
Travel

Travel Flow Chart

For All Travel Destinations




Log in to MyASU Travel from
<https://cfo.asu.edu/myasutrip>



Log in with your ASUrite ID and Password



Click this image on the webpage  to access the Concur travel site. The entire box is a hyper link.



You can now start a travel request by hovering over the "+ New" button and clicking on "Start a Request". If you do not have access to the site you can request a profile by filling out [this form](#) and submitting it to [travel](#).



Please remember to include the correct account number to fund your trip and upload a brochure of the conference you will be attending.



After completely filling out the information, hit submit at the bottom.

When You Return From Your Trip



Log back into <https://cfo.asu.edu/myasutrip> and create and Expense Report. This is where you enter your "**Actual Expenses**", upload receipts and hit submit. Please remember to itemize your hotel. This button can be found at the bottom right of the hotel expense.

Trip Tips

- Please submit your Travel Request early (at least 2 weeks prior to your travel date), especially for foreign travel.
- Advances:
 - Advances are NOT automatic, you must request them prior to submitting your travel request.
 - Travel will only advance you 75% of your expenses (excluding Airfare and Registration).
- If you are uncertain as to which funds you should be using for your trip, [Tanya Williams](#) will work with you on your funding source and account information.
- To view the work flow status of your online travel claim, log into <https://cfo.asu.edu/myasutrip> and it will be listed next to your trip name.
- Please scan and upload receipts for you expense upon return. If you are using your travel card please allow up to 7 days for all your expenses to populate.
- Car rentals: This requires defensive driving course/certification through ASU and driver's license verification **prior** to trip, the ATO cannot approve your trip until this requirement is complete. Please upload a copy of your driving course certificate along with a copy of your driver's license.
- Items that will require additional justification:
 - Internet/ Wi-Fi charges
 - Hotels that are over the per diem rate: If you are staying at the conference hotel, you must provide a photocopy of the program that mentions the conference hotel.
 - Rental Cars
 - Any details of the trip that are not readily apparent- i.e. personal portions of a trip.
- For additional help with filling out a Travel Request and/or filling out the Expense Report you can also go to the [Travel Training](#) page.

Any questions can be submitted to tfwilli@mainex1.asu.edu.