# 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 for reimbursement.

2. *Attach* all necessary documentation (*hint: save your documentation file* so you can easily attach it to the expense report after the trip as well).

| Travel Type | Required Documentation To Include |
|---|---|
| **Conference** | □ lodging rates<br>□ registration rates and what they cover<br>□ schedule-at-a-glance (dates, location, times, meals provided) |
| **Training / Meeting / Research Project** | □ daily agenda or other documentation showing event details (dates, times, meals provided), and expenses covered<br>□ travel logistics including recommended hotel |

3. When personal travel is included *provide* the following information:
   a. *List personal travel dates* in the comment field of the Request Header.
      i. Business travel begin and end date fields must **not** include personal travel dates.
   b. *When you book your airfare, you must also get a* **cost comparison quote** capturing the cost of a flight without the personal time to show that the cost of the trip will not increase due to adding personal travel days.

4. 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 unless there is an allowable reason. The expectation is to use the most economical means to accomplish purpose of travel.   Calculate the maximum miles that can be claimed by dividing the allowed airfare amount by .625. Attach the airfare quote to the car mileage expense as a backup for the amount being claimed.  Upload a Google Map showing the departure and arrival addresses and distance traveled. Passengers in your vehicle who are ASU-affiliates also traveling on business affect the reimbursable amount.

5. *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

6. When requesting funds for ground transportation, *use the comment field to explain* the business purpose for each trip.  Attach a Google map showing start and end addresses with distance traveled.

   **International Travel**
7. *Faculty and Staff must complete* the Supplemental Travel Information Form for travel to high-risk destinations (level 4 or 5) and email it to PSY.Travel@asu.edu to obtain the required pre-approval for international travel. Upload a copy of the signed pre-approval to your Concur Trip Request.
8. *Students must register with the Global Education Office and upload a copy of the confirmation to their Concur Trip Request.*
9. *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.

10. Review the International Travel pages of the [International Development Initiative](#) for instructions regarding safety, documentation, insurance, and managing emergencies. Print a copy of the [international travel insurance card](#) and keep it with you at all times. To file a claim, call the phone number on the card and reference the State of Arizona.
11. For information regarding international travel paid for with sponsored funds, *contact* your Research Advancement Administrator.

## Booking a Trip (after Request is approved)

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.
    - Rental cars must be justified and approved on the request prior to rental. The expectation is to use the most economical means to accomplish purpose of travel. The driver must be [Authorized to Drive for ASU](#) prior to rental. PCard restrictions apply - no transportation costs can be charged to a PCard.
    - 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.
        - PCard restrictions apply – no lodging costs can be charged to a PCard.
        - *Forward the outside booking* to both [myasutrip@asu.edu](mailto:myasutrip@asu.edu) and [plans@concur.com](mailto:plans@concur.com) prior to travel.

## During a Trip

1. *Capture your receipts*.
    a. Receipts are required for all expenses greater than $50 that are not placed on the ASU TravelCard. For lodging, airfare, car rental or business meal expenses, itemized receipts are <u>always</u> required.
    b. Receipts must include a payment method.
    c. All PCard restrictions apply.
    d. Receipts are NOT required to claim Daily Allowances for individual meals during your trip.

## After a Trip

1. *Submit an expense report within 30 days of the trip end date* through My ASU TRIP.
    a. 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. Conference information must be attached.
3. *Provide justification* for the following in the comment field:
    a. All ground transportation
        i. Taxi tips cannot exceed 20% of the base fare. When using Uber/LYFT the base fare is the amount after discounts are applied.
    b. If a meal is provided and daily allowance is still being requested for that meal
    c. Travel insurance
    d. Airline fees
4. *Attach* all receipts available, including for items pre-paid with a PCard. For lodging, airfare, car rental or <u>business</u> meal expenses, itemizedreceipts are <u>always</u> required. Receipts must include a payment method. For mileage or transportation reimbursement, also upload a Google Map showing the departure and arrival addresses and distance traveled and the purpose of the trip in the comments.
5. *Request Daily Allowance* for individual meals.
    a. Travel status/meal eligibility is estimated by the system based on the destination and trip dates entered in the Request Header.

        i. Meals on the first and last days are calculated at 75% of the full day rate.
        ii. 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.

   b. For meals not provided at a conference, on a plane/train or at a business meal. Any provided meals should be excluded from the Daily Allowances amount.

## 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 and **zero cost** related travel, please contact Travel Approver, Andrew Powers, at PSY.Travel@asu.edu
➢ For questions specific to grant sponsored travel, please contact Travel Approver, Abbey Gargano, at Abbey.Gargano@asu.edu.

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*It is highly recommended you schedule time with your Travel Approver to help you prepare your trip request or expense report, especially for travelers sharing lodging or other expenses. They are here to help!*

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