My ASU TRIP/Concur Detailed Travel Guidance

The following requirements apply to all university travelers, even if travel expenses are reimbursed by an outside organization, grant-funded, or paid for by a third party, such as a government agency, a research sponsor, or a professional organization. University travel must follow these processes:

International travel is currently prohibited.

As applicable, all travelers, whether on overnight or single day travel, must follow the ASU travel policy, ASU Domestic Travel guidance, and COVID-19 guidelines for ASU researchers.

Overnight travel requires
- An approved trip request in My ASU TRIP/Concur.
- Approval by the appropriate dean or vice president, as well as an executive vice president. Executive vice presidents are Mark Searle and Morgan Olsen.
- Email authorization is sufficient and should be attached to the My ASU Trip/Concur request.
- A Travel Considerations checklist completed by the traveler and attached to each travel request.
- All airfare, lodging, rental cars and other business travel arrangements to be booked through My ASU Trip/Concur once the My ASU Trip/Concur request is fully approved.

These requirements apply to all future overnight domestic trips.

Approvals

Allow time for approval. All requests will be routing to Risk Management for final approval. Booking should not begin until the request if fully approved.

If a trip was previously approved for a future date without the necessary approvals or the checklist, obtain email approval and completed checklist and forward to the ASU Travel Service Center at myasutrip@asu.edu or create a new request with all appropriate approvals and the checklist attached.

Bookings

Book in My ASU TRIP/Concur. Contact Anthony Travel at ASU@anthonytravel.com if the arrangements are complex or if a credit from an unused flight is being utilized.

If a needed flight or lodging is unable to be booked in My ASU Trip/Concur, contact the ASU Travel Service Center. Forward arrangements outside of Concur to the ASU Travel Service Center at myasutrip@asu.edu prior to travel.

If arrangements booked outside of Concur have already been made for a future trip, send arrangements to the ASU Travel Service Center at myasutrip@asu.edu before the trip begins.

For trips where the arrangements are being paid by a third party, forward airfare and lodging arrangements to the ASU Travel Service Center at myasutrip@asu.edu prior to travel.

Reimbursements

ASU will not reimburse travel expenses incurred without the required pre-authorization and booking process. Expenses paid directly by the university through a PCard, ASU Travel Card or ASU Airfare card will be considered personal expenses without the required pre-authorization and booking process.

Changes to My ASU TRIP/Concur

- Request segments are no longer utilized.
- The number of expense types available on the request has been reduced.
- Expense reports will be *started* for the traveler by the ASU Travel Service Center.
    - ASU travel card and ASU Airfare card transactions will be imported and assigned expense types.
    - Available airfare receipts will be attached.
    - Available E-receipts for hotel and car will be attached.
    - Itineraries will be created.

    On the expense report travelers are responsible for
    1. reviewing report header
    2. reviewing assigned expense types
    3. adding out of pocket expenses
    4. attaching remaining receipts
    5. opting out of provided meals
    6. submitting within 30 days of trip end

Prior to booking, travelers should review their My ASU TRIP profiles:
- Name should be the name as shown on TSA credentials
- Contact information should be current
- Verify Email, if not verified
- Emergency contact should be current
- Complete date of birth, if not completed
- Activate E-Receipts, if not activated

Please contact the ASU Travel Service Center at myasutrip@asu.edu or 480-965-3111 if you have any questions or need assistance with My ASU TRIP/Concur.