenses**. This adds or updates the daily allowance reimbursement claimed.
3. The **Expense** page opens with the daily allowances added.

Expense Reports

Add non-standard meal allowance

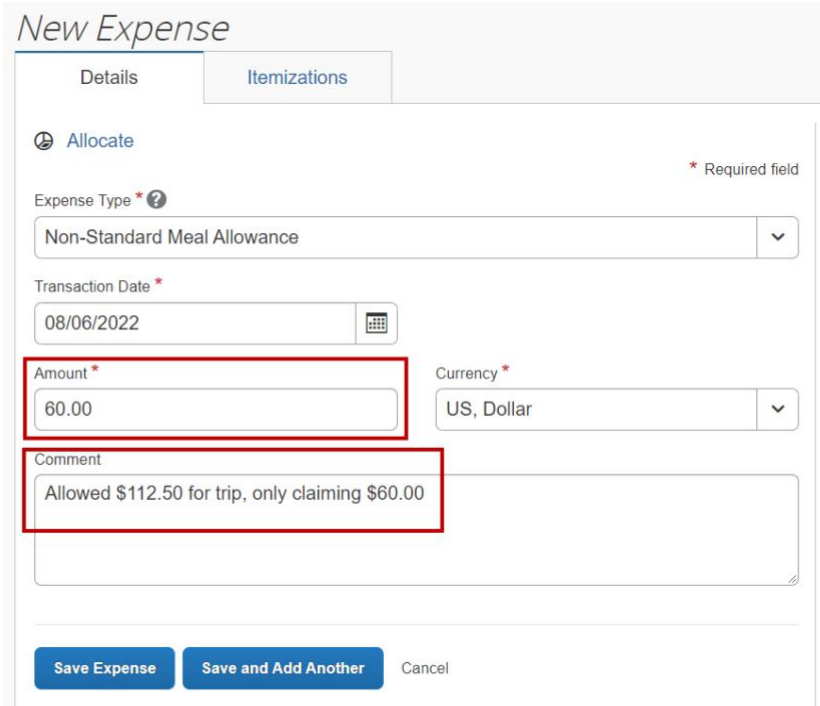
The non-standard meal allowance expense type is only for when you claim less than the standard daily allowance for your trip location.





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

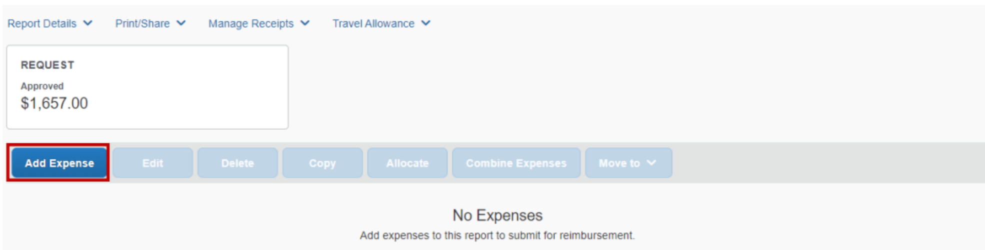
Expense Reports

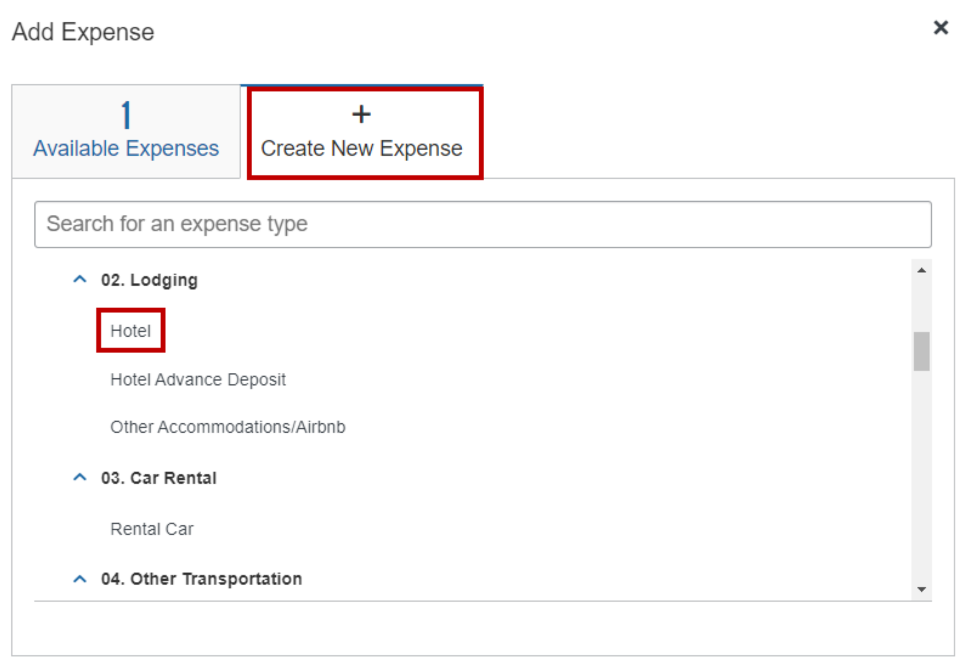


Expense Reports

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.

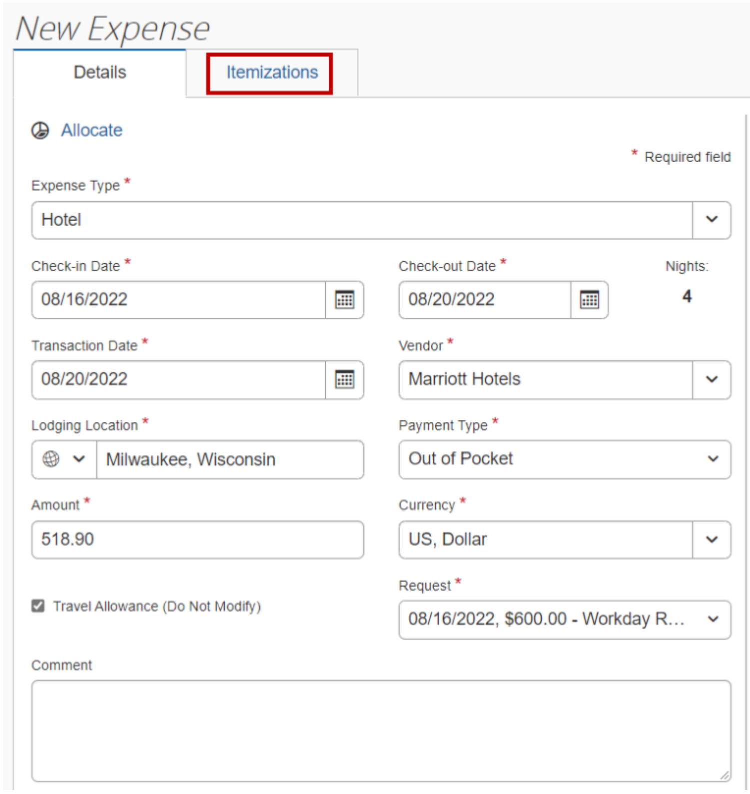




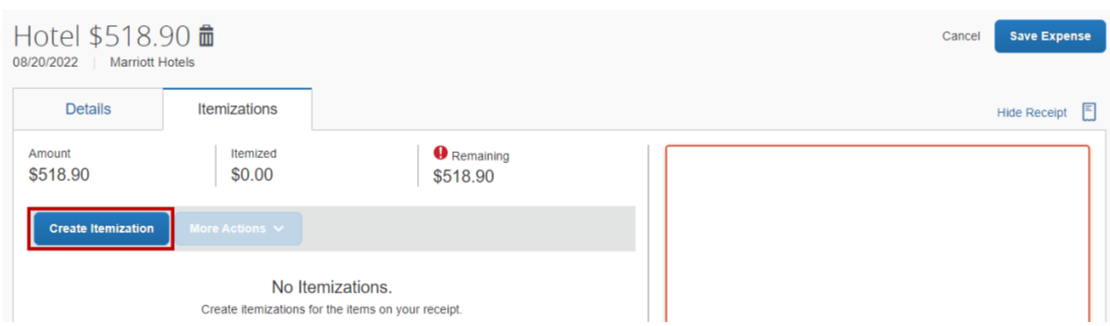
For a hotel:

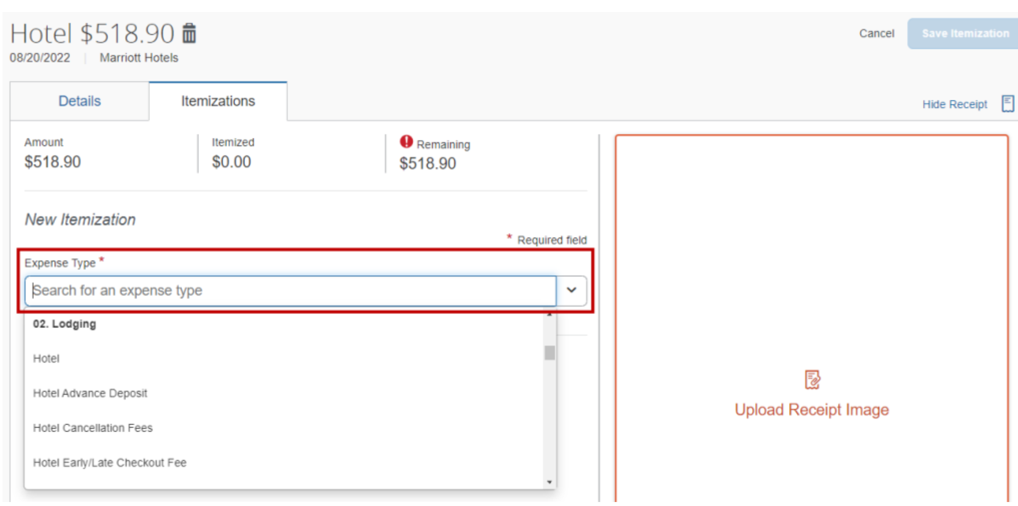
1. Enter the required fields and select the **Itemizations** tab.
    - The number of nights automatically populates.

Expense Reports



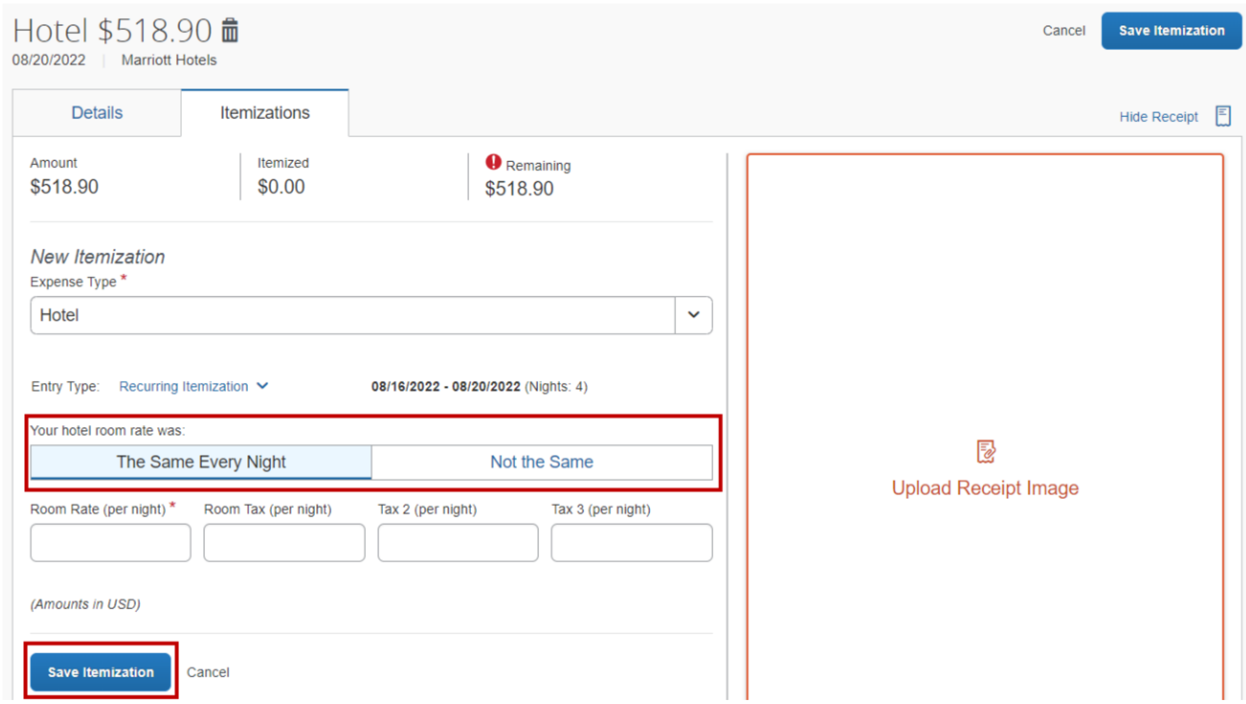
2. Click **Create Itemization** and choose the Expense Type from the drop-down menu.



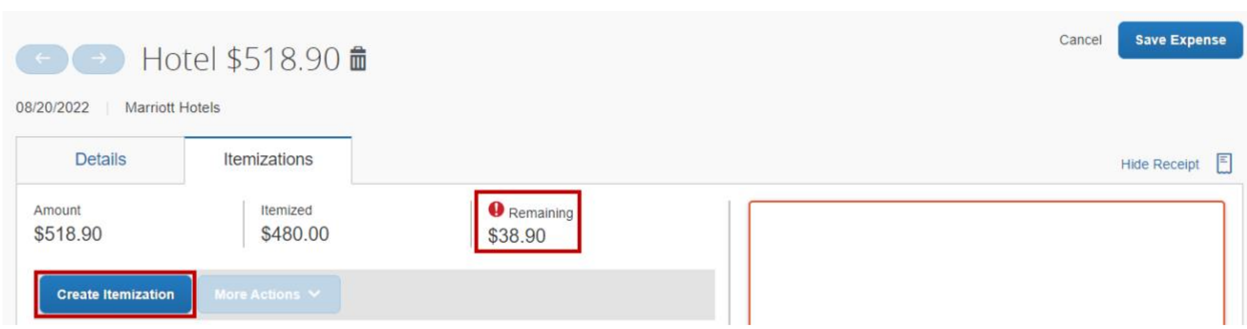


Expense Reports

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

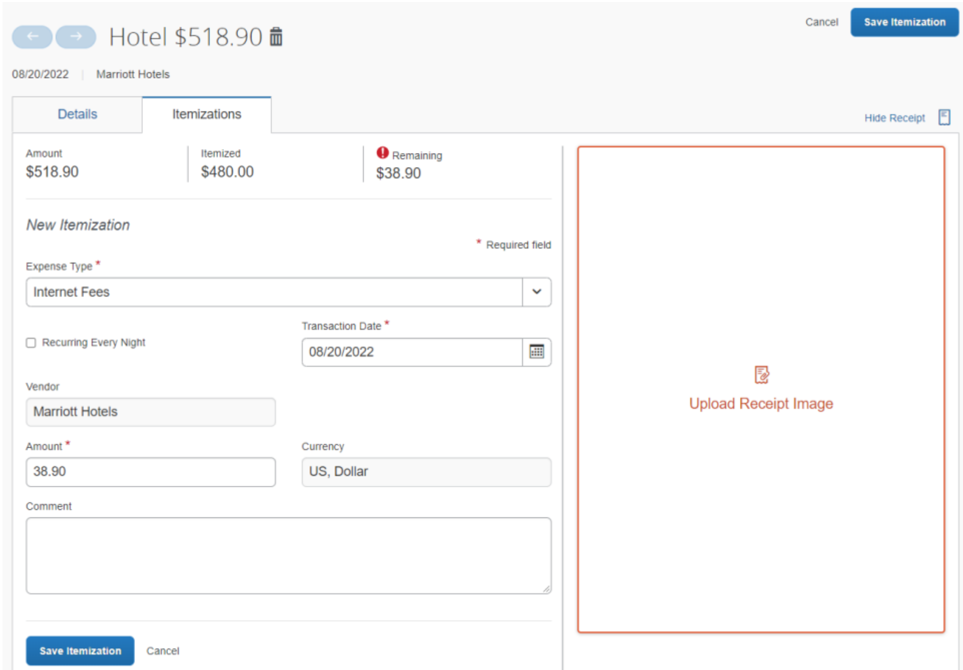


4. Any remaining balance needs to be itemized. Select **Create Itemization**. Click **Save Itemizations**.

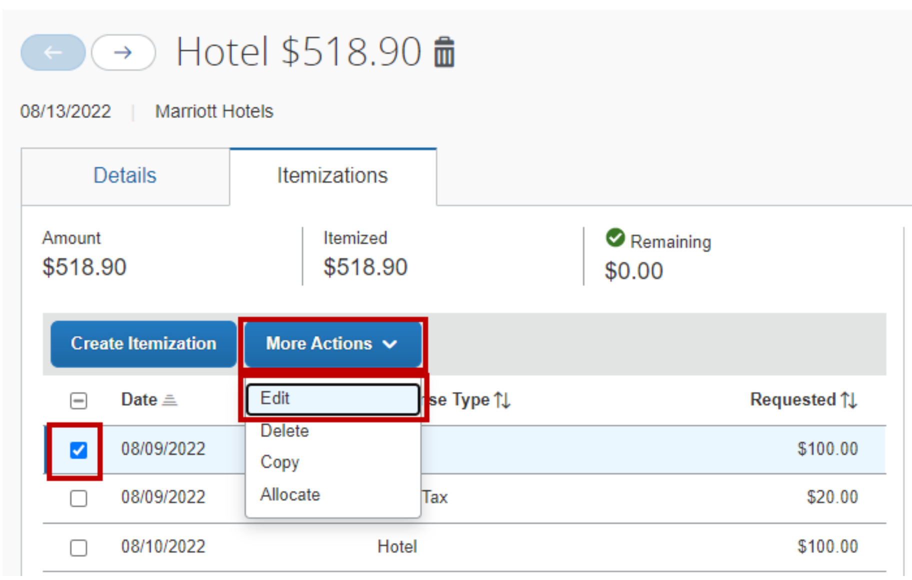


Expense Reports

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

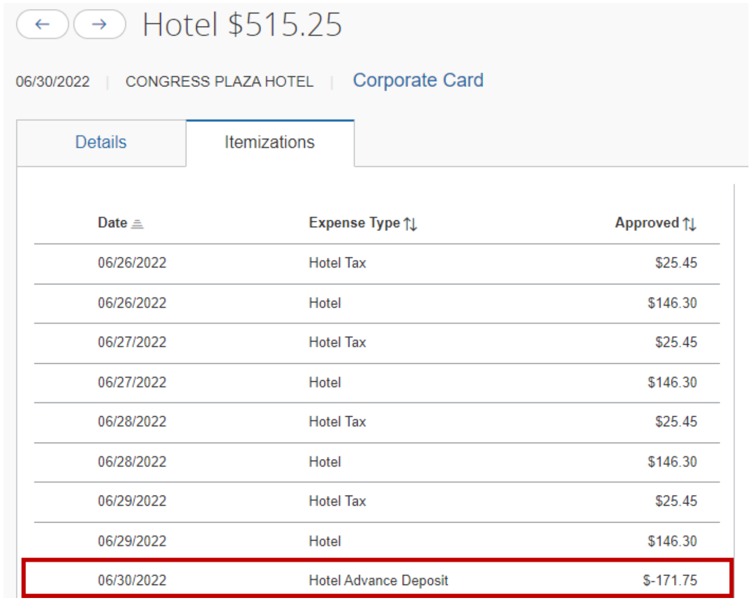


6. To modify a single line, go to the hotel itemizations, select the box to the left of the line and choose **Edit** in the **More Actions** drop-down menu. Make adjustments to the amount and **Save Itemization**.



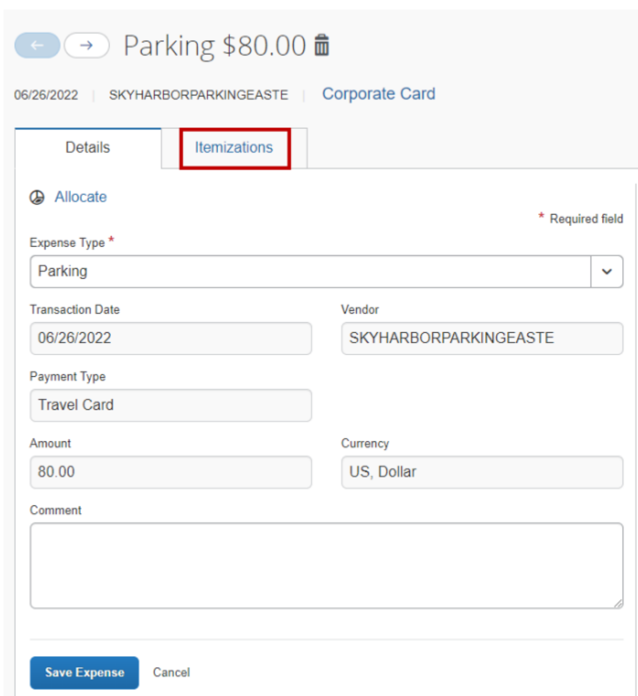
7. If the transaction is for a hotel advance deposit. The initial deposit is recorded as a **Hotel Advance Deposit.** The expense type is used again when itemizing the hotel bill to account for the deposit.

Expense Reports



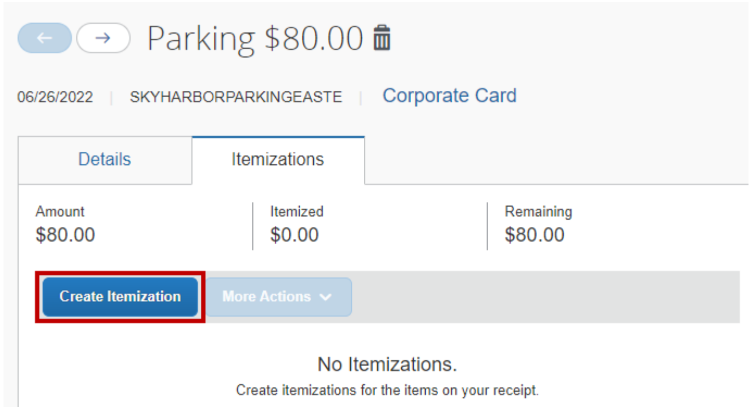
Travel card expenses may need to be itemized if a portion is unallowable.

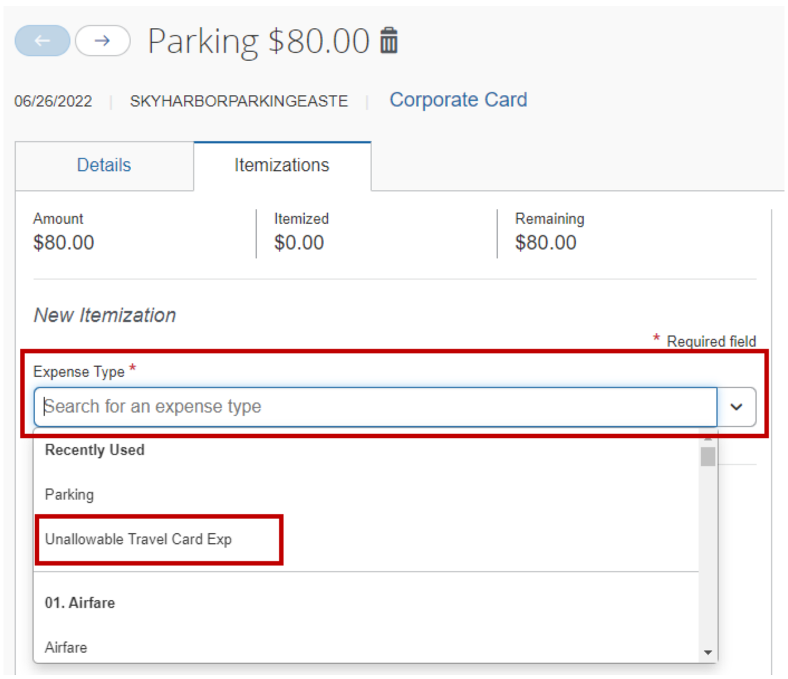
1. Click on the expense that requires itemization.
2. Complete any required fields.
3. Click **Itemizations**.



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

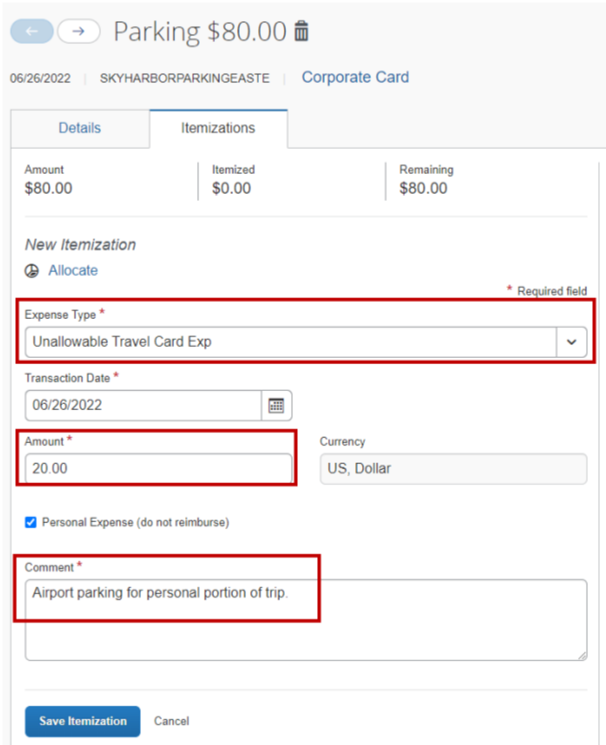
Expense Reports



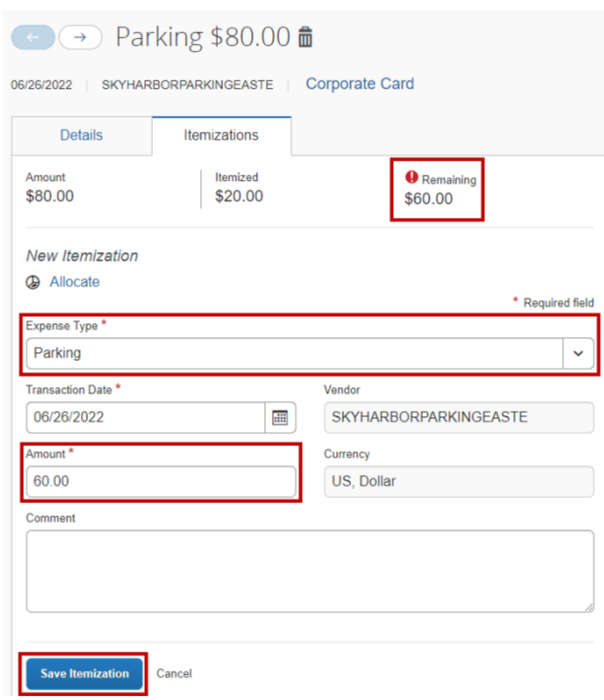


5. Enter the amount that is unallowable, complete the other required fields and **Save Itemization**.

Expense Reports

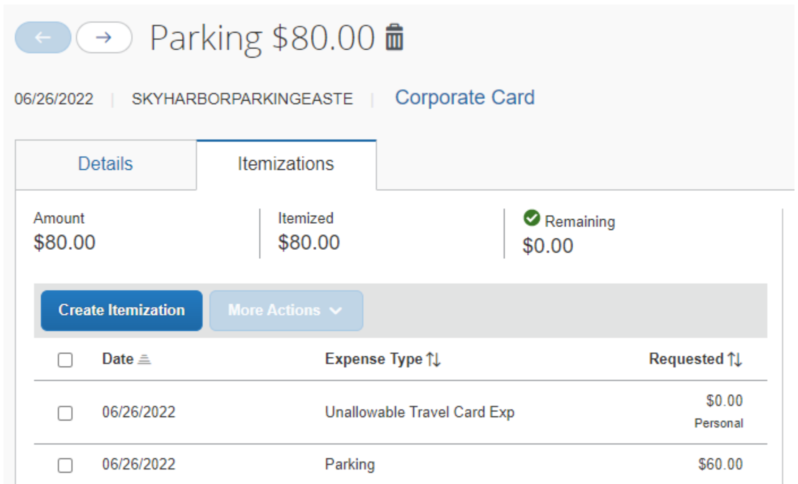


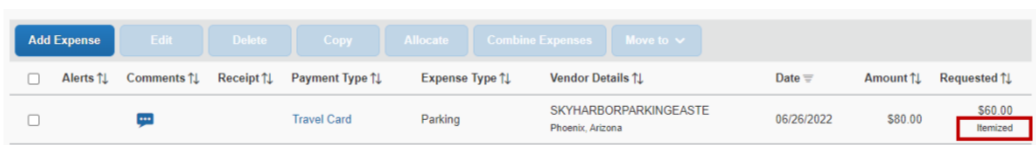
6. Create another itemization for the remaining amount and appropriate expense type.



Expense Reports

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

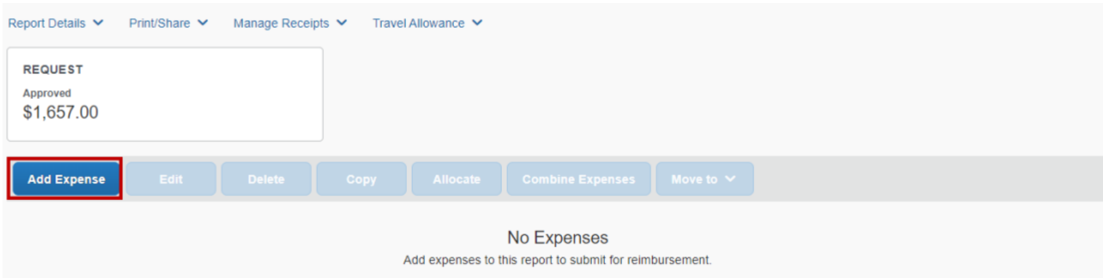


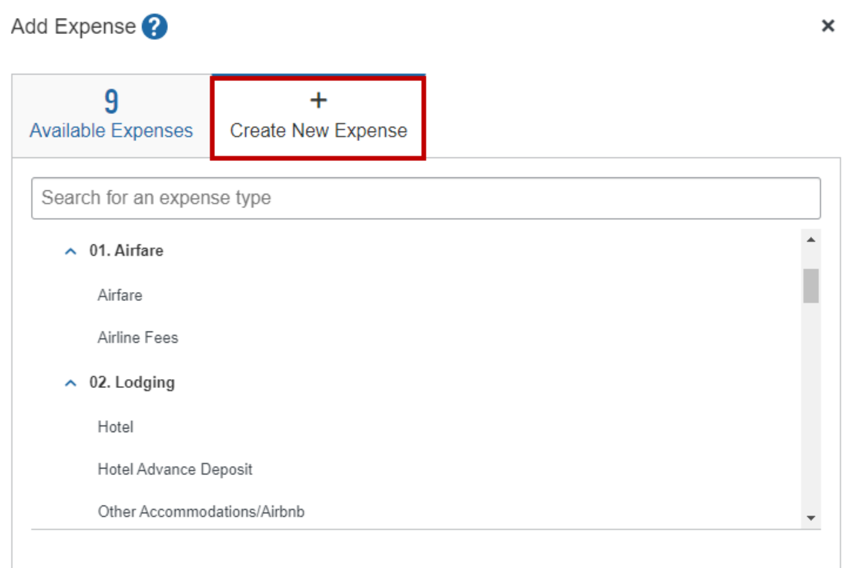


Expense Reports

Add out-of-pocket expenses

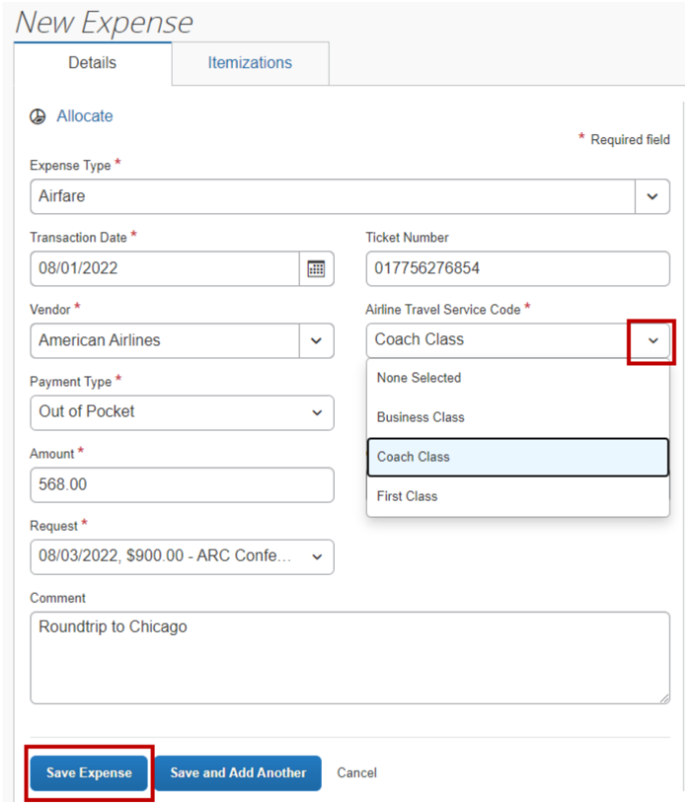
1. Click **Add Expense**, select the **Create New Expense** tab and choose the expense type.



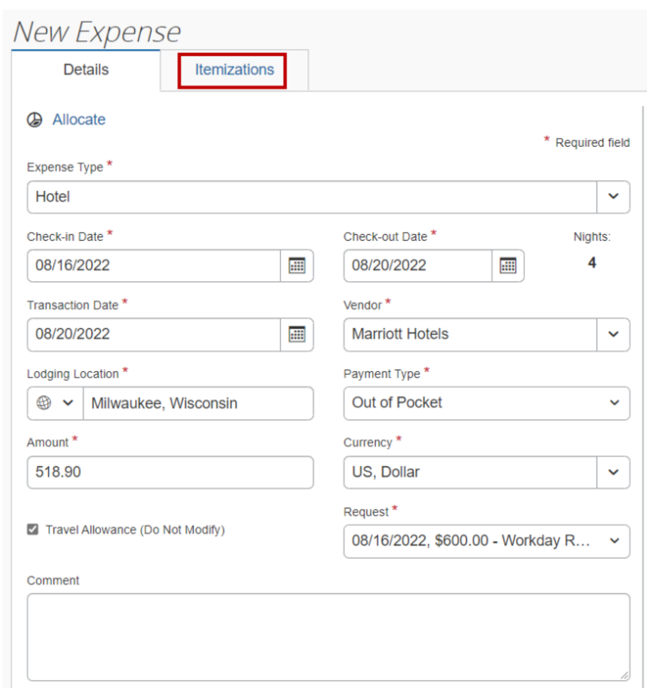


2. Complete fields as necessary, selecting out-of-pocket as the payment type and click **Save Expenses** after each entry. See below for the instructions concerning expense types with specific requirements.
   - **Airfare — airline travel service code** required. Select the flight class from the drop-down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

Expense Reports



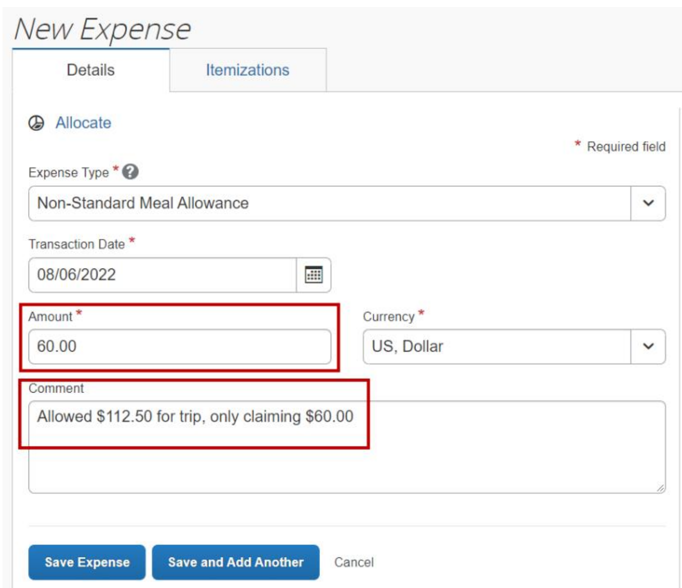
- **Hotel** — Complete all fields. **Amount** should be the total being claimed.



Expense Reports

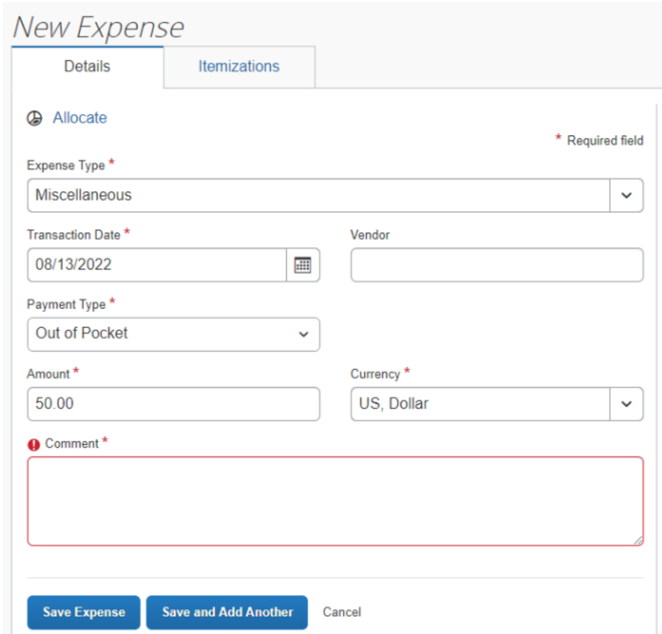
Click **Itemizations**. Follow the link here to review the itemization process.

- **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.



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

Expense Reports



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

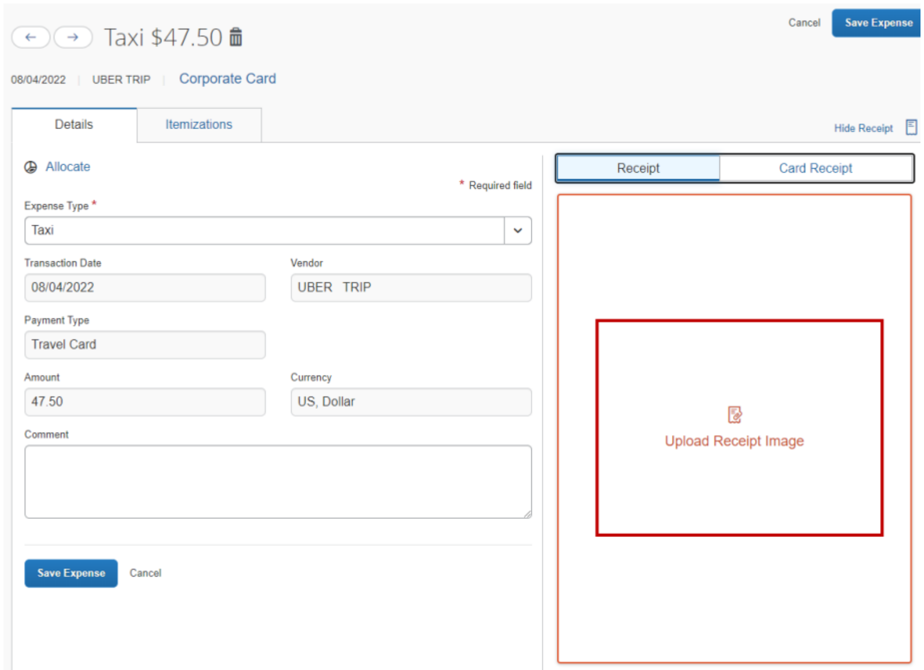
Add receipts or other documentation

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.

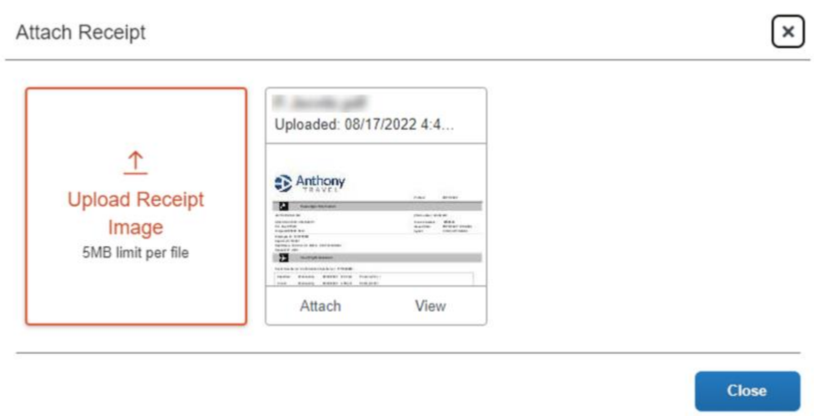
- Take a picture of your receipt with the Concur mobile app. The receipt will show in **Available Receipts** and when imported to an expense report, will complete most fields automatically for you.
- Please create a TripIt account. After doing so, you can email your receipts to receipts@concur.com if 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**.

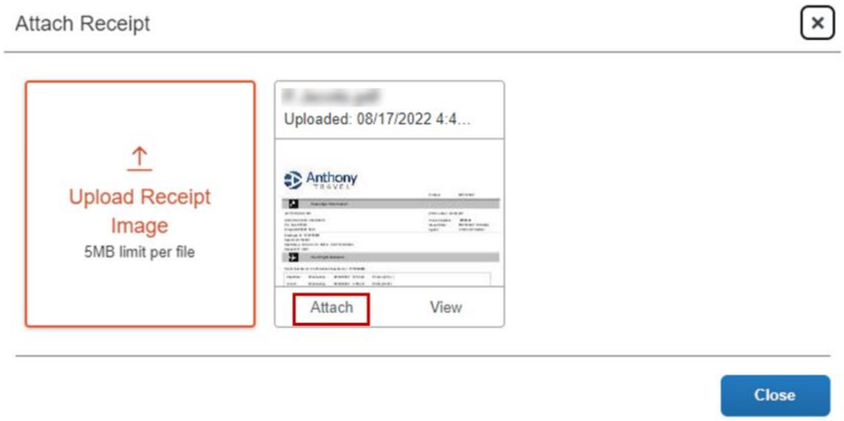


3. The Attach Receipt pop-up window appears and allows you to select a previously uploaded or emailed receipt from available receipts or upload one saved on your computer.

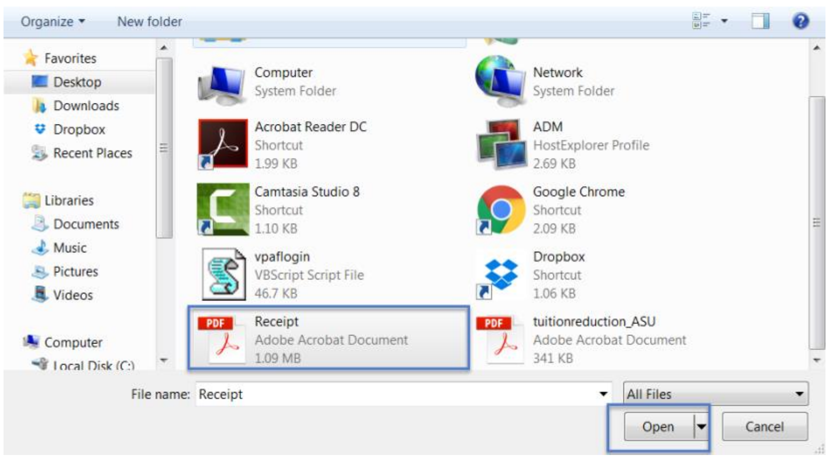


4. If selecting a previously uploaded receipt, click **Attach**.

Expense Reports

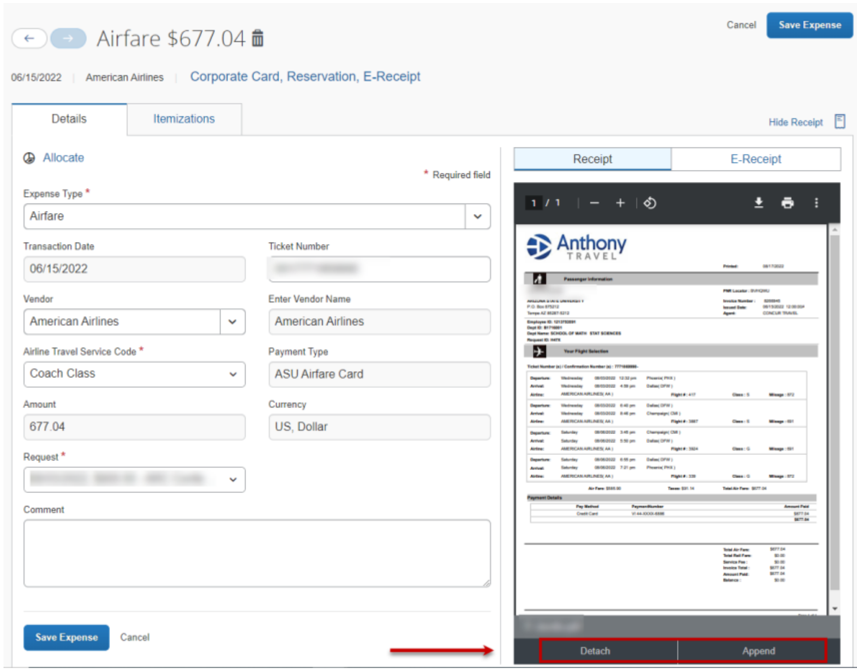


5. Click browse to upload a receipt or brochure saved to your computer.
6. If browsing your computer, find the appropriate receipt and click **Open**.



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



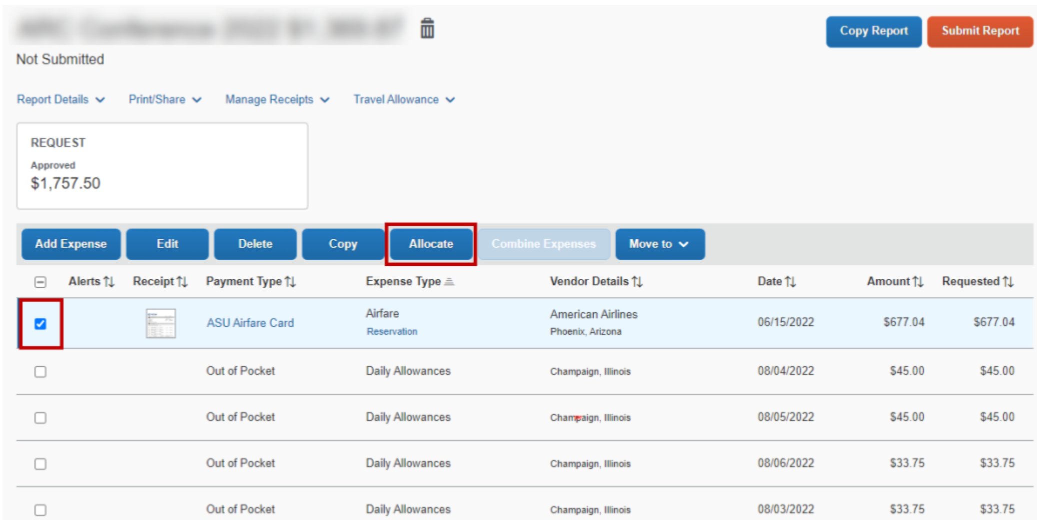
To attach a conference brochure, create a new expense with the expense type **07. Misc. Travel Expense: Conference Brochure**. Enter zero in the **Amount** field and click **Upload Receipt Image** to attach the brochure.

Expense Reports

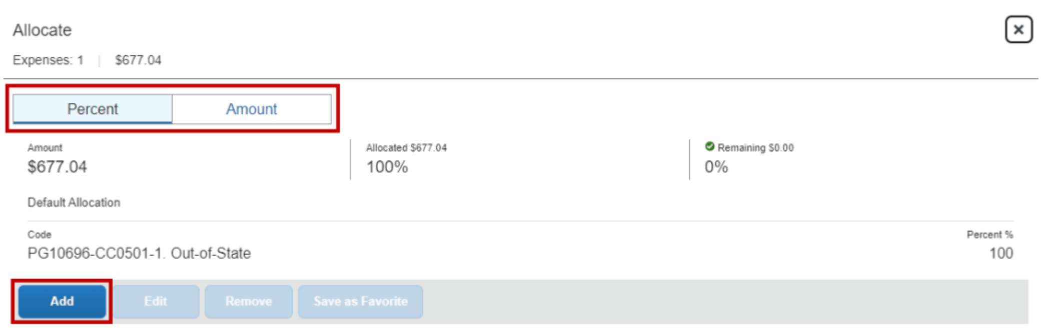
Allocate expenses to multiple funding sources or add optional worktags

To charge expenses to different funding sources:

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

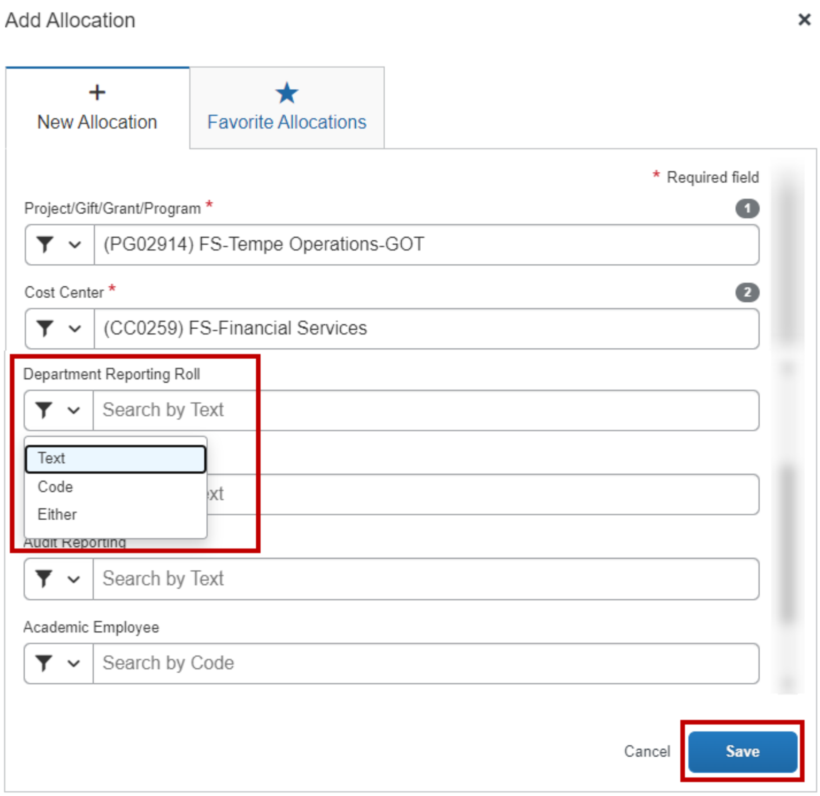


3. The allocations pop-up window appears. Choose whether to allocate by Percent or Amount. Click **Add**.

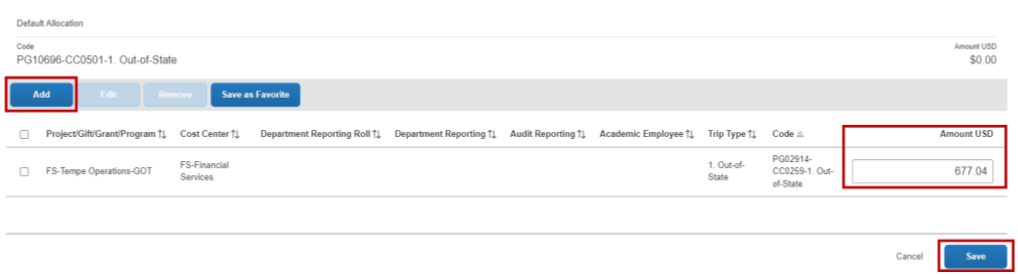


4. Enter the allocation details and click **Save.** Type an asterisk to see a list of available tags or use the filter drop-down and choose to search by Text or Code.

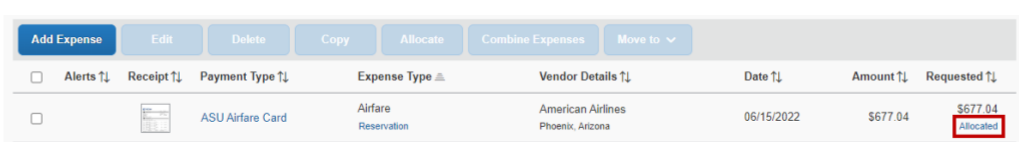
Expense Reports



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



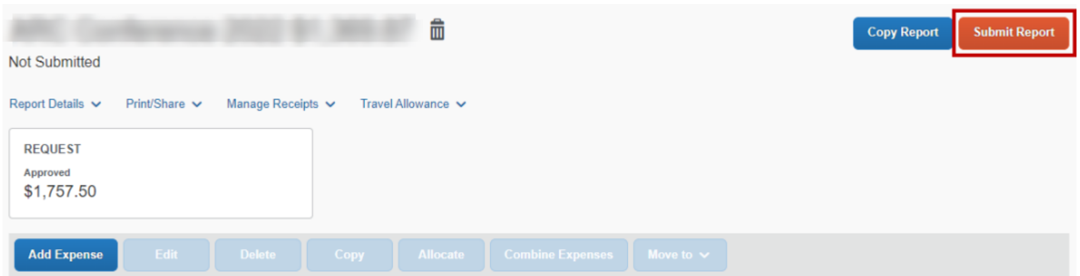
6. If an expense has been allocated, it will be shown on the expense page.



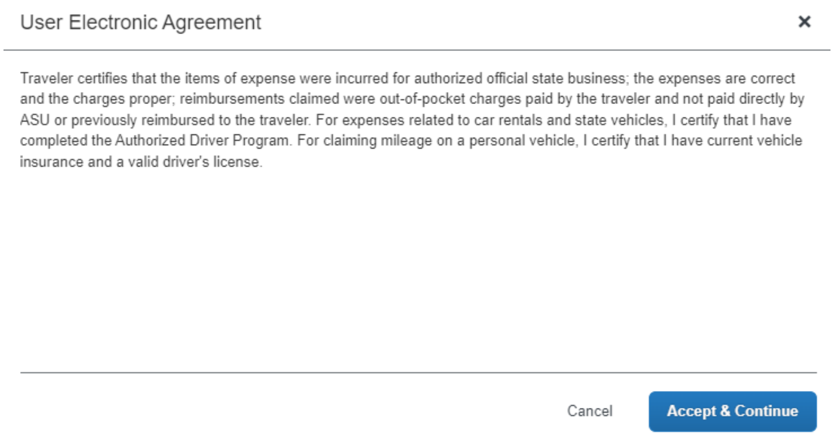
Expense Reports

Submit expense report

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



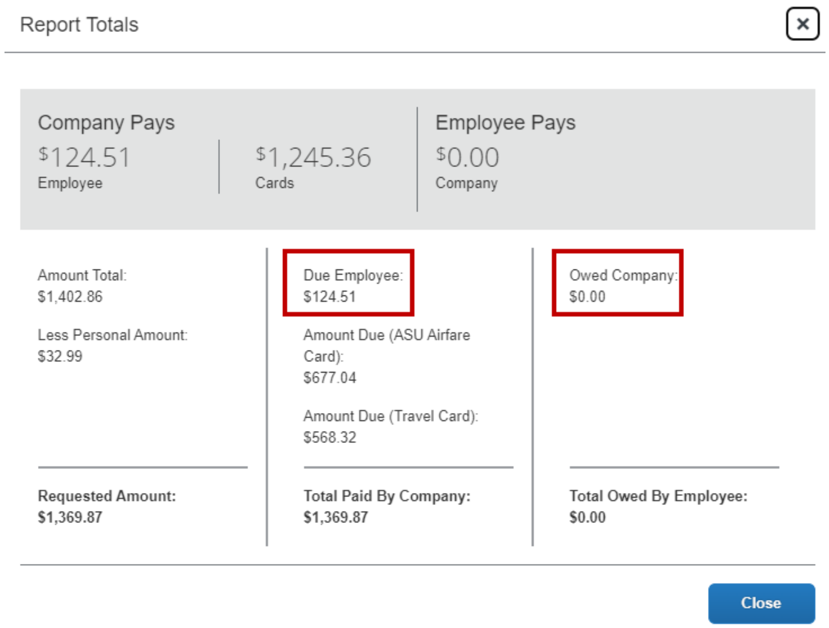
2. The User Electronic Agreement will appear. Review and click **Accept & Continue**.



   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.

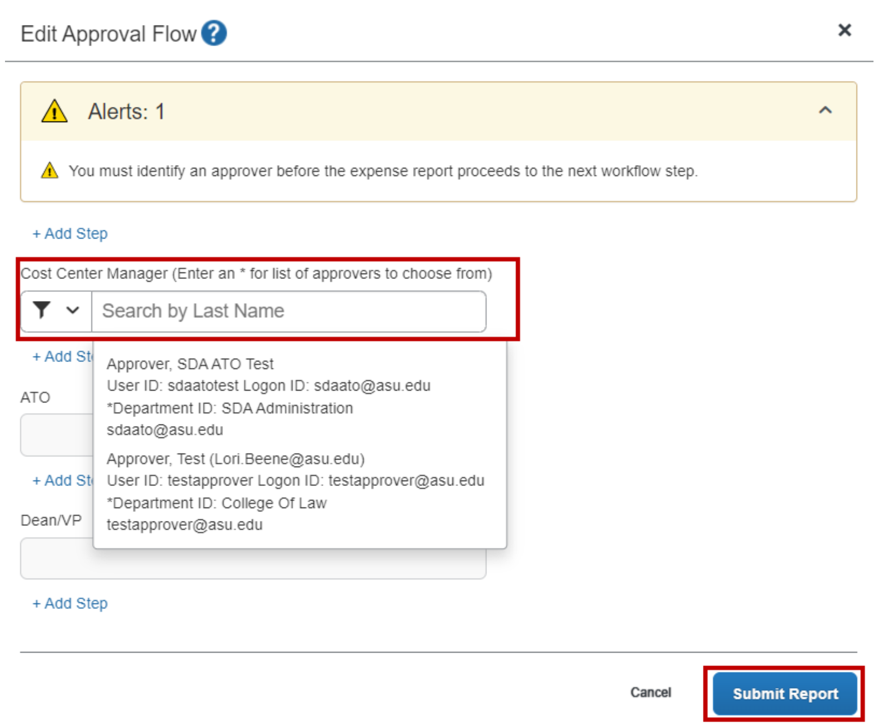
3. The report totals will appear for your review prior to submission. Click **Submit Report**.

Expense Reports



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

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



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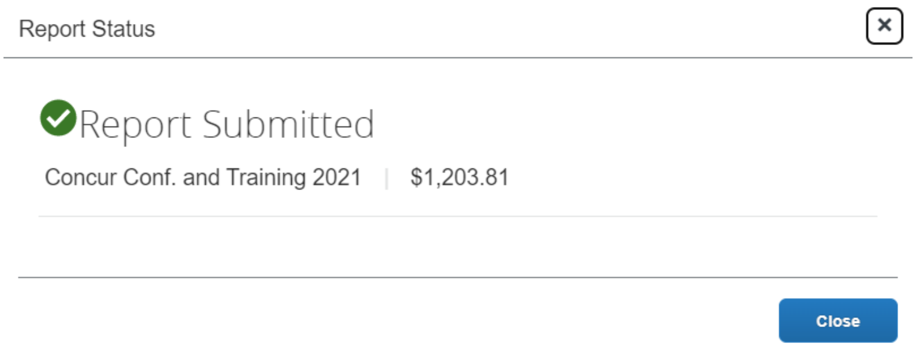
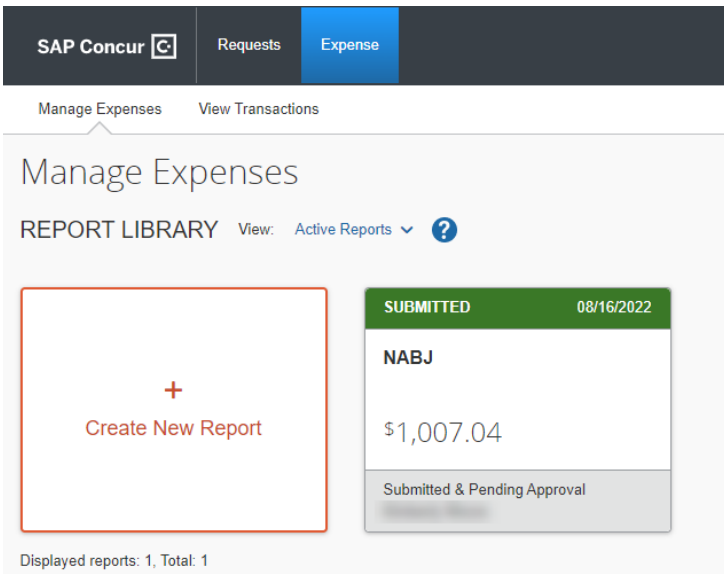
Expense Reports

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

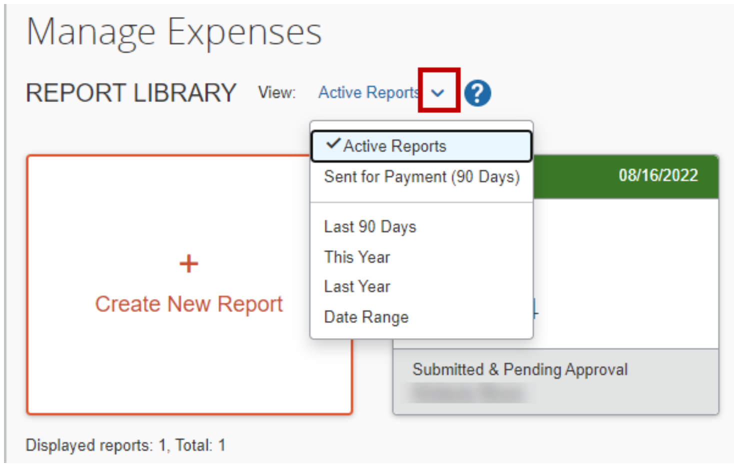


6. Click **Close**.
   - You will be sent to your report library showing all **Active Reports**.



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



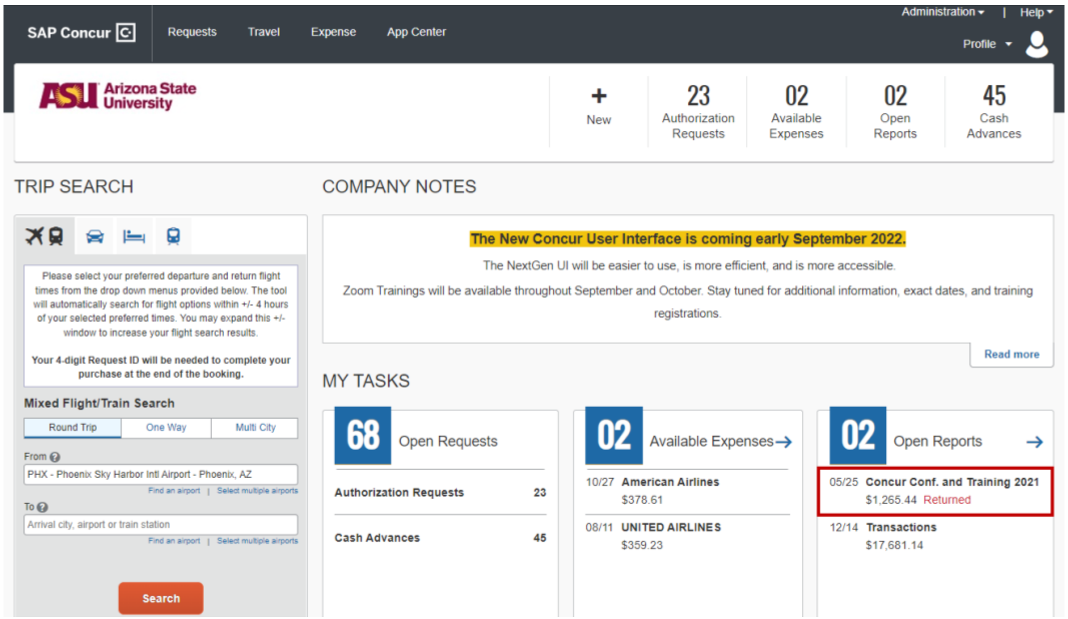
When your report is approved and you received reimbursement, you can close your trip request. Click **Requests**, select the specific request and click **Close Request**.

Expense Reports

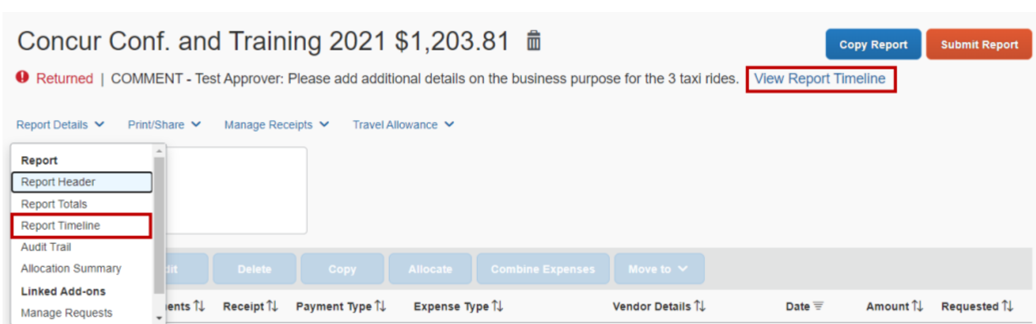
Correct and resubmit an expense report returned to you

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.

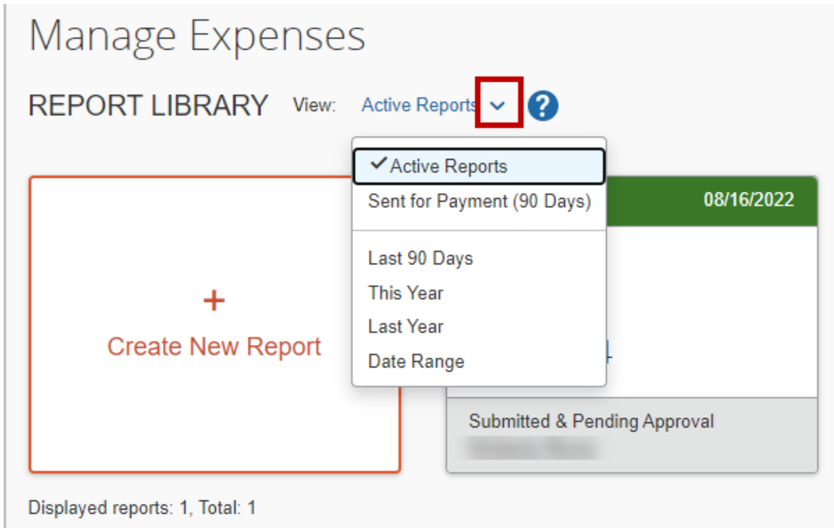


3. Address the approver's comments.
4. Complete the submission process again.

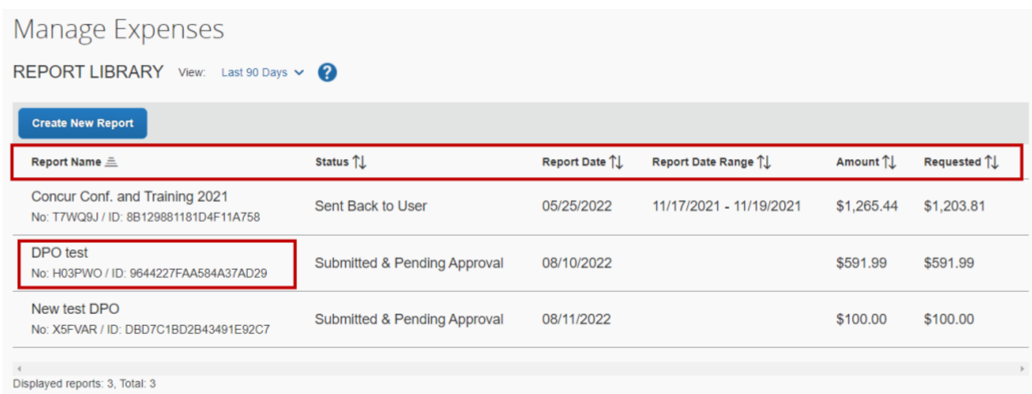
Expense Reports

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**.**

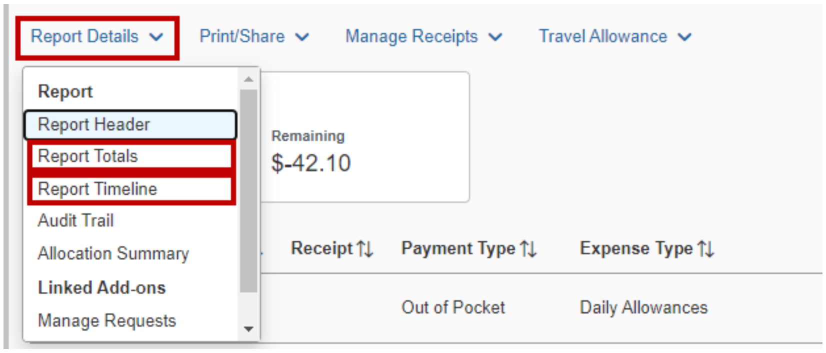


2. Sort the columns by clicking on the column titles. Click on the report to open the report.



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

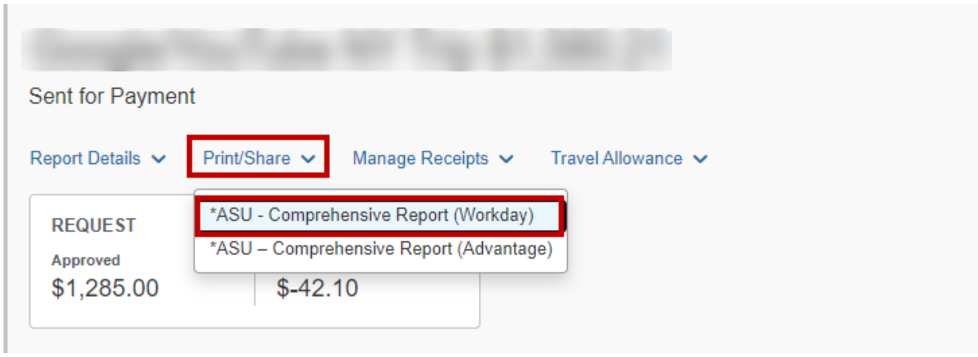


Expense Reports

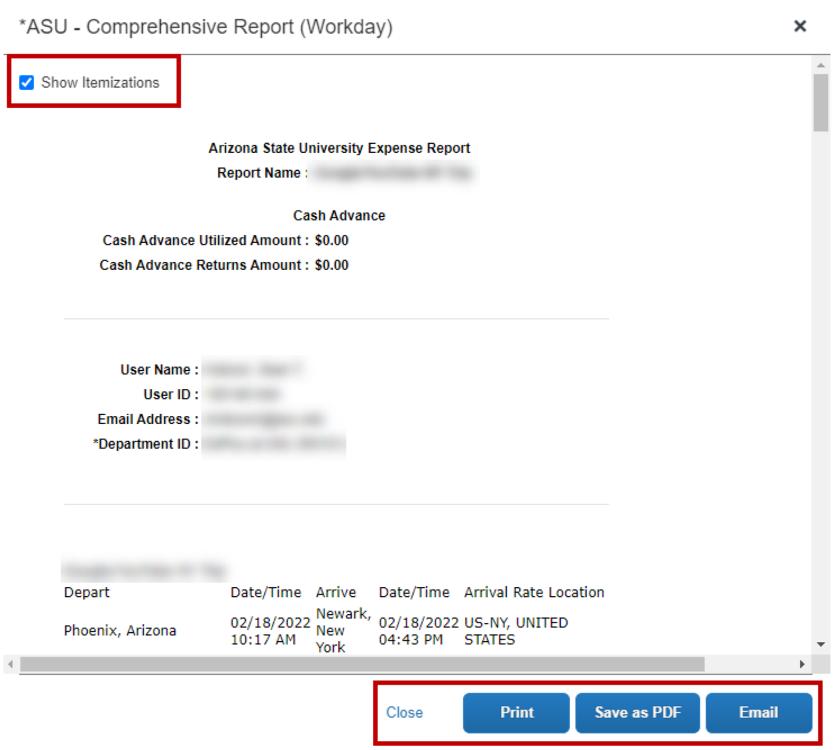
Print an expense report

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.

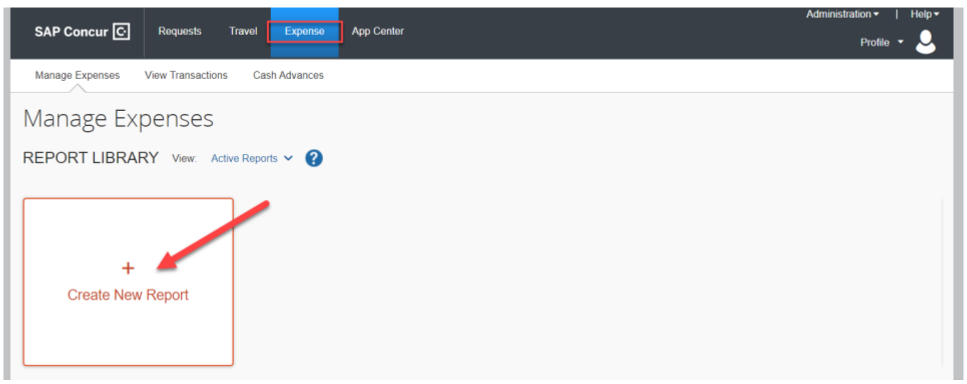
Expense Reports

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.

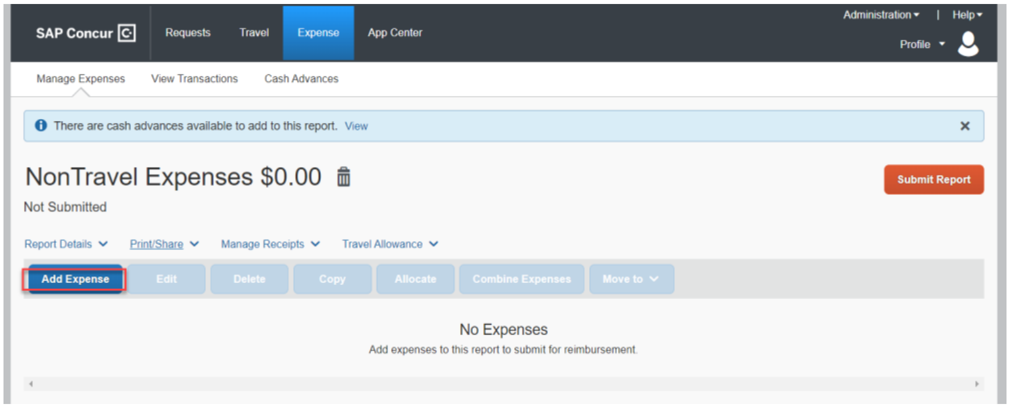
1. Click **Create New Report.**



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



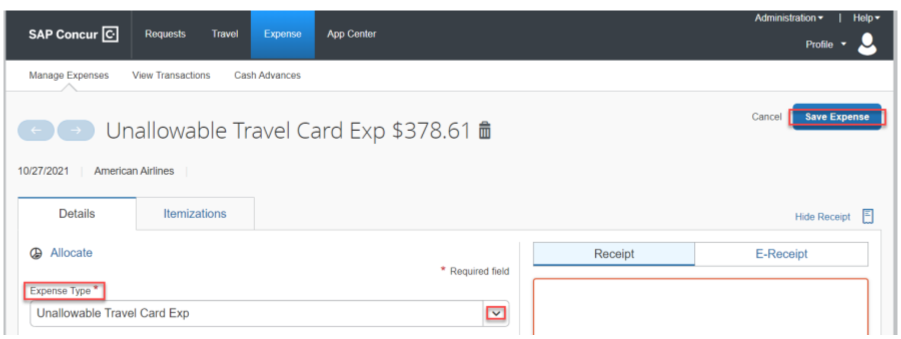
5. When the transaction is moved to the report, click the expense.

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.

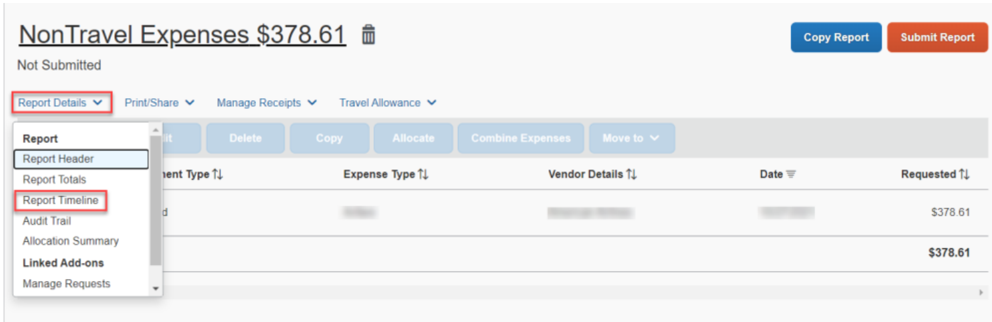
For a transaction that is reimbursable by ASU, select the most appropriate expense type. Complete all fields and attach any documentation or receipts necessary for an ASU reimbursable expense.

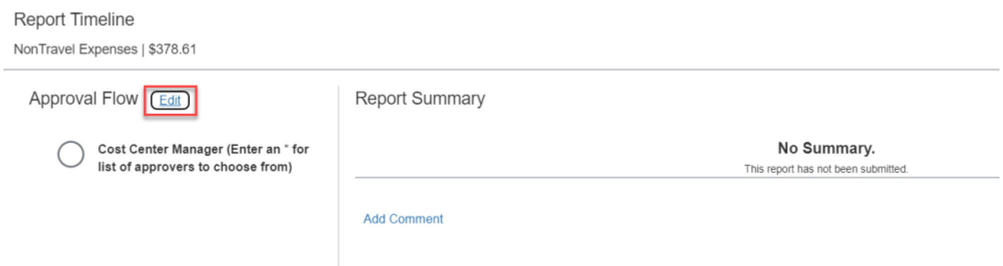
Click **Save Expense**.

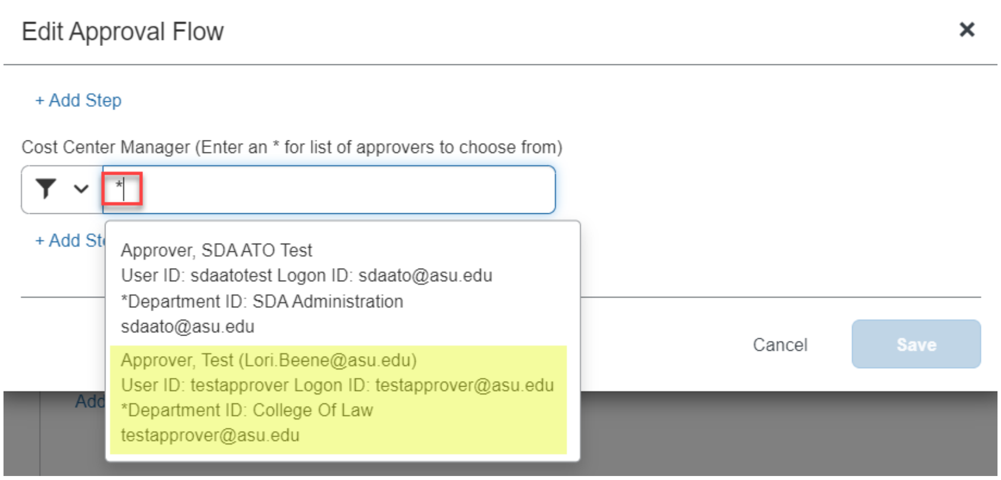


6. To access the **Approval Flow**, select **Report Details** and **Report Timeline**. Next to **Approval Flow**, click **Edit**. Add an approver by entering an asterisk in the **Cost Center Manager** or **Grant Manager** field and select the appropriate approver. Click **Save**. Verify the approval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

Expense Reports







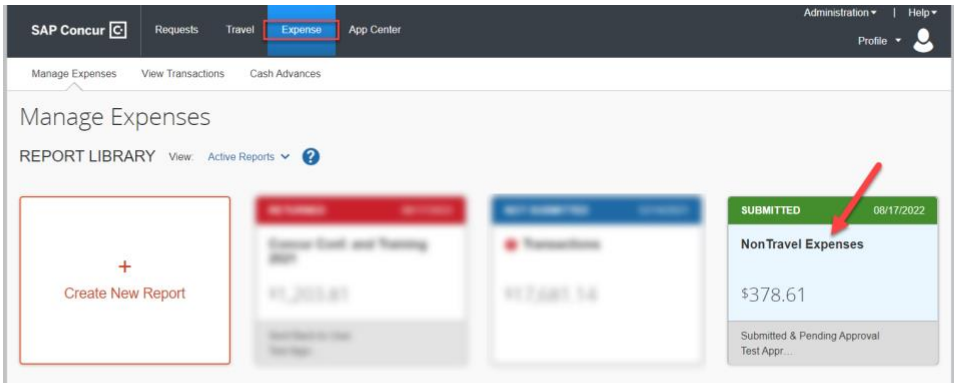
7. Click **Submit Report**.
8. Click **Accept & Continue** in the pop-up window.
9. Verify the Report Totals are correct. If everything appears correct, click **Submit Report.**

Expense Reports

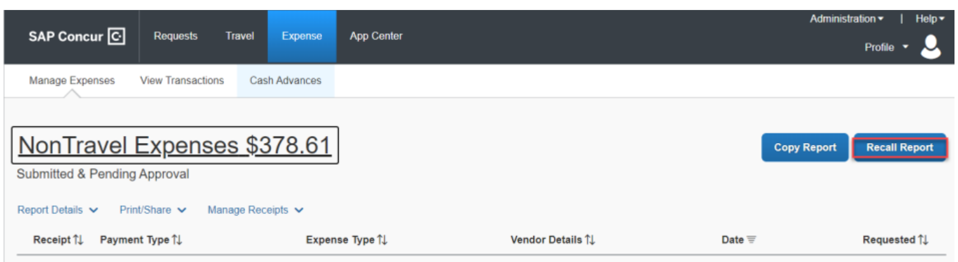
Modify an expense report

If a report is not yet approved:

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



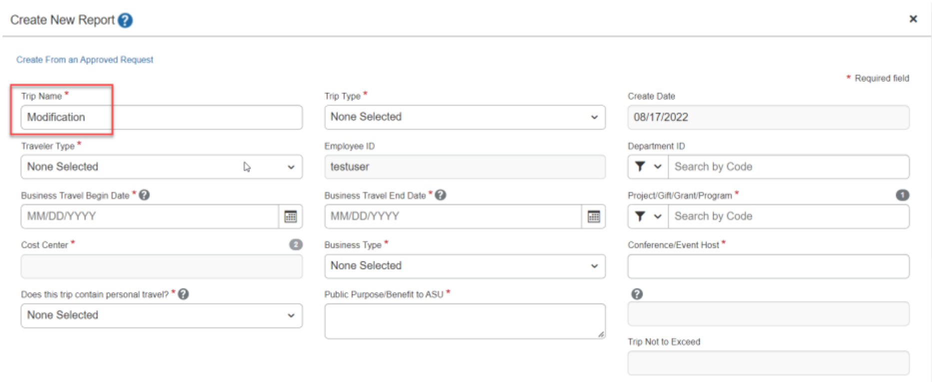
3. **Recall** the report, make the necessary adjustments and resubmit.



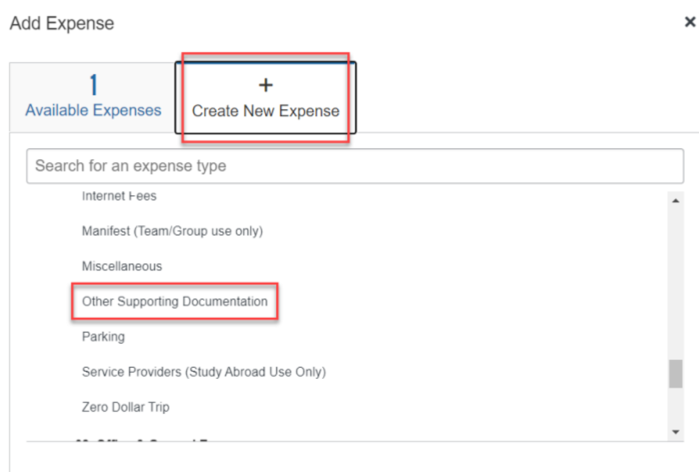
If the report is already approved and you need to modify it due to a missed expense or to correct an error, then a modification expense report is required.

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



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**.

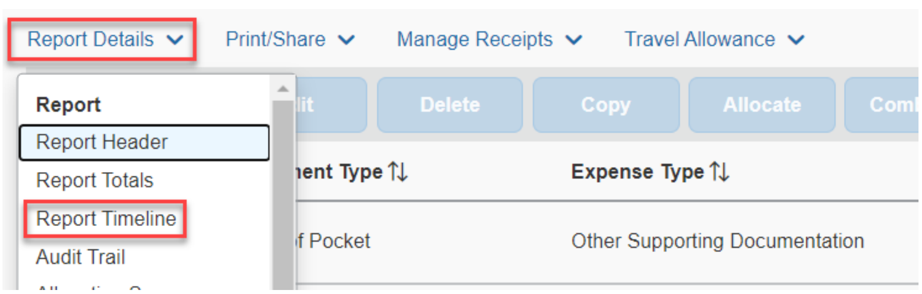


9. Click **Add Expense** and drag any travel card expense from **Available Expenses** not included on the original report.
   - For a travel card transaction left off the original report, but for which an expense was claimed on the original report and marked as out of pocket, assign the travel card transaction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

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.

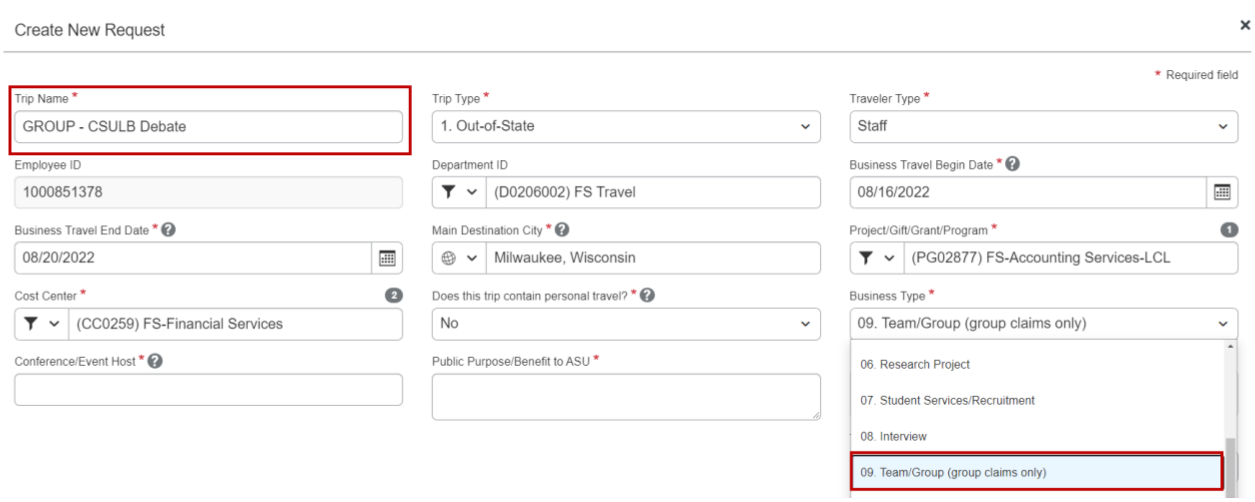
ASU faculty or staff members may use their ASU Travel Card for group travel expenses. The ASU Airfare card can be used to purchase airfare for all group members. Regardless of if multiple travelers have an ASU Travel Card, **only** the group member who completes the request and expense report can use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

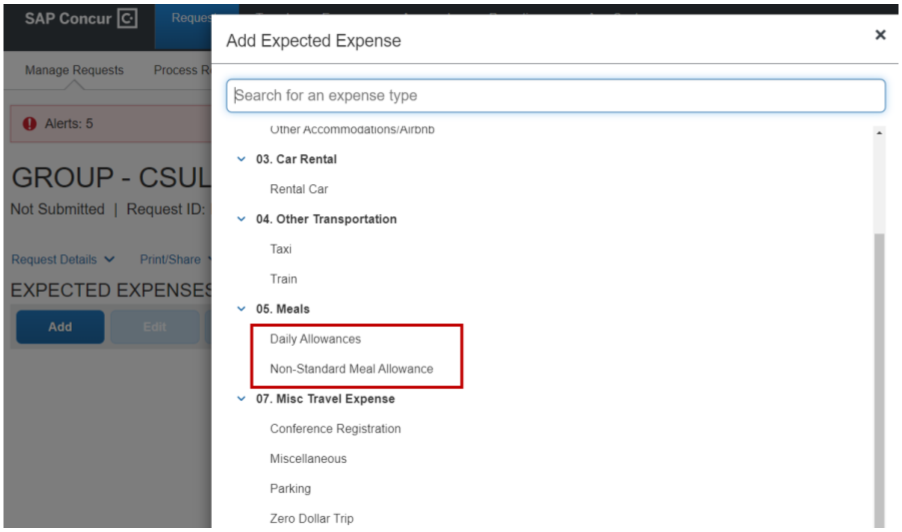


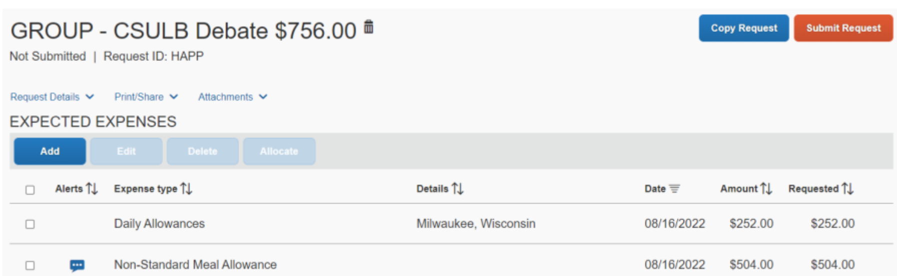
Estimate all of the group expenses in the trip request.

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

Other

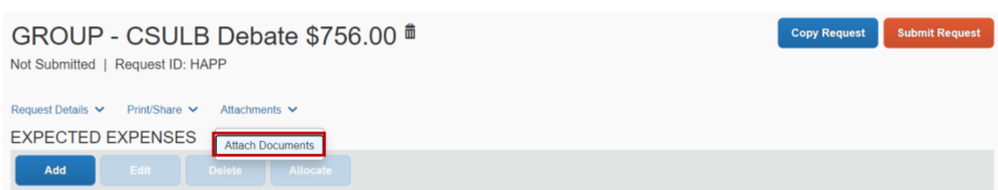
2. Put the rest of the group's estimated meal cost in the non-standard meal allowance expense.





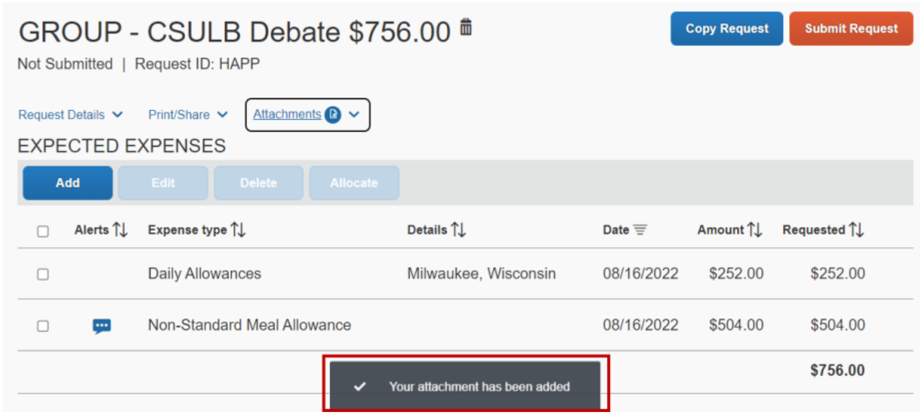
Attach a manifest to the group travel request and the expense report. Document all travelers. To attach the manifest to your trip request:

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



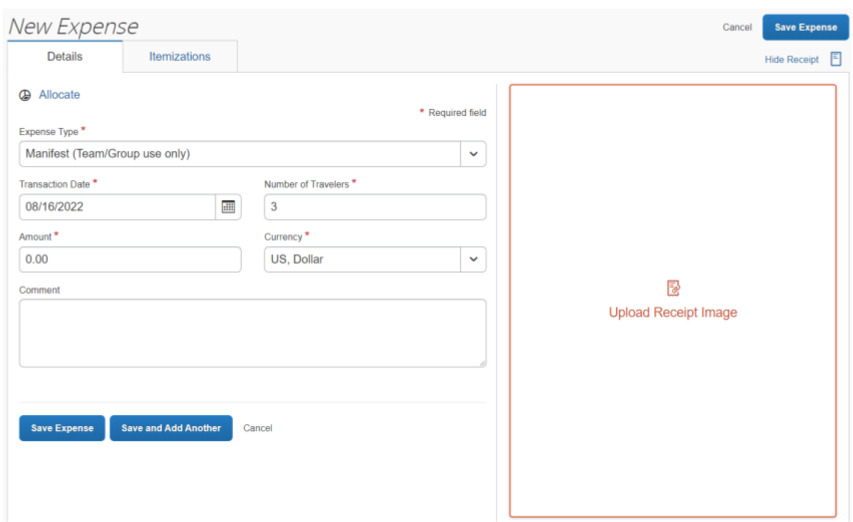
3. In the pop-up window, click **Upload and Attach**.
4. Select the manifest and click **Open.**
5. A message will appear indicating the attachment has been added.

Other



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.

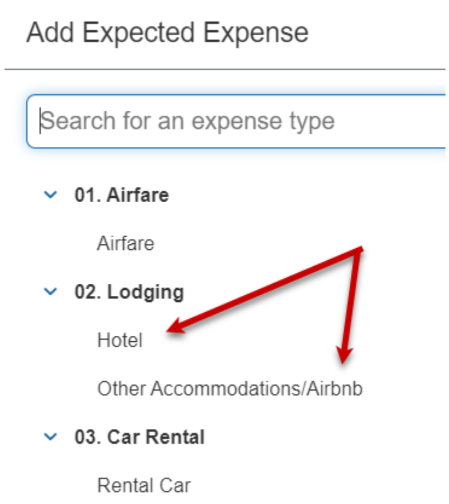


4. Click **Upload Receipt Image**.
5. In the pop-up window, select the receipt or click **Upload Receipt Image**.
6. Select the manifest and click **Open**. The receipt will attach.
7. Click **Save Expense**.

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.



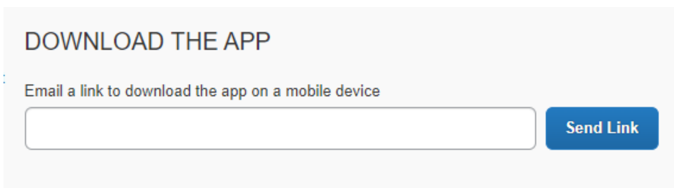
For any questions, email the Travel Service Center or call at 480-965-3111.

Other

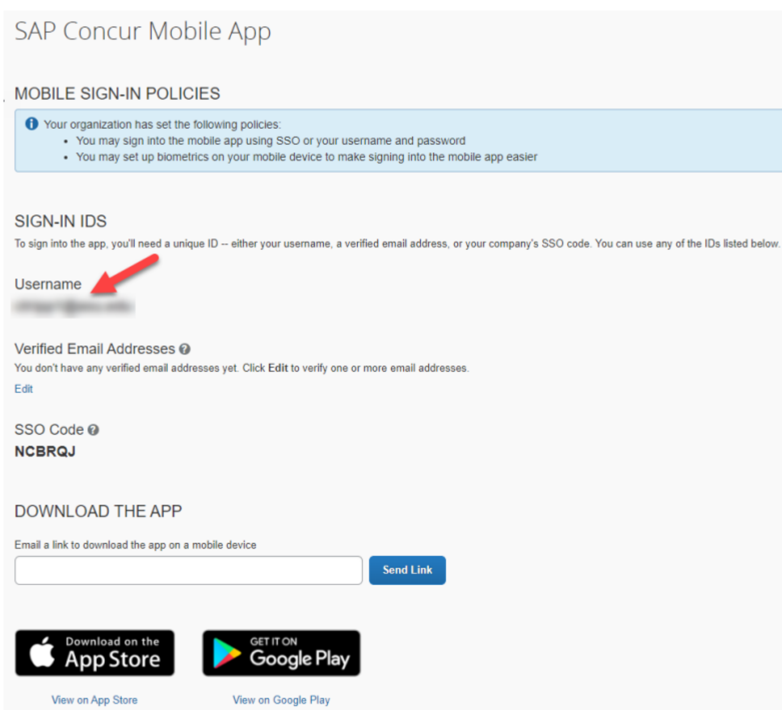
CONCUR mobile app

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.
    - Apple App Store.
    - Google Play.



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.
    - Concur username is your asurite@asu.edu.



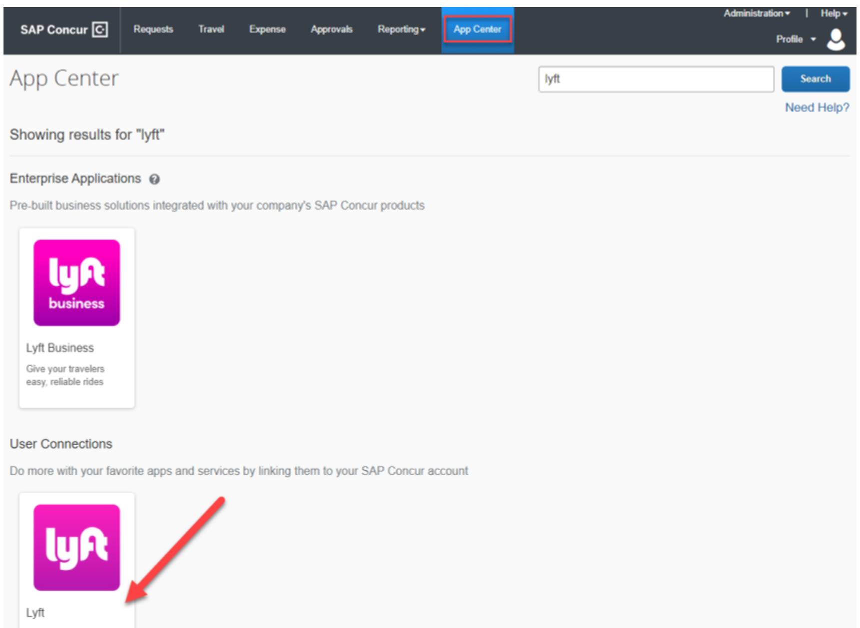
Other

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.

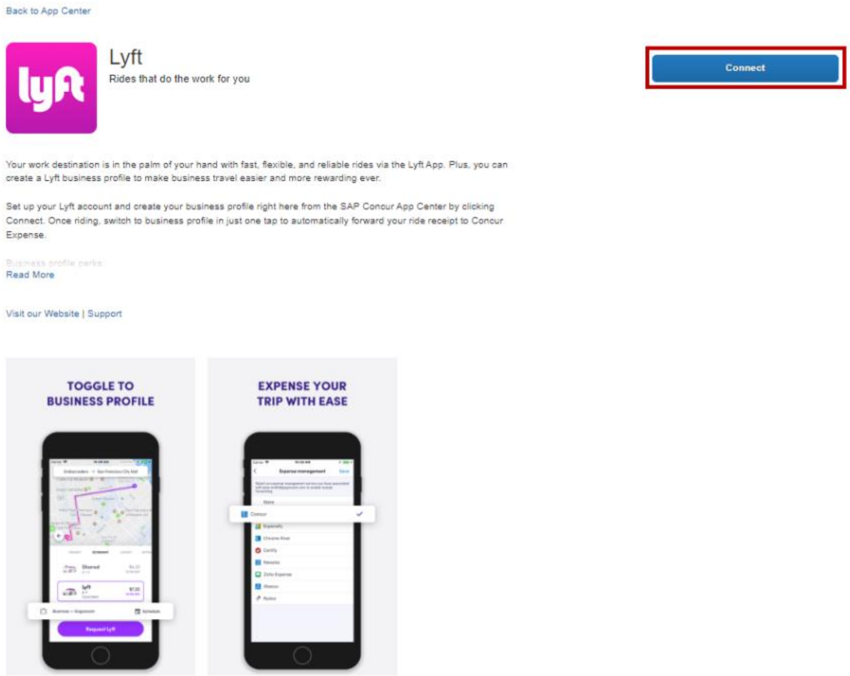
1. Log in to My ASU TRIP.
2. Click the **App Center** tab.

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

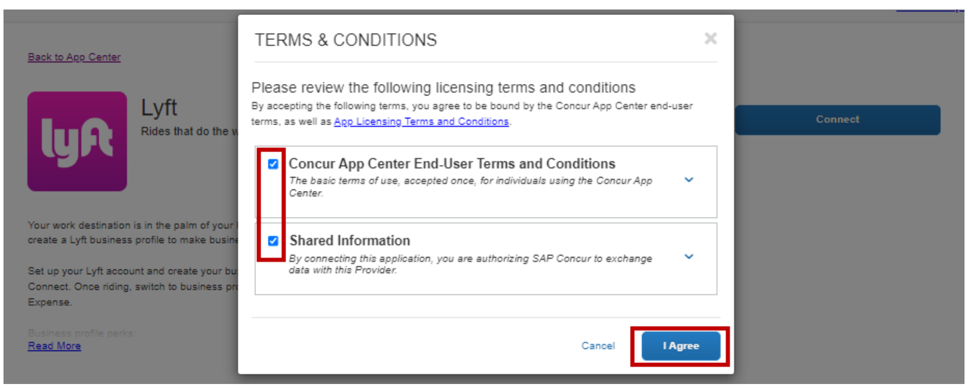


4. Click **Connect**.

Other

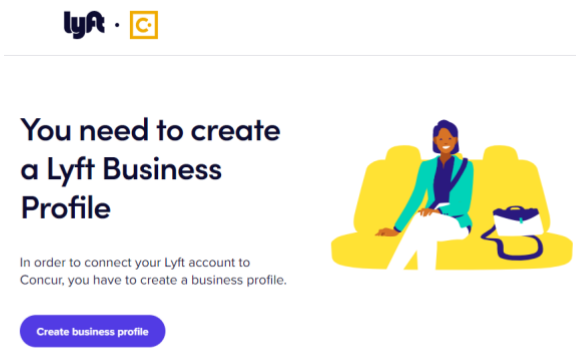


5. Check the accept boxes for Terms and Conditions and Shared Information and click **I Agree**.



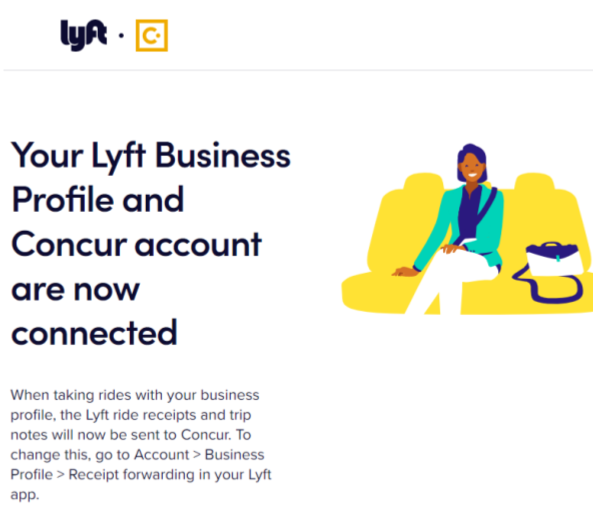
6. Enter in your mobile phone number on the next screen. You'll be sent a verification code via SMS to verify your phone number.
   - If you do not have an existing business profile, you'll be prompted to sign up for one. Click **Create your business profile**, enter your work email and follow the steps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

Other



- 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.



Other

Personal component of ASU travel

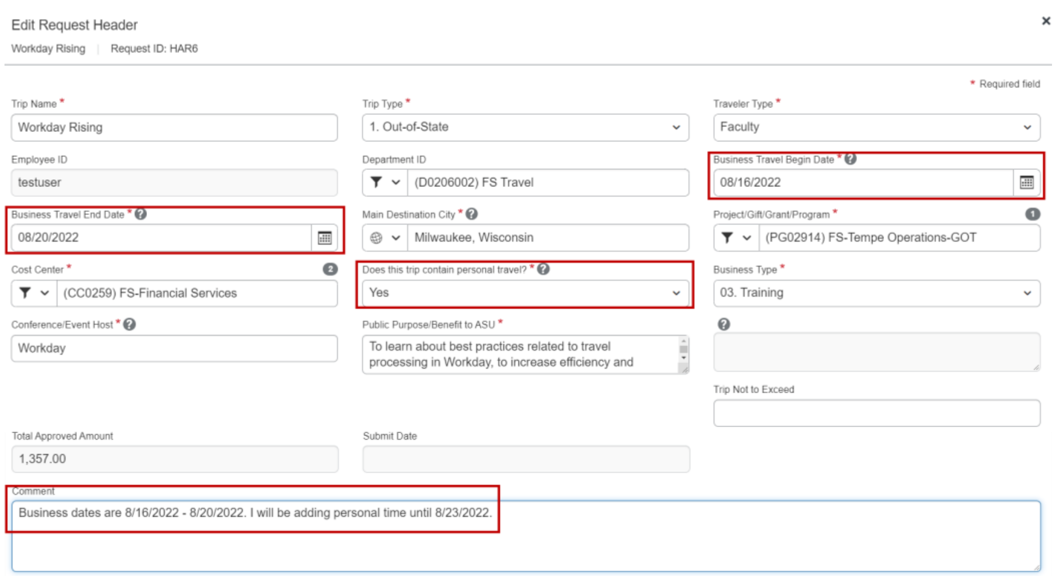
If you are adding personal time to your ASU travel, ASU will reimburse you for the ASU business portion of your expenses. ASU will not reimburse you extra costs associated with the personal time.

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.



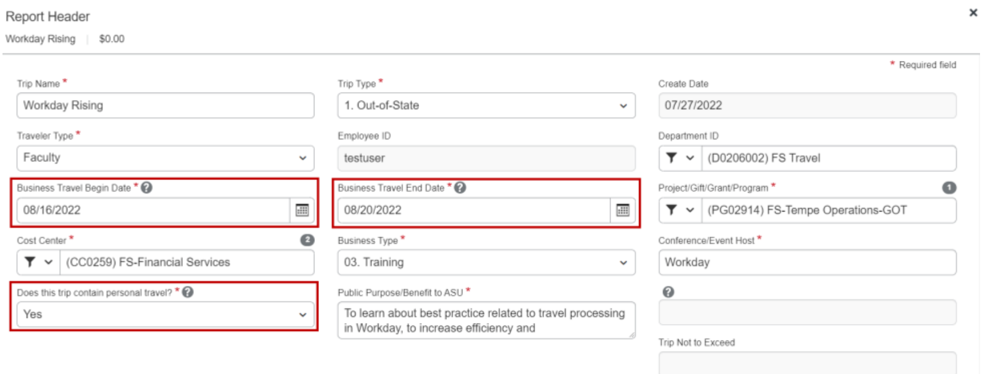
Edit Request Header ×
Workday Rising | Request ID: HAR6

* Required field

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
Trip Not to Exceed:
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.

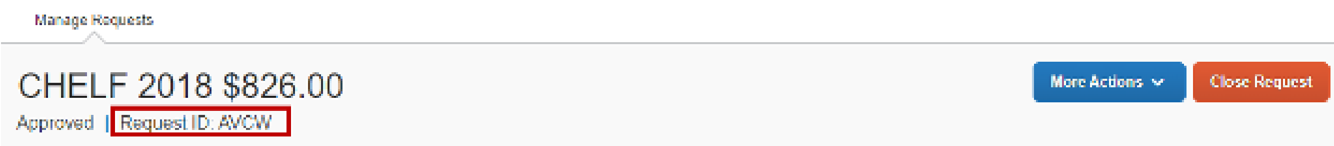


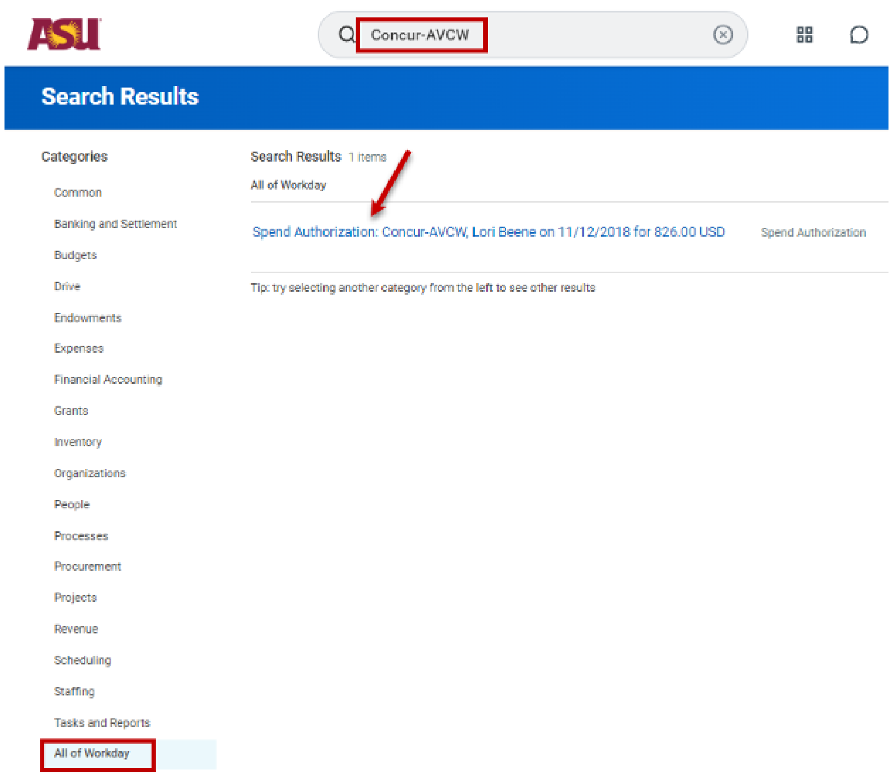
Other

My ASU TRIP and Workday

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

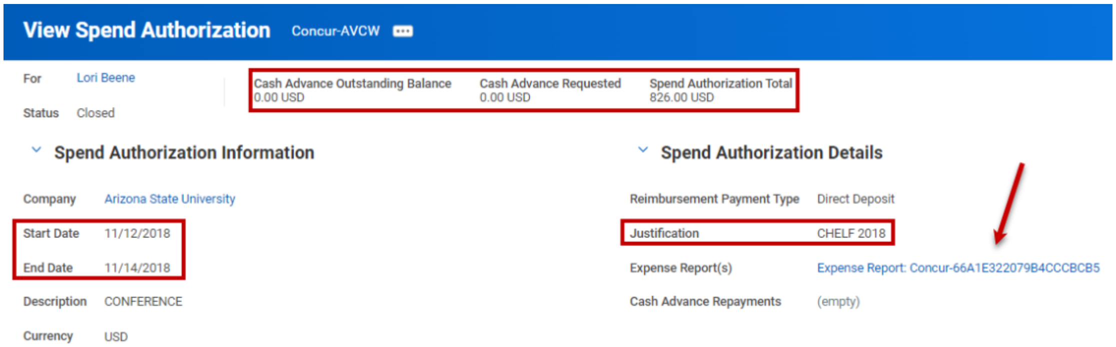
Requests approved in My ASU TRIP are created as approved Workday Spend Authorizations and create a pre-encumbrance from the Request ID number. For example, request **AVCW** in Workday is listed as **Concur-AVCW.**



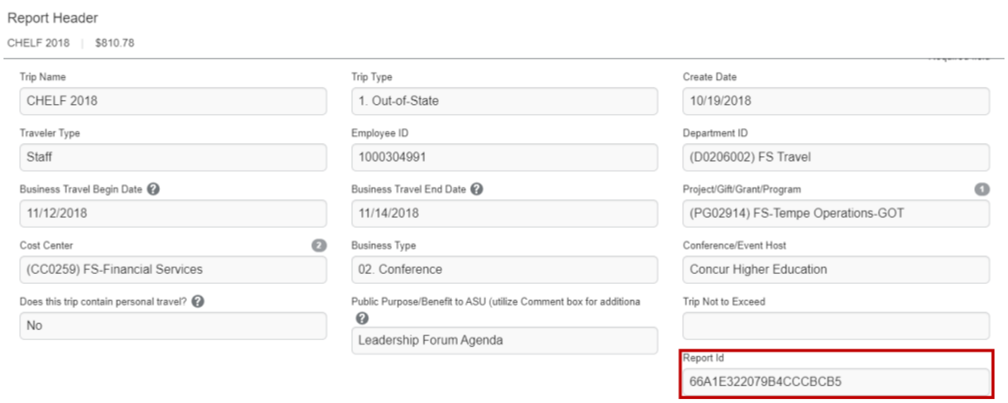


Open the Spend Authorization to see the trip name in the justification field, trip dates, and whether a cash advance has been issued or is outstanding. If an expense report has been filed, you can open the related report.

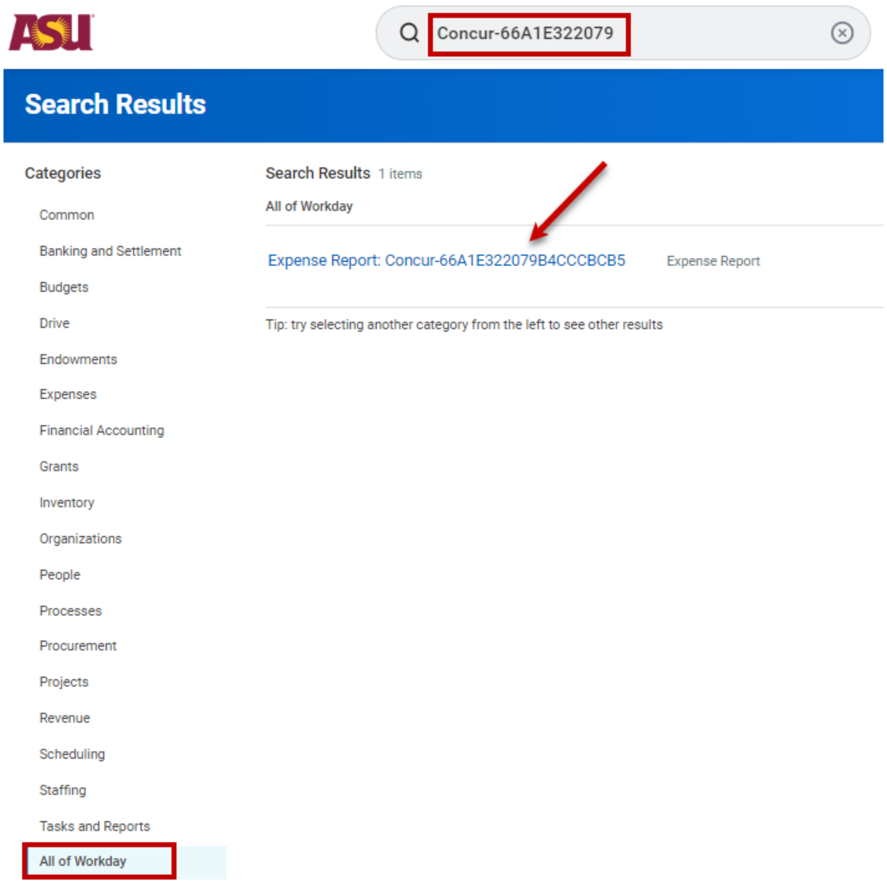
Other



Expense Reports approved in My ASU TRIP are created as approved Workday expense reports using the report ID. For example, Report ID **66A1E322079B4CCCBCB5** in Workday is **Concur-66A1E322079B4CCCBCB5**

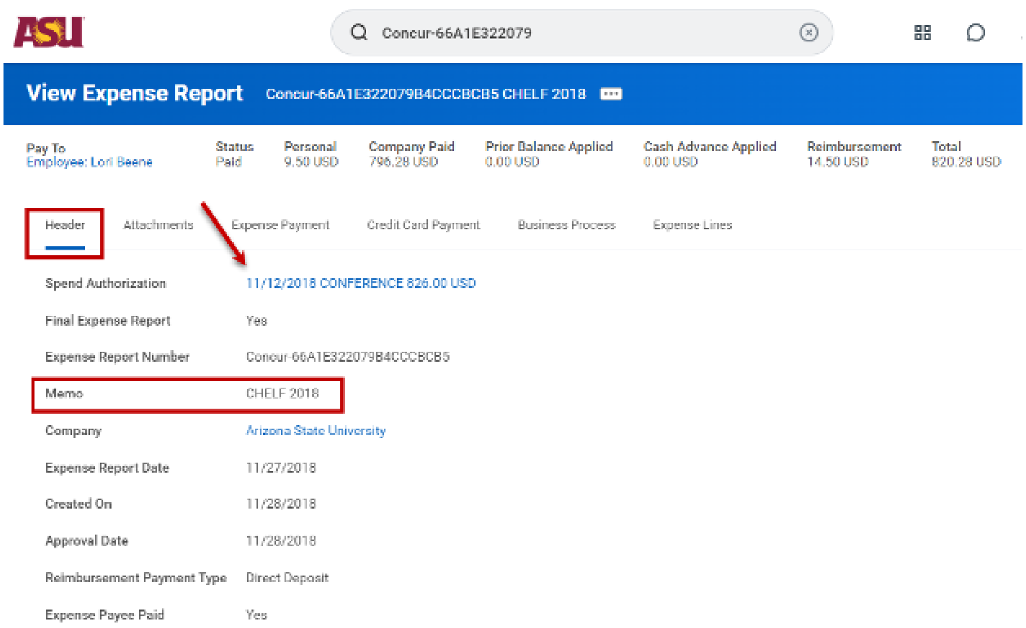


Other

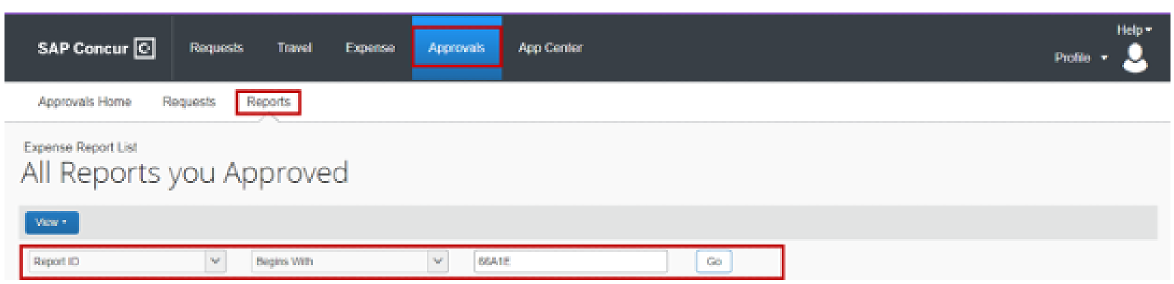


Select Header. The trip name is in the Memo field. To view the related Spend Authorization, click the link.

Other

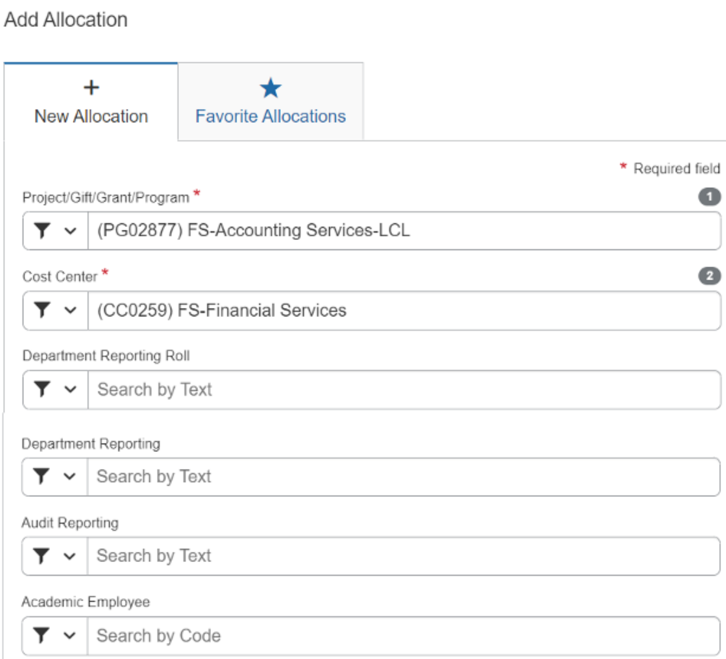


Approvers can use the Report ID to search for the report in My ASU TRIP.



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



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.

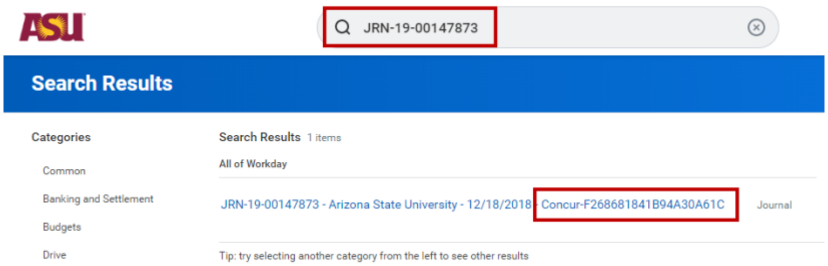
View the directions to apply for a MyASU Approver role. Contact the ASU Financial Management System Workday team to be added as a Workday approver.

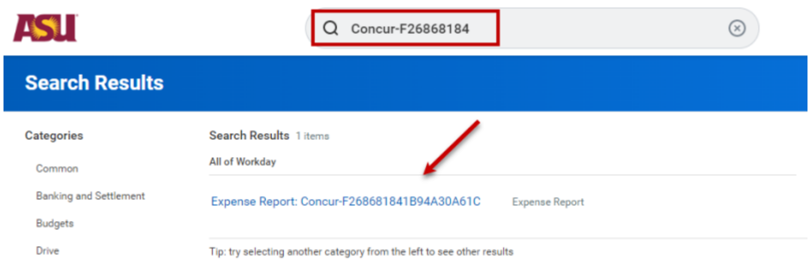
Expense Report Fee and Carbon Offset

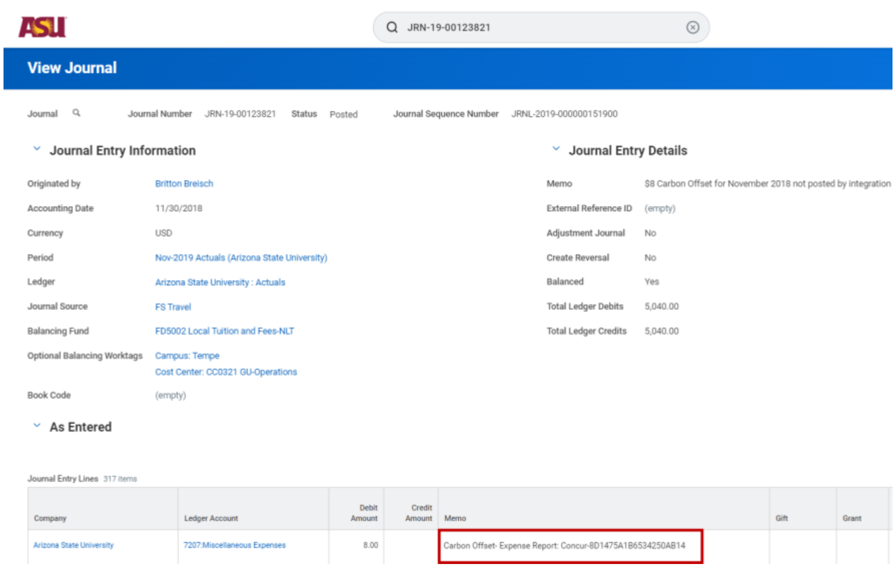
The journals post based on the tags on the expense report in the allocation, not the tags on the header. If a report is funded 70/30, the fee is split accordingly to those funding sources. If a grant is a funding source, then the portion of the carbon offset allocated to the grant posts to the responsible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







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:

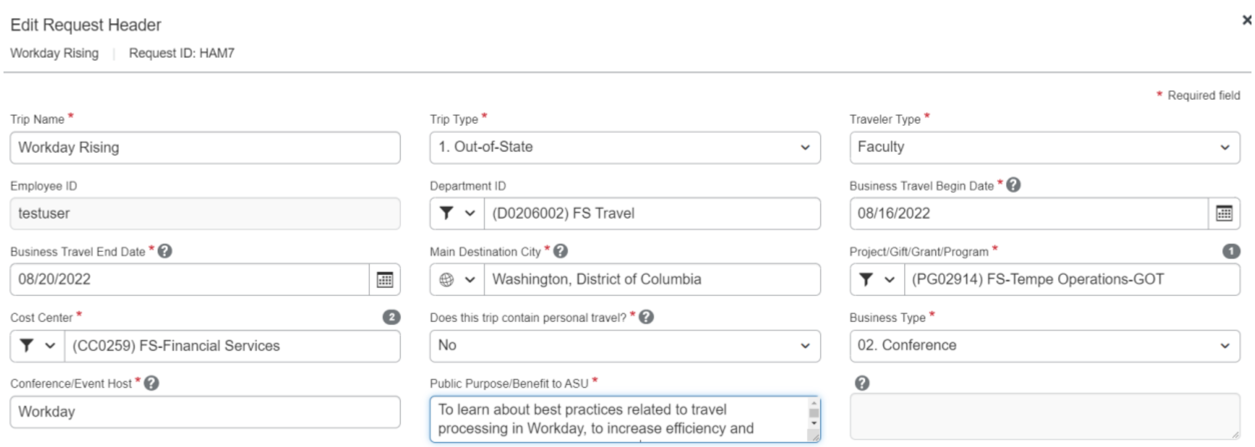
- Find Spend Authorization Lines for Organization | delete dates from spend start date fields.
- Outstanding Operational Encumbrances — Departmental use.
- Sources and Uses by Ledger Account | Update View by criteria to Worker.

Other

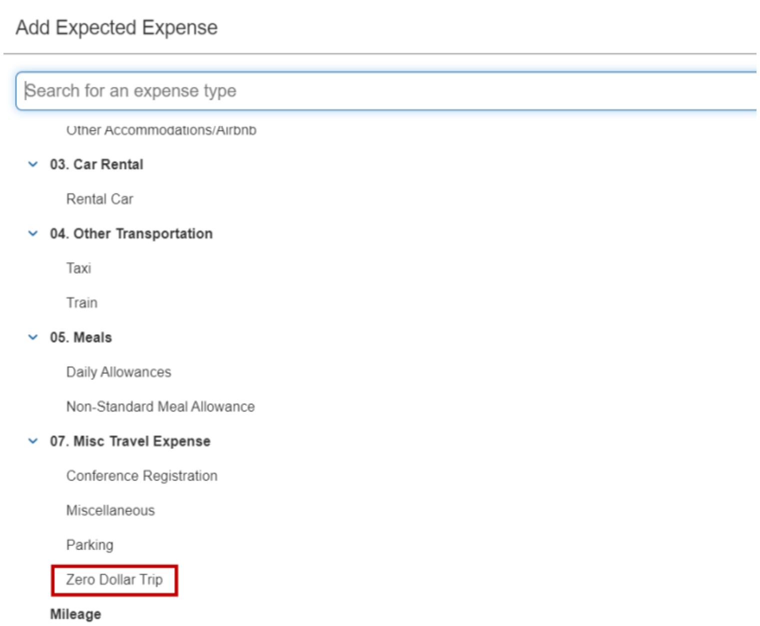
Zero Dollar Trips

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.

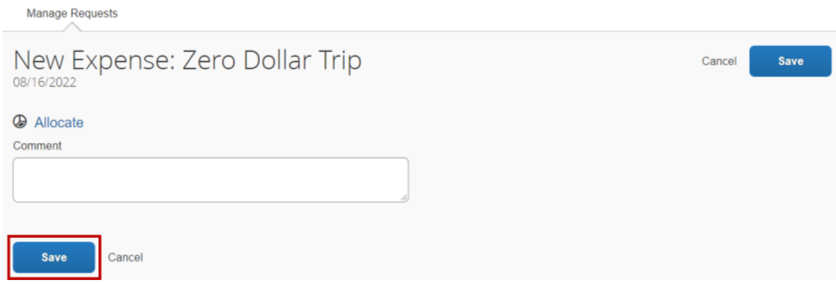
1. Complete the request header. Utilize a departmental account for approvals.



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

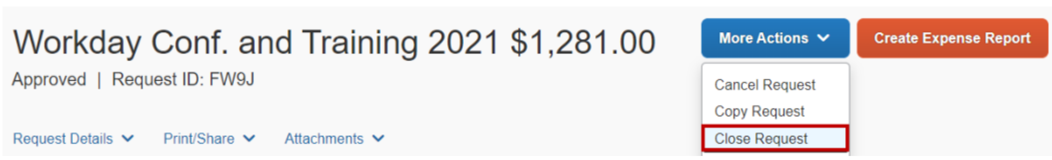


Other



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.



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