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.