Psychology Department Travel Tips

# Before Booking a Trip

1. *Submit a Trip Request* in Concur at least **ten** **business** **days** prior to booking or purchasing anything for a trip. Pre-authorization and the use of ASU’s booking processes are required to ensure travel reimbursement.
2. *Attach* all necessary documentation. *Save this documentation file* so you can easily attach it to the expense report.

|  |  |
| --- | --- |
| Travel Type | Required Documentation To Include |
| Conference | * lodging rates
* schedule‐at‐a‐glance (dates, times, meals provided)
 |
| Training / Meeting / Research Project | * daily agenda or other documentation showing event details (dates, times, meals provided)
* travel logistics
 |

1. When personal travel is included *provide* the following information:
	1. *List personal travel dates* in the comment field of the Request Header.
		1. Business travel begin and end date fields should not include personal travel.
	2. *Attach a cost comparison* to show that the cost of the trip will not increase due to adding personal travel days. It must include an airfare quote **from the time of booking**, capturing the cost of a flight without the personal time.
2. 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.
3. *Document how the trip benefits the sponsor and/or ASU* in the comment field on the Request Header.

**Examples [to be used on a case‐by‐case basis]**:

* To continue on‐going funded research with CO‐PI at XYZ University as budgeted in awarded proposal
* To collaborate with CO‐PI to lay groundwork for future federal applications; see attached invitation
* To disseminate ASU & sponsored research to gain industry‐wide recognition for both programs
* To serve as invited panelist and present research findings to increase visibility
* To stay abreast of research trends and network with peers to enhance research competitiveness
* To develop research skills that will benefit my program of study
* To gain training in research methods specific to [insert area of study] as part of fellowship training
1. When requesting funds for ground transportation, *use the comment field to explain* the business purpose for each trip via taxi, public transportation, charter bus, rental car, etc.

**International Travel**

1. *Complete* the [Provost and Academic Enterprise International Travel Form](https://www.asu.edu/fs/travel/Travel-information-form.pdf) and email it to PSY.Travel@asu.edu to obtain the required Department Chair, Dean and Provost pre-approval for international travel. **Do not** send it directly to the Department Chair, Dean or Provost
2. *Register for the Smart Traveler Enrollment Program*, a free service to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate.
3. *Print* a copy of the foreign travel insurance card from https://cfo.asu.edu/foreign‐travel and c*arry* a copy at all times.
4. For information regarding international travel paid for with sponsored funds, *contact* your Research Advancement Administrator.

# Booking a Trip

1. *Book flights, hotels and car rentals* via Concur or by calling Anthony Travel at 480‐739‐9145 to receive tracking of airline credits and unused tickets, 24/7 emergency service to emphasize duty of care and destination security reports.
	* If a rental car will be driven, it must be approved on the request prior to rental. The driver must have completed [Authorized Driver Training](https://cfo.asu.edu/authorized-driver-program) prior to rental.
	* Conference hotels with conference rates and AirBnB/VRBO may be booked outside of Concur as long as the following requirements are followed:
		+ Book only after the trip request has been submitted and fully approved.
		+ *Forward the outside booking* to both myasutrip@asu.edu and plans@concur.com prior to travel.

# During a Trip

1. *Capture all your receipts* instantly instead of holding on to paper receipts using Concur Mobile.
	1. The app is available free of charge via your Concur Profile under Mobile Registration.
	2. Receipts are required for all expenses greater than $50 that are not placed on the ASU Travel Card. For lodging, airfare, car rental or business meal expenses, itemized receipts are always required.
	3. Receipts must include a payment method.

# After a Trip

1. *Submit an expense report within 30 days of the trip end date* through My ASU TRIP.
	1. Your expense report is available to open in Concur from ***Open Reports*** on the homepage.
2. *Attach the documentation file saved* when creating the trip request.
3. *Provide justification* for the following in the comment field:
	1. All ground transportation
		1. Taxi tips cannot exceed 20% of the base fare. When using Uber/LYFT the base fare is the amount after discounts are applied.
	2. If a meal is provided and daily allowance is still being requested for that meal
	3. Travel insurance
	4. Airline fees
4. *Attach* all receipts available. For lodging, airfare, car rental or business meal expenses, itemized receipts are always required. Receipts must include a payment method.
5. *Request daily allowance* for appropriate meals.
	1. Travel status/meal eligibility is estimated by the system based on the destination and trip dates entered in the Request Header.
		1. Meals on the first and last days are calculated at 75% of the full day rate.
		2. 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.
	2. For meals not provided at a conference, on a plane/train or at a business meal.

# For Additional Assistance

* For questions about using My ASU TRIP, contact the ASU Travel Service Center at 480‐965‐3111.
* For questions specific to non‐grant related travel, please contact PSY.Travel@asu.edu
* For questions specific to grant sponsored travel, please contact your Research Advancement Administrator.