

Please use this guide to accurately complete the travel process. This process provides consistency with our audit documentation and reporting for all TPS areas and will ensure prompt reimbursement of expenses for the traveler.

Travel involves five basic steps:

1. Set-up Concur profile (one-time only)
2. Apply for an ASU Travel Card (one-time only)
3. Create Trip Request – **PRIOR** to travel
 - a. In country – two weeks before travel
 - b. Foreign – six months before travel
4. Submit Expense Report – within 30 days of trip end date
5. Close the Trip Request – after you are reimbursed or have refunded the university

Create Concur Profile Information

- Access from the My ASU TRIP homepage: <https://cfo.asu.edu/myasutrip>
- Enter your personal information
- Activate e-receipts (optional)

Apply for an ASU Travel Card

A chip-and-PIN-enabled VISA card – used for official university travel expenses billed & paid for by ASU. Integrated into My ASU TRIP.

Issued to ASU faculty and staff – not for graduate students.

Travel Card Application: <https://cfo.asu.edu/asu-travel-card>

You must complete the application at the link above.

Allowable travel expenses are for trips submitted through the My ASU TRIP travel system, Concur.

Cardholders are responsible for ensuring expenses are appropriate, supported by a business reason and are allocated to the proper account by submitting a Travel Expense Report within 30 days of the trip end date.

Prohibited expenses on a Travel Card:

- Alcoholic beverages
- Expenses on behalf of others not on ASU-approved travel business
- Expenses on behalf of others on ASU-approved travel business (unless group travel)

Prohibited expenses on Travel Card (con't):

- Expenses not directly related to travel activities
- Fines, penalties or late fees
- First class or business class airfare, unless pre-approval has been received
- Gas or car maintenance of personal vehicle
- Memberships in travel-related clubs
- Tips over 20%

TRIP REQUEST

Submit your Trip Request **PRIOR** to the travel start date. This ensures that you are covered by ASU Insurance should anything happen to you while traveling on ASU business.

Steps:

1. Submit Trip Request in Concur two weeks before travel (you must submit *much* earlier for foreign travel, please see Foreign Travel section)
2. Include the conference information (program/schedule/agenda) and PI approval as an attachment
3. Estimate the expenses – receipts are not needed
 - a. Airfare
 - b. Lodging
 - c. Transportation (UBER, taxis, parking)
 - d. Daily allowance (meals)
 - e. Registration
4. Submit Trip Request – send to Cindy Gallaway
5. If the Trip Request is returned with a question or comment, please address the comment or question and RE-SUBMIT the Trip Expense
6. You will be notified when the Trip Request is approved

Trip Request Approval Timeline

Responsible Unit/Person	Action	Time to Complete
Business Team	Reviews that documentation shows PI approval, conference brochure and/or agenda is attached. Confirms destination is not sanctioned.	Reviews daily
Research Team	Reviews funding and allowability	End of next business day
Director	Reviews travel dates	End of next business day
ATO	Completeness of Trip Request and compliance with ASU travel policies	Reviews daily

If there are questions or issues, additional time will be required.

Personal Time – do not include any expenses associated with personal time, as these are not reimbursable. Dates on Trip Request should only be the business travel dates and not include Personal time.

Group Travel – For 3+ people only. Must have word “GROUP” as first word in the Trip Name. Always attach a manifest. Manifest will list the name, ASU ID, and position of each person traveling. The person who submits the Group Trip Request will use their Travel Card for all expenses for the group.

Zero-dollar Trips – trips with no cost to the university and no reimbursement to the traveler. A Trip Request is submitted to document your travel for insurance purposes and helps the university locate you in an emergency. The Trip Request needs to be closed when the trip is complete.

FOREIGN TRAVEL

Travelers going to international destinations should also review:

[Export control requirements](#)

[Foreign travel](#) – insurance coverage

[Health and safety](#)

[Student International Travel](#)

[Vehicle Insurance](#)

Trip Requests MUST be submitted well in advance. OKED is requesting a 6-month notice for all foreign travel. Concur has a built-in warning for countries that require additional approvals, as they may be deemed “Foreign End User of Concern”. If you are going to a location with this designation, you may be asked to cancel the visit. The reason being is that the visit may put the PIs federal funding at risk.

Below is guidance from ASU Research Operations regarding travel:

Any university travel to a sanctioned country must obtain authorization prior to travel. If a license is required ASU Research Operations will contact the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury for the traveler to obtain the necessary license. Currently, the sanctioned countries are Cuba, Syria, North Korea, Sudan, and Iran. Support is also available for travel to China, Hong Kong, Jordan, Kazakhstan, Kyrgyzstan, Pakistan, Taiwan, Tajikistan, and Uzbekistan. Research Operations will provide travel letters and support for obtaining licenses from the U.S. Department of Commerce or U.S. Department of State when necessary. Requests should be submitted 6 months in advance of the travel date. Contact ASU Research Operations at research.integrity@asu.edu for more information.

ASU’s Foreign Travel Policy

For travel to countries or regions designated as a Travel Warning Area, as defined by this policy, the following provisions apply:

1. The Provost may authorize or restrict ASU travel to specific regions within a Travel Warning Area.
2. ASU students and employees shall not be required to travel to a Travel Warning Area.

3. ASU travel by employees and students to countries and/or areas designated as a Travel Warning Area requires advance review and approval by the Provost's Office or designee. As appropriate, the International Travel Advisory Committee (ITAC), established by the Office of the President, serves as the review body for travel proposals and provides a recommendation concerning whether the proposed travel should be approved.
4. In addition to the travel request, employees, students, and volunteers may need to submit supplemental information regarding the travel risks, the necessity of travel, and departmental approval. The supplemental information shall include a recognition of the travel risks.
5. ASU Study Abroad programming in a Travel Warning Area requires approval from the Office of the Provost and, in appropriate circumstances, the ITAC.

A country or region is designated as a Travel Warning Area by the university if any of these conditions exist:

1. a current Travel Warning has been issued by the U.S. State Department, <http://travel.state.gov/>.
2. A current Travel Health Warning has been issued by the U.S. Centers for Disease Control and Prevention (CDC), <http://wwwnc.cdc.gov/travel>.

and/or

3. the university has designated any country or region as restricted for ASU travel.

Insurance coverage is not provided to university employees traveling in sanctioned countries unless the State of Arizona Department of Administration, Risk Management Section, purchases the insurance for the trip separately. Individuals should consult with both the ASU Office of Research Integrity and Assurance as well as ASU Insurance/Risk Management to determine authorization requirements.

Export control regulations and their applicability should be evaluated during the planning process for international travel. ASU travelers should review ASU's Export Control website for guidance related to international travel well in advance of committing to a trip abroad. In addition, if the travel will be paid by external grants or contracts, departments are urged to check with appropriate agencies such as the National Science Foundation, Department of Energy, or the university's Office for Research and Sponsored Projects Administration (ORSPA) to determine whether special requirements apply. For more information, see [RSP 214: Export Control](#).

Air travel to and from an international location under sponsored project awards must be on a U.S. flagship carrier. If a carrier other than a U.S. flagship is used, the airfare may be disallowed on the grant and the traveler or department may be responsible for the cost. You may contact ORSPA to determine an airline's flagship status. For more information on air travel to and from an international location under sponsored project awards, see [RSP 504-01: Sponsored Projects Travel for ASU Employees](#).

Student travel as part of an ASU program must be authorized in advance, depending on the type of travel, as follows:

- a. Participation in Study Abroad programs for ASU academic credit requires registration through the ASU Study Abroad Office.
- b. Students who take a leave of absence from ASU enrollment to travel on their own, or through non-ASU Study Abroad programs, are not subject to this policy.

NOTE: Travel for personal reasons to countries under CDC travel warning is strongly discouraged, and ASU requests that all faculty, staff, and students who travel to any of the affected nations notify ASU Health Services both prior to travel and upon return to the university. ASU Health Services staff will provide pre-travel advice and information on required post-travel monitoring.

Steps for Foreign Travel:

1. Submit Trip Request in Concur **SIX MONTHS** before
2. Include the conference information (program/schedule/agenda) and PI approval as an attachment
3. Estimate the expenses – receipts are not needed
 - a. Airfare
 - b. Lodging
 - c. Transportation (UBER, taxis, parking)
 - d. Daily allowance (meals)
 - e. Registration
4. Submit Trip Request – send to Cindy Gallaway
5. If the Trip Request is returned with a question or comment, please address the comment or question and RE-SUBMIT the Trip Expense
6. You will be notified when the Trip Request is approved

Trip Request Approval Timeline

Responsible Unit/Person	Action	Time to Complete
Business Team	Reviews that documentation shows PI approval, conference brochure and/or agenda is attached. Complete information on the Traveler in the Concur Alert email link (as a result of the foreign destination).	Reviews daily
Research Team	Reviews funding and allowability	End of next business day
Director	Reviews travel dates	End of next business day
ATO	Communicate with Traveler: <ol style="list-style-type: none"> 1. Insurance needed to sanctioned country 2. Export controls needs to certain foreign countries – i.e., if going to China, Traveler needs documentation showing compliance with regulation regarding computer use and connections with ASU on the internet 3. U.S. flight carrier (mandatory on sponsored projects) is used 4. Solid justification Traveler knows the area well and/or Traveler is chauffeured by people who know the area 	End of next business day
Dean’s Office	Reviews all documentation for compliance with ASU policies	Three business days
Provost Office	Reviews foreign destination	Up to three weeks

EXPENSE REPORT

When you return from your trip, you will receive an email from the Business Team (Cindy Gallaway) asking you to create your Expense Report.

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ASU Policy states that **Travel Expenses must be submitted within 30 days of your trip's return date.**

Steps:

1. Go to Trip Request and select "Create Expense Report"
2. Attach receipts to all expenses
3. Must attach itemized receipt for hotel and itinerary for flight
4. Submit Expense Report in Concur

Expense Report Approval Timeline

Responsible Unit/Person	Action	Time to Complete
Business Team	Reviews the receipts, comments, and documentation	End of next business day
Research Team	Reviews funding and allowability	End of next business day
Additional Reviews		
Responsible Unit/Person	Issue	Time to Complete
ATO	If travel expenses are 20% or more over original Trip Request estimate	Reviews daily
ATO and Dean's Office	If Expense Report is submitted 60 days or more past trip end date	Three business days

If there are questions or issues, additional time will be required.

Complete a Non-Travel Expense Report – if you have used your Travel Card for charges unrelated to ASU travel

Complete a Modification Expense Report – if a previously approved Expense Report needs adjustment

Tip:

Before you submit an Expense Report, verify all transactions incurred during the trip are included in My ASU TRIP. If you do not, you will need to [ommunica](#) to process the omitted transactions. The School will be charged an additional expense report fee for the modification.

CLOSE TRIP REQUESTS

Steps:

1. Go to Concur/Requests/Manage Request/
2. Click the box by the individual trip request. Then select Close/Inactivate Request.

#1 Select & open the Trip Request

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved...	Remaining...	Action
AICPA Board of Directors	9J3A	Approved	01/17/2018	02/06/2018	\$0.00	\$0.00	\$0.00	Expense
Copy of Expense Types 3	9E66		01/19/2018	12/24/2017	\$447.50	\$0.00	\$0.00	
Hotel	9E3N	Approved	12/26/2017	12/16/2017	\$400.00	\$400.00	\$400.00	Expense

#2 Select "Close/Inactivate Request"

If you have questions or want help, please contact Cindy Gallaway

Email: cindy.gallaway@asu.edu

Phone: (480) 727-5001

Office: Sutton Hall #101J

FAQs

1. **What is the difference between the ASU travel card and the ASU purchasing card or P-Card?**

The ASU travel card is used for travel-related expenses, are tied to an **individual** and transactions are expensed to the funding source indicated on an expense report. Travel transactions are prohibited on a P-Card except for airfare and conference registration. P-Cards are tied to a **funding source** and transactions are expensed to that funding source.

2. **If I use an ASU travel card for travel expenses, do I still need to submit receipts for those transactions?**

Itemized receipts are required for airfare, business meals, car rentals and lodging. Other travel expenses incurred on an ASU travel card do not require receipts unless your department or funding source requires them.

3. **Can I use my personal credit card for ASU travel expenses instead of the ASU travel card?**

Yes, when an expense report is filed after the trip ends you will be reimbursed.

4. **Can I use the ASU travel card for meals while in travel status?**

Yes, but many travelers do not use the card for meals to reduce the number of transactions on their expense report.

5. **If I use the ASU travel card for meals, how does My ASU TRIP calculate the amount of my daily allowance?**

ASU uses daily allowance for calculating meal reimbursement while you are in travel status. When preparing the expense report, if the card is used for a business meal, which is a meal shared with non-ASU personnel where university business is conducted, the transaction should be identified as a **business meal** and will be reimbursed in its entirety. The daily allowance for that meal must be excluded.

If the card is used for a meal that is **not** a business meal, the transaction should be identified as a **meal on travel card**. The total of all meals on travel card transactions are netted against the daily allowance allowed for the trip. My ASU TRIP will reimburse the difference if the allowed amount exceeds the amount spent. Travelers are required to reimburse the university if the transactions exceed the amount allowed.

6. How long does it typically take for travel card transactions to show up in My ASU TRIP?

It depends on the individual credit card vendor and when they batch their information. In most cases, travel card transactions are in the system within one week of the transaction date for a domestic transaction. An international transaction can take up to two weeks.

References:

My ASU TRIP homepage: <https://cfo.asu.edu/myasutrip>

My ASU TRIP Manual: <https://www.asu.edu/fs/travel/MyASU-Trip-travel-guide.pdf>

Travel Card: <https://cfo.asu.edu/asu-travel-card>

Travel policy: <https://www.asu.edu/aad/manuals/fin/fin501.html>

U.S. Passport Office: <https://cfo.asu.edu/passport>

Authorized Driver Program: <https://cfo.asu.edu/authorized-driver-program>

Export Controls: <https://researchintegrity.asu.edu/export-controls-and-security>