This form should be used to create or modify a profile within My ASU TRIP for users that are not employees such as students and Courtesy Affiliates. ASU employee profiles are synced to the PeopleSoft Human Resources system and cannot be modified with this form.

### User Information

- **Undergraduate Student**
- **Graduate Student**
- **Courtesy Affiliate**
- **Other (Please Specify):** [Enter]

**User Name:** [Enter]

**Affiliate ID:** [Enter]

**ASURITE ID:** [Enter]

**Email Address:** [Enter]

**Profile Effective Date:** [Enter]

**Profile End Date (If Known):** [Enter]

### Travel Settings

The following fields are used to establish the traveler in the proper travel group and policy.

- **Location:**
  - **Tempe**
  - **Polytechnic**
  - **DT Phoenix**
  - **West**
  - **Thunderbird**
  - **Other (Please Specify):** [Enter]

- **User Group:**
  - **ASU General**
  - **Athletics (Only for users traveling for Sun Devil Athletics)**

**Sponsoring Department Code:** [Enter]

**Sponsoring Department Name:** [Enter]

**Primary Travel Account (Ex WV11003):** [Enter]

- **Check for Cash Advance Availability:** [Box to be checked]

### Business Reason for My ASU TRIP Profile

[Enter]

### Approval and Contact Information

- **Department Contact:** [Enter]
- **Phone:** [Enter]
- **Account Signer Signature:** [Enter]
- **Date:** [Enter]
- **Account Signer Printed Name:** [Enter]

**Return the completed form to the ASU Travel Service Center**

**Mail Code:** 5912

**Fax Number:** 480.965.8174

**Email:** myasutrip@asu.edu

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Financial Services

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