

Update your profile	
1.	Click the Profile icon in the top right-hand corner of the homepage. Then select Profile Settings .
2.	Click Personal Information .
3.	Verify that your name matches your driver's license or passport information. Email My ASU TRIP if changes must be made.
4.	Enter your home and work address, if desired.
5.	Input your work or home phone number under Contact Information. The Required asterisk will not disappear when you enter the phone number.
6.	Under the email address field, click How do I verify my email address? and follow the instructions.
7.	Complete the Emergency Contact section.
8.	<ul style="list-style-type: none"> Travel preferences are optional. Gender and birthdate are required under TSA Secure Flight. TSA Precheck, passports, and visas are optional.
9.	Click Save . The Required asterisk does not disappear after you enter data. The birthdate appears in a xx/xx/xxxx format.
10.	In the Credit Cards section, add your ASU Travel Card information or personal card information, if desired. Click Save .
To add a delegate(s)	
Optional: Under Expense Settings on the left of the profile page, click Expense Delegates . Add delegate(s), check the box(es) and click Save .	
Activate e-receipts	
Optional: Under Other Settings on the left of the profile page, click E-Receipt Activation and follow the instructions.	

Create a request before each trip	
1.	Under +New , click Start a Request .
2.	Complete the fields in the Request Header and click Create Request .
3.	Click Add to select expected expenses. <ul style="list-style-type: none"> Travelers must be authorized drivers before renting a vehicle.
4.	If ASU does not need to reimburse expenses, select Zero Dollar Trip under 07. Misc Travel Expense . <ul style="list-style-type: none"> Even though you will not claim expenses, the request assists Traveler Location Services during travel in the event of natural or civil emergencies and after for possible exposure to health risks.
5.	From the Attachments dropdown, select Attach Documents . <ul style="list-style-type: none"> Attach any documentation required by your departments such as a conference agenda or hotel information. If traveling to a location with a level four or five risk level, attach the Supplemental Travel Information form. Attachments must under five megabytes and in a .pdf, .png, .jpeg, .tiff or .html format.
6.	Click the More Actions menu at the top right and select Edit Approval Flow . Add an approver into the Cost Center Manager or Grant Approver field. Contact your department business office if you are unsure of the appropriate approver.
7.	Submit Request using the blue button in the top right corner.

Booking travel in My ASU TRIP
Once your request is approved, you will receive an email notification. You can then book your travel.
Select the Home menu in the top left and click Travel to get to the booking tool. Choose the type of booking you want to complete from the icons.
Mixed flight or train search: Select round trip, one-way or multi-city.
Rental car: Review the pop-up message regarding insurances and the authorized driver program .
Hotel: Review the hotel cancellation policy. Hotels with conference rates must be booked through the hotel or conference registration site, not through My ASU TRIP.
Complete the booking: When purchasing airfare, the system defaults the payment type to the ASU Air Card, which bills the university directly for the flight. If you want to pay with a personal card and be reimbursed after your trip completion, select or enter your credit card information in the Select a Method of Payment section.
Enter the unique four-digit Request ID for the trip. The ID is in the upper left corner of a request and is listed in Active Requests from the Request tab.
Example Request ID: 9QQV.
Click Next and then Purchase Ticket .
After booking completion, your trip details and status will be listed via this path Travel to Trip Library .
Contact Anthony Travel at 480-739-9145 or 1-844-682-5052 toll-free, for assistance with bookings or any changes to your booking before or during travel.

Create an expense report from an approved request	
1.	Select the Home menu at the top left and click Requests . Use the View dropdown on the right and select All Requests . Open the request by clicking the title and then click Create Expense Report at the top right.
2.	Create an itinerary from the Travel Allowances dropdown menu, click Create New Itinerary . Add a stop for each destination you spent the night. Click Save after each stop. After the final stop click Next twice. Review the Entering an Itinerary instructions.
3.	Check to exclude any meals provided by others; Click Create Expenses to add daily allowances.
4.	Click Add Expense . <ul style="list-style-type: none"> Select Available Expenses to import any applicable ASU Air Card or Travel Card transactions. Click Create New Expense to add out-of-pocket expenses; Select Expense Type, complete fields and click Save.
5.	To update the expense types to accurately reflect the nature of the expense, click the expense and change the Expense Type . Mark non-business meals purchased with the ASU Travel Card as Meals on Travel Card . Personal expenses, alcohol or expenses reimbursed by others are Unallowable Travel Card Expenses .
6.	Itemization is required for hotels. Review the hotel itemization instructions.
7.	Attach receipts for all airfare, hotels, car rentals and business meals; out-of-pocket expenses greater than \$50; and department required documentation. To attach receipt(s), click the expense and use the receipt window on the right.

8.	Review any exceptions: <ul style="list-style-type: none"> Triangle alerts must be reviewed, but do not prevent submission. ⚠ Red alerts must be resolved before submission. ❌ Contact your department business office for assistance.
9.	From the Report Details dropdown, review Report Totals . Due Employee amount will be reimbursed to you. Owed Company is the amount you owe ASU. Click Close .
10.	From the Report Details dropdown click Report Timeline . The approval flow is located on the left. To add an approver, click Edit . Add an approver into the Cost Center Manager or Grant Approver field and click Save . Contact your department business office if you are unsure of the appropriate approver.
11.	Submit Report using the blue button in the top right corner.
12.	Accept and continue . Due Employee or Owed Company totals will appear. Click Submit Report . Confirm that the correct approver is listed or add an approver and click Submit Report again.
Adjust and resubmit a report	
1.	From Open Reports on the homepage, open the report by clicking the report tile.
2.	From the Report Details dropdown menu, review the comments in the Report Timeline . Make any requested changes; add comments if needed.
3.	Follow the submission instructions from steps 11 and 12 above.



Travel Quick Reference Guide

[Email the ASU Travel Service Center](#) or call 480-965-3111 for assistance with requests and expense reports.

[Email Anthony Travel](#) or call 480-739-9145 or 1-844-682-5052 with booking questions.

Department contact: _____

Travel approver: _____