



My ASU TRIP manual

ASU Travel Service Center

Call 480-965-3111

Mon. through Fri., 8 a.m. to 5 p.m., Arizona time

Email: MyASUTrip@asu.edu

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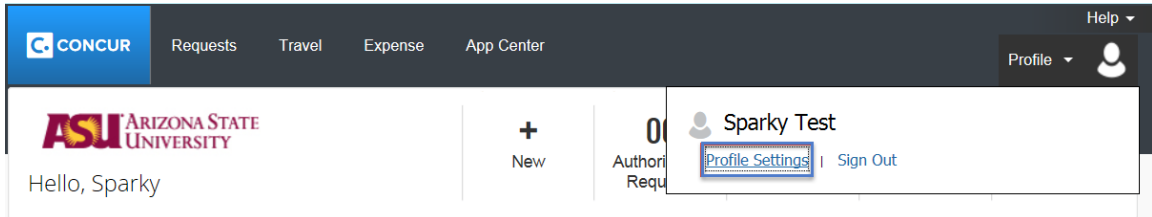
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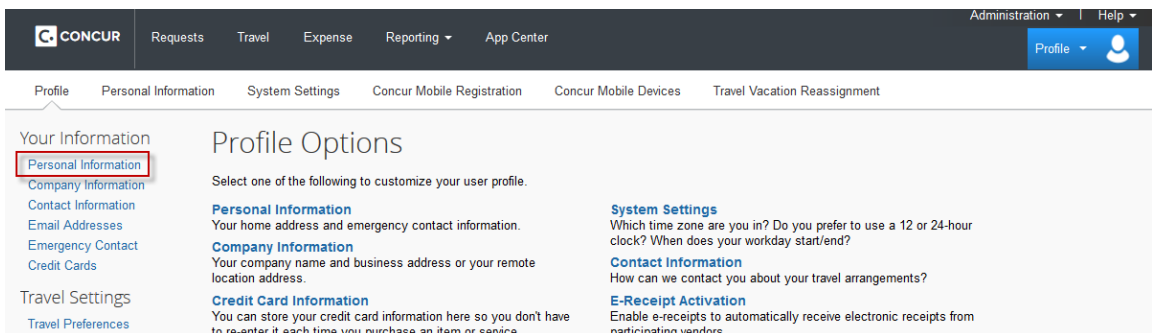
Profile

Update profile information

1. From the [My ASU TRIP](#) homepage, click **profile**.
2. Then, click **profile settings**.



3. Click **personal information**.



4. Verify that the first, middle and last name fields match the official identification documents you will present at airports. If any of the fields do not match your ID, changes can be made as shown below:

Title	Optional.
First Name	To change, contact the Travel Service Center.
Middle Name	If your travel documents do not display a middle name, use the checkbox below the field. If the middle name needs to be changed, contact the Travel Service Center.
Nickname	Optional
Last Name	To change, contact the Travel Service Center.
Suffix	Optional

Changes made by the Travel Service Center are not permanent. Changes can be overridden by PeopleSoft when there are changes in your department or your position. The Travel Service

Profile

Center recommends you make the name change permanent by contacting the Office of Human Resources.

5. **Company information** is auto-populated from PeopleSoft.
6. Complete the optional **work address** field.
7. Enter **contact information**. A work phone or home phone is required.
8. Register your mobile device to receive Safety Text message Alerts.

Note: **Required**** does not disappear after field completion.

Contact Information Go to top

[Required]** does not disappear after completion


Work Phone **[Required**]** 4809652453 Work Extension Work Fax 2nd Work Phone/Remote Office

Home Phone **[Required**]** 602-555-1212

Pager Other Phone

Concur Mobile Devices

Register and manage your mobile devices here.

 Add a new device »


9. **Verify** email to receive e-receipts and forward itineraries. E-receipts and forwarded itineraries simplify expense report preparation.

Email Addresses Go to top

Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

+ Add an email address

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 @asu.edu	Not Verified	Verify	Yes	

10. Enter an **emergency contact**.
11. Complete optional **travel preferences** and **frequent-traveler programs**.
12. Enter **gender** and **date of birth**. Note: **[Required]** does not disappear after completion.
13. **Passports, Visas, and Credit Card** fields are optional.

Profile

Activate E-receipts

Follow these steps to activate e-receipts to ease expense report preparation.

1. Click **profile**.
2. Click **profile settings**.
3. Click **e-receipt activation**.

The screenshot shows the Concur user interface. At the top, there's a navigation bar with 'CONCUR' logo and tabs for 'Requests', 'Travel', 'Expense', and 'App Center'. On the right, there are 'Administration' and 'Help' dropdowns, and a user profile dropdown for 'Test Robert User' with a 'Profile Settings' link highlighted in red. The main content area is titled 'Profile Options' and includes sections for 'Your Information', 'Travel Settings', 'Request Settings', 'Expense Settings', and 'Other Settings'. Under 'Other Settings', the 'E-Receipt Activation' link is highlighted in red. The 'E-Receipt Activation' section in the main content area is also visible, with a red box around the 'E-Receipt Activation' link in the left sidebar.

The screenshot shows the 'E-Receipt Activation' page. The title is 'E-Receipt Activation'. Below the title, there's a bold heading: 'Enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!'. Below this, there's a link: 'Click here to enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!'. The link 'E-Receipt Activation' is highlighted with a red box. Below the link, there's a paragraph of text explaining the e-receipt activation process. At the bottom, there's a link: 'View sample e-receipts: Car Hotel Taxi'.

4. Click **I accept**.

Profile

ge Password System Settings Mobile Registration Mobile Devices Travel Vacation Res

E-Receipt Activation and Use Agreement

Please read the following E-Receipt Activation and Use Agreement. To view the rest of the agreement, please scroll down.

We are pleased to offer you participation in our e-receipt program (our "e-receipt program"), which enables our automatic collection of the electronic receipts and folio data generated by your transactions with suppliers that participate in our e-receipt program (collectively, "e-receipts") for use in connection with Concur services. In consideration for providing you with access and use of our e-receipt program in connection with Concur services, you hereby understand and agree to the following:

1. You hereby grant Concur Technologies, Inc., your company, and each of their respective affiliates, agents, suppliers, successors, and assigns (collectively, the "data processors") the irrevocable, perpetual, worldwide, royalty-free right and license to send and receive e-receipts generated by your transactions with participating suppliers, including without limitation air, rail, hotel, car rental, and other ground transportation suppliers, and to use such e-receipts provided

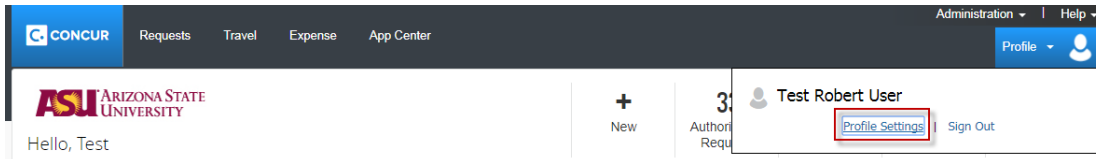
You must **ACCEPT** all of the terms of the E-Receipt and Use Agreement in order to proceed with use of our e-receipt program by pushing the **I ACCEPT** button below. If you do not wish to proceed with such use of our e-receipt program, then please press the **I DECLINE** button below and you will not participate in our e-receipt program.

Profile

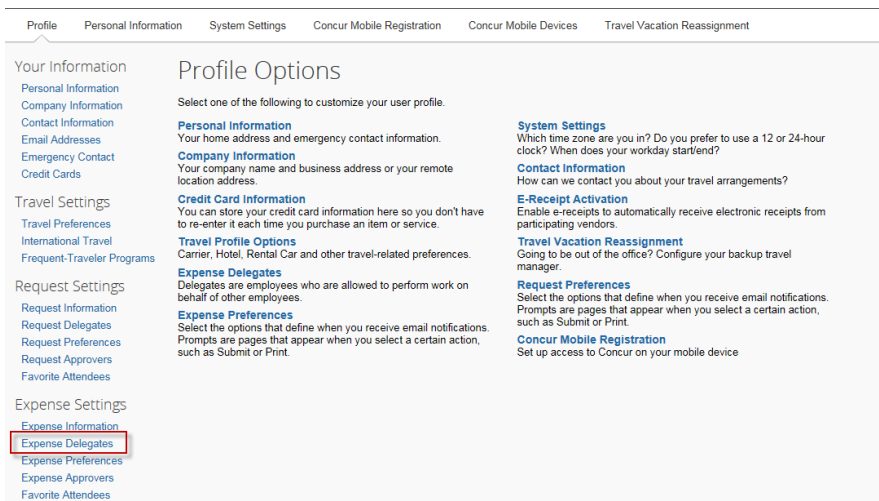
Add a delegate

A delegate can create a trip request or expense report on your behalf and book travel, but cannot submit an expense report for you.

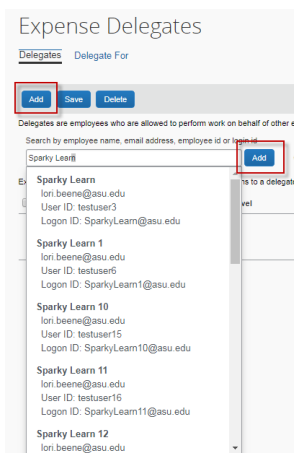
1. Click **Profile** at the top of the My ASU TRIP home page. Then, click **Profile Settings**.



2. Click **Expense Delegates**.



3. Add delegate by clicking **Add**. You can search by employee name, email address, employee ID or logon ID. Select your delegate and **Add**.



Profile

4. Check boxes that apply. You have not assigned a delegate until these boxes are checked.
 - **Can Prepare:** Delegate can prepare requests and expense reports on your behalf.
 - **Can Book Travel:** Delegate can book travel within My ASU Trip for you.
 - **Can Submit Requests:** Delegate can submit a completed request on your behalf; they will not be able to submit an expense report for you.
 - **Can View Receipts:** This allows them to view receipts and is necessary for them to be able to complete requests and expense reports.
 - **Receives Emails.** The delegate receives an email when requests or expense reports have been approved or sent back for revision.

Expense Delegates

[Delegates](#) [Delegate For](#)

[Add](#) [Save](#) [Delete](#)

Delegates are employees who are allowed to perform work on behalf of other employees.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Book Travel	Can Submit Requests	Can View Receipts	Receives Emails
<input type="checkbox"/>	Learn, Sparky lori.beene@asu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Click **Save**.

Profile

Apply for an ASU Travel Card

1. Sign into [the travel card application page](#) with your ASURITE ID and click **submit new form**.
2. Enter the applicant's ASURITE ID. If applicable, include the ASURITE ID of the department contact.

ASU Travel Card Application

Submit New Form

Forms Requiring Approval

Forms in Process

Completed Forms

Search Forms

Submit New Form

Student employees and **Graduate Students** may not request a Travel Card.

Applicant's ASURITE: [Search for Applicant](#)

Contact's ASURITE: [Search for Contact](#)
(optional)

3. Click **continue**.

The **submit new form** page appears with the user's employee information and an **approving cost center or grant** field, which requires completion. The system uses the **approving cost center of grant** field to route the card application for approval. The cost center or grant entered does not affect where the card charges are expensed.

4. Click the **ASU Travel Card Standards of Use** and **ASU Commitment to Ethics** links and read both documents.
5. Complete the **phone number** field. This information is provided to U.S. Bank, who will contact you at this number if necessary.

ASU Travel Card Application

Submit New Form

Training Requirements

[ASU Travel Card Standards of Use](#)

[ASU Commitment to Ethics](#)

Employee Information

Employee Name:

Employee ID: HR Mail Code:

Email Address: Phone Number: (No Spaces)

Employee Job Title:

Employee Group: SAL Campus Location:

HR Department Code: D0206002 HR Department Name:

VP/College Code: BF

Approving Cost Center or Grant: (Example: CC0012 or GR00223) [Search CC or Grant ID](#)

Profile

6. Scroll down to complete the **card use** section.
 - o If this is your initial application, request a monthly limit of **\$2500, \$5000** or **other** for an alternate amount. Request the greatest amount of travel expenses you expect per month.
 - o If you currently have a card and are requesting a card limit increase or decrease, check the **increasing limit** or **decreasing limit** box and enter the requested new limit in the text field labeled other.
 - o If you are changing departments check **cardholder transferred departments**.

Card Use

Indicate monthly maximum dollar amount of travel expenses for this card.
Amount Select ONE

<input type="radio"/> \$2,500.00	Check if application is revising existing card (check all that apply).
<input type="radio"/> \$5,000.00	
<input type="radio"/> Other	
If Other: \$ <input type="text"/>	

<input type="checkbox"/> Increasing limit
<input type="checkbox"/> Decreasing limit
<input type="checkbox"/> Cardholder transferred departments (this application should be entered with new department information)

7. Review and select each checkbox in the **acceptance of terms** section.

Acceptance of Terms

**I understand the ASU Travel Card is a corporate liability card paid directly by ASU.
I have read the terms of this application and have agreed to each term as noted below.**

<input type="checkbox"/>	I have reviewed the ASU Travel Card Standards of Use and ASU Commitment to Ethics.
<input type="checkbox"/>	The card is to be used only for University travel related expenses with an appropriate business purpose.
<input type="checkbox"/>	I will promptly submit my travel claims within 30 days after completion of my trip.
<input type="checkbox"/>	The travel card is not to be used for personal expenses, alcohol, or other expenses prohibited in the ASU Travel Card Standards of Use.
<input type="checkbox"/>	If I use my ASU Travel Card for expenses not reimbursable by ASU, I will immediately repay ASU; otherwise, I authorize ASU Financial Services to deduct these expenses from my ASU payroll check. If no longer employed by ASU, I understand amounts owed may be sent to an outside collection agency. (Note: Travelers will see the balance due ASU at the time they submit their travel expense report. Employees will also be notified by ASU Travel when the deduction amount has been sent to Payroll for processing.)
<input type="checkbox"/>	I will notify U.S. Bank immediately if my card is lost, I believe my account number has been compromised, or I believe fraud has occurred. I will notify U.S. Bank within 60 days to dispute a fraudulent charge.
<input type="checkbox"/>	This card may be suspended or canceled at the discretion of ASU Financial Services or ASU Department.

Profile

8. Click **continue**.
9. Select an option in the Travel Approver and Dean/VP Approval sections and click **continue**.

ASU Travel Card Application

Submit New Form

Approval Information

Travel Approval – select ONE

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Dean/VP Approval – select ONE

- [Redacted]
- [Redacted]
- [Redacted]

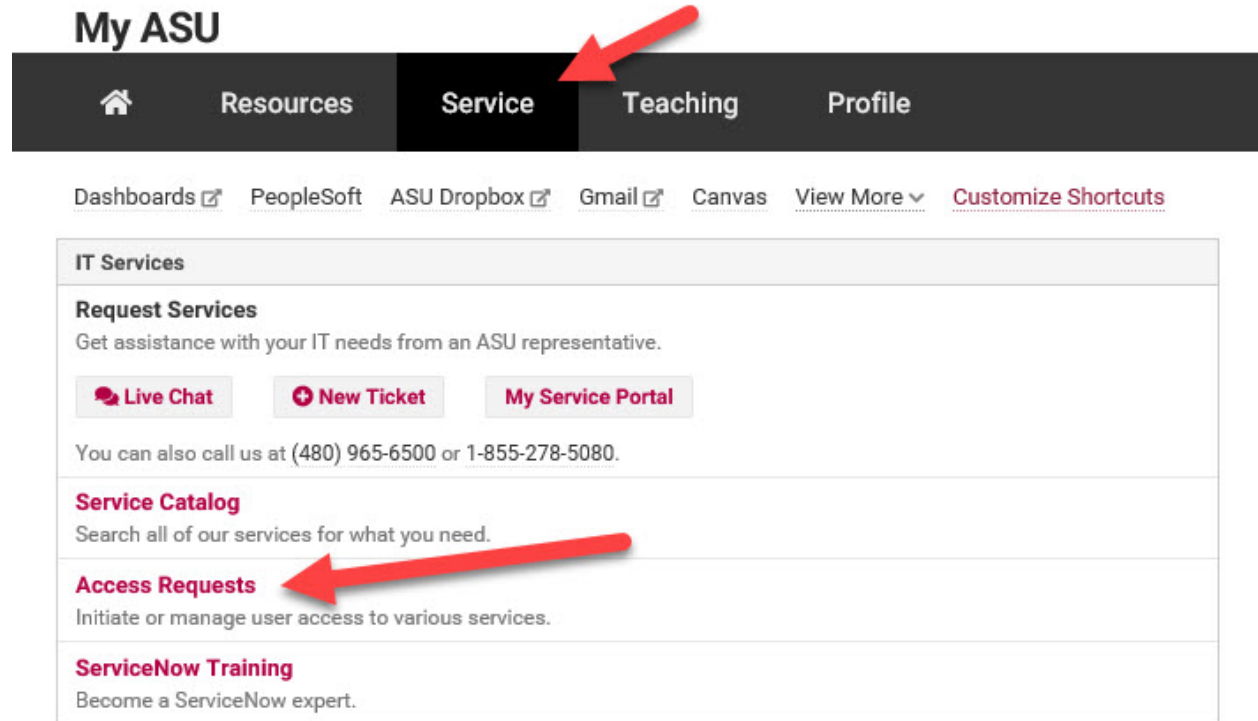
10. A confirmation window appears to explain your application has been received and is awaiting approval.

Click **forms in process** to check on the application status.

Approvers

Request an approver role

1. Click service in My ASU.
2. Click **access requests** under IT Services.



The screenshot shows the 'My ASU' user interface. At the top, there is a dark navigation bar with the following items: a home icon, 'Resources', 'Service' (highlighted with a red arrow), 'Teaching', and 'Profile'. Below this bar is a row of links: 'Dashboards', 'PeopleSoft', 'ASU Dropbox', 'Gmail', 'Canvas', 'View More', and 'Customize Shortcuts'. The main content area is titled 'IT Services' and contains several sections: 'Request Services' with subtext 'Get assistance with your IT needs from an ASU representative.' and three buttons: 'Live Chat', 'New Ticket', and 'My Service Portal'; a phone number '(480) 965-6500 or 1-855-278-5080'; 'Service Catalog' with subtext 'Search all of our services for what you need.'; 'Access Requests' (highlighted with a red arrow) with subtext 'Initiate or manage user access to various services.'; and 'ServiceNow Training' with subtext 'Become a ServiceNow expert.'

Approvers

3. In the drop-down menu, click **PeopleSoft security**.

ASU Arizona State University

Home > Service Catalog > Security > Identity and Access Management

Identity and Access Management

Summary: Services relating to authentication, access, role-based provisioning, etc.
Detailed Description: Identity and Access Management provides logical and role-based access to system resources and tools fosters academic learning and collaboration.
Service Supported By: University Technology Office, Cybersecurity Strategy and Assurance
Hours Of Availability: Standard business hours
Costs: Provided by University Technology Office
How To Request: These service offerings are requested via a ServiceNow request (see list below). Request

Service Features	
Role-based access	Computer Account
Dashboard Access (ASU Dashboards)	Data access (my
Enterprise Password Manager (LastPass)	Application Access
Duo security	PeopleSoft Cam
PeopleSoft Security	

Analytics Group Access
Request access to a group within the Analytics environment (analytics.asu.edu)

ASU Dashboard
ASU Dashboards We

4. Select **PeopleSoft – Submit a Role Request**.

PeopleSoft Security

Summary: Includes PeopleSoft Campus Community and PeopleSoft role-specific access for CS, HR, PRD and Data Warehouse
Service Supported By: PeopleSoft Campus Community, PeopleSoft Security, and PeopleSoft Systems Support
Hours Of Availability:

- Network Availability & Incident Response: 24x7x365
- Service Request Availability: Standard Business Hours

Costs: Maintenance and support of ASU network funded by UTO, new connections and other project costs may apply.

PeopleSoft Campus Community
ASU Identity & Affiliation Inquiries, Courtesy Affiliate Business Process and Related Request(s)

View Details

PeopleSoft - Submit a Role Request ↗
Submit a PeopleSoft Oasis Security Request

View Details

Approvers

5. Enter your ASURITE and click **continue**.

ASU PeopleSoft Security Request svanord

Requested Security Access ASURITEs and Purpose

i - Enter the UserID for which you are requesting a change, then click the Continue>> button. The system will evaluate whether this is a new access request or one which has been started but not yet submitted.
- Note: Fields which have a label preceded by an asterisk (*) are required.

*End-User's UserID:

Continue >>

ASU PeopleSoft Security Request

Requested Security Access ASURITEs and Purpose

*End-User's UserID: [View Employee Data](#)

*Purpose for Access Request (maximum of 2 lines)

*Supervisor's UserID:

Continue >>

Cancel/Reset

6. Explain in the **purpose for access request** field the reason for the requested role.
7. Enter your supervisor's ASURITE and click **continue**.

If you are applying for an ATO role, ensure the name is a dean or vice president.

8. Click **add role**.
 - o If applying for the **My ASU TRIP approver** role, you must be a Cost Center Manager or Grant Manager in Workday.
9. Select the necessary role under **human capital management – financial services travel**.

Human Capital Management (HR) - Financial Services Travel (FS)

[My ASU TRIP Approver](#) [My ASU TRIP Dean/VP Approver](#)

[My ASU TRIP ATO](#)

10. Click **save and return**.
11. Click **save and submit** to forward your request for approval.

Approvers

Approve a trip request

1. From the My ASU TRIP homepage, Click **Approvals** at the top of the page > **Requests** > and the name of the Trip.

The screenshot shows the SAP Concur interface. At the top, there are navigation tabs for 'Requests', 'Expense', 'Approvals', and 'App Center'. The 'Approvals' tab is selected. Below the navigation, there are two summary cards: '03 Requests' and '03 Expense Reports'. The main section is titled 'Requests' and contains a table with the following data:

Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
Workday Rising	7RPN	Beene, Lori	10/18/2018 10/27/2018	06/15/2018	\$4,100.00
KO WF Test 3 AA 1 Default	7RPR	Beene, Lori	06/24/2018 06/27/2018	06/11/2018	\$6,500.00

2. The **Request Header** opens. Review the details. Any field not grayed out can be modified as necessary. Hover over for additional information about a field.

The screenshot shows the 'Request FHKW' form. At the top, there are buttons for 'Cancel', 'Save', 'Attachments', 'Print / Email', 'Send Back Request', 'Approve', and 'Approve & Forward'. The form displays the following information:

- Trip Name: Workday Rising
- Public Purpose/Benefit to ASU: To learn about best practices re...
- Status: Pending Cost Center Approval
- Amount: \$1,447.50

The 'Request Header' tab is selected. Below the tabs, there is a warning message: 'COVID-19 requirements: Attach the email approval of a Dean/VP and Provost/Executive VP and a completed Travel Considerations Checklist. The request routes to Risk Management for final approval. Booking should not begin until fully approved.'

The form fields are as follows:

- Trip Name: Workday Rising
- Trip Type: 1. Out-of-State
- Traveler Type: Staff
- Employee ID: [redacted]
- Department ID: (D0206002) FS Travel
- Business Travel Begin Date: 06/26/2020
- Business Travel End Date: 06/28/2020
- Main Destination City: Tallapoosa, Georgia
- Project/Grant/Program: (PG00029) EDI-Administration IT-TRIF
- Cost Center: (CC0007) EDI-Administration
- Travel risk advisory: Medium (Level 3)
- Does this trip contain personal travel?: No
- Business Type: 03. Training
- Conference/Event Host: Workday
- Public Purpose/Benefit to ASU: To learn about best practices related to travel processing in Workday to increase efficiency and improve compliance with policy

3. Yellow exceptions are informational. These should be reviewed, but do not prevent approval.

This screenshot is identical to the previous one, showing the 'Request FHKW' form. The 'Request Header' tab is selected, and the warning message is visible: 'COVID-19 requirements: Attach the email approval of a Dean/VP and Provost/Executive VP and a completed Travel Considerations Checklist. The request routes to Risk Management for final approval. Booking should not begin until fully approved.'

Approvers

- Open the **Expense Summary** to view individual expenses. Expenses with an **Approved Amount** field can be reduced by the approver; calculated fields are unable to be reduced (mileage and daily allowances). For a change to the calculated fields, the request will need to be returned to the traveler. Add comments as necessary.

Request FHKW [User, Test] Attachments Print / Email Send Back Request Approve Approve & Forward
 Status: Pending Cost Center Approval
 Amount: \$1,447.50

Trip Name: Workday Rising
 Public Purpose/Benefit to ASU: To learn about best practices re...

Request Header Expense Summary Approval Flow Audit Trail Travel Advisory

Date	Expense Type	Amount	Requested
06/26/2020	Airfare	\$300.00	\$300.00
06/26/2020	Hotel	\$350.00	\$350.00
06/26/2020	Taxi	\$60.00	\$60.00
06/26/2020	Daily Allowances	\$112.50	\$112.50
06/26/2020	Conference Regi...	\$625.00	\$625.00
		TOTAL AMOUNT	TOTAL REQUESTED
		\$1,447.50	\$1,447.50

Expense Type: Airfare Estimate: 300.00 USD
 Comment: Approved Amount: 300.00
 Save Allocate Cancel

- For hotel, the **Allowed Lodging rate lookup** shows the state allowed lodging limits for the destination as selected by the traveler. If not completed, you can populate the field. To search for a US destination, start typing the 2-letter state abbreviation and then the city name. These rates are exclusive of taxes.

Allowed Lodging rate lookup

Type to search by: TEXT CODE EITHER
 Text (Code)

- OR Portland Apr 1 - Oct 31 \$184 (US-OR Portland 04-01 \$184)
- OR Portland Nov 1 - Mar 31 \$150 (US-OR Portland 11-01 \$150)

To search for an international destination, start with the country name, then city. These rates include all taxes.

Allowed Lodging rate lookup

Type to search by: TEXT CODE EITHER
 Text (Code)

- Germany Hamburg \$219 (DE Hamburg \$219)
- Germany Hannover \$158 (DE Hannover \$158)
- Germany Heidelberg \$192 (DE Heidelberg \$192)
- Germany Herongen \$230 (DE Herongen \$230)
- Germany Hoechst \$242 (DE Hoechst \$242)

Approvers

- Review allocations, modify if necessary. These determine how a request will be pre-encumbered. Optional worktags (department reporting roll, department reporting, ASU audit reporting and academic employee) can be modified or added.

Request FHKW [User, Test] Attachments Print / Email Send Back Request Approve Approve & Forward

Trip Name: Workday Rising Status: Pending Cost Center Approval
 Public Purpose/Benefit to ASU: To learn about best practices re... Amount: \$1,447.50

Request Header Expense Summary Approval Flow Audit Trail Travel Advisory

Date	Expense Type	Amount	Requested
06/26/2020	Airfare	\$300.00	\$300.00
06/26/2020	Hotel	\$350.00	\$350.00
06/26/2020	Taxi	\$60.00	\$60.00
06/26/2020	Daily Allowances	\$112.50	\$112.50
06/26/2020	Conference Regi...	\$625.00	\$625.00
TOTAL AMOUNT		\$1,447.50	TOTAL REQUESTED \$1,447.50

Expense Type: Airfare Estimate: 300.00 USD
 Comment: Approved Amount: 300.00

Save Allocate Cancel

Allocations for Request : Workday Rising

Request List Summary

Date	Expense Type	Group	Amount
12/18/2016	Taxi	1	\$100.00
12/18/2016	Airfare	1	\$450.00
12/18/2016	Hotel	1	\$1,000.00
12/18/2016	Daily Allowances	1	\$410.00

Allocations Total: \$1,960.00 Allocated: \$1,960.00(100%) Remaining: \$0.00(0%)

Allocate By	Percentage	ProjGmtGfts...	Cost Center	Department R
<input type="checkbox"/>	50	(PG03913) LA...	(CC0421) LAW...	(DR03849) GL
<input type="checkbox"/>	50	(PG03936) LA...	(CC0421) LAW...	

Allocation Summary

ProjGmtGftsPrgm	Cost Center	Department Reporting Roll	Department Reporting	ASU Audit Reporting	Academic Employee	Trip Type	Amount
(PG03913) LAW-Law Journal-LCL	(CC0421) LAW-Journals	(DR03849) GL-UTORTS - SLA Proj...	(D0043) UTC- Misc Operati...			(1. Out-of-State)...	\$980.00
(PG03936) LAW-Social Justice Jo...	(CC0421) LAW-Journals					(1. Out-of-State)...	\$980.00

Save Cancel

- Click **Attachments**, **View Documents in a new window** to review any attached documents, **Attach Documents** to add anything additional. Be sure your pop-up blocker is not enabled.

Request FHKW [User, Test] Attachments Print / Email Send Back Request Approve Approve & Forward

Trip Name: Workday Rising Status: Pending Cost Center Approval
 Public Purpose/Benefit to ASU: To learn about best practices re... Amount: \$1,447.50

Request Header Expense Summary Approval Flow Audit Trail Travel Advisory

Expense Type Estimate

View Documents in a new window
Attach Documents

- Open the **Approval Flow** and select the next approver. Select the next approver by typing in the first letter of the last name and selecting the appropriate individual.

Approvers

Request 7RPN [Beene, Lori] Save Workflow Attachments ▾ Print / Email ▾ Send Back Request Approve
Trip Name: Workday Rising Status: Submitted & Pending Approval
Amount: \$1,960.00

Request Header Segments Expense Summary **Approval Flow** Audit Trail

Cost Center Manager (Enter an * for list of approvers to choose from):
Tyrrell, Chelsea D.

ATO:
F

- Fuentes, Adrienne M. (Adrienne.Fuentes@asu.edu)
User ID: 1000497367
Logon ID: adri33@asu.edu
- Fiacco, Beth A. (Beth.Fiacco@asu.edu)
User ID: 1205740675
Logon ID: bfiacco@asu.edu
- Flores, Carole L. (Carole.Flores@asu.edu)
User ID: 1000346736
Logon ID: cflores@asu.edu
- Forbes, Carolyn E. (carolyn.forbes@asu.edu)
User ID: 1000116061
Logon ID: mrslee@asu.edu

Click  to search for and add an approver that is not part of the standard workflow.

Request 7RPN [Beene, Lori] Save Workflow Attachments ▾ Print / Email ▾ Send Back Request Approve
Trip Name: Workday Rising Status: Submitted & Pending Approval
Amount: \$1,960.00

Request Header Segments Expense Summary Approval Flow Audit Trail

Cost Center Manager (Enter an * for list of approvers to choose from):
Tyrrell, Chelsea D.

ATO:
Fuentes, Adrienne M. (Adrienne.Fuentes@asu.edu)

Select the additional approver by typing in the first letter of the last name and selecting the appropriate individual.

Request 7RPN [Beene, Lori] Save Workflow Attachments ▾ Print / Email ▾ Send Back Request Approve
Trip Name: Workday Rising Status: Submitted & Pending Approval
Amount: \$1,960.00

Request Header Segments Expense Summary Approval Flow Audit Trail

Cost Center Manager (Enter an * for list of approvers to choose from):
Tyrrell, Chelsea D.

User-Added Approver:
a

- Acuna, Stephanie D. (nomail@asu.edu)
User ID: 1200363740
Logon ID: sducuna@asu.edu
- Aguero, Jennifer (Jenny.Aguero@asu.edu)
User ID: 1211548959
Logon ID: jaguero@asu.edu
- Aguilar, Kathleen E. (Kathleen.Aguilar@asu.edu)
User ID: 1000791770
Logon ID: keaguila@asu.edu

If you do not know the appropriate ATO or Dean/VP, use the Travel Approvers Dashboard available on the travel home page.

9. The **Audit Trail** shows activity for the history of the request.

Approvers

Request FHKW [User, Test] Attachments Print / Email Send Back Request Approve Approve & Forward

Trip Name: Workday Rising
Public Purpose/Benefit to ASU: To learn about best practices re...
Status: Pending Cost Center Approval
Amount: \$1,447.50

Request Header Expense Summary Approval Flow Audit Trail Travel Advisory

Date/Time	Updated By	Action	Description
06/23/2020 09:31 AM	User, Test	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
06/23/2020 09:31 AM	User, Test	Exception	COVID-19 requirements: Attach the email approval of a Dean/VP and Provost/Executive VP and a completed ca href="https://www.asu.edu/fs/travel/COVID-19-travel-checklist.pdf" target="_blank"> Travel Considerations Checklist . The request routes to Risk

10. The **Travel Advisory** is an assessment of the risk associated with the main destination in the request.

Request FHKW [User, Test] Save Attachments Print / Em

Trip Name: Workday Rising
Public Purpose/Benefit to ASU: To learn about best practices re...
Request Header Expense Summary Approval Flow Audit Trail Travel Advisory

Country	Risk Level
UNITED STATES	Travel risk advisory - Risk Level: Medium (Leve...

11. **Send Back Request** or **Approve**. Add a comment if you want to send back the request. The traveler will receive an email with the comments included. They should make the appropriate adjustments and resubmit. Approve will send the request to the next approver you have specified.

Request FHKW [User, Test] Save Attachments Print / Email Send Back Request Approve Approve & Forward

Trip Name: Workday Rising
Public Purpose/Benefit to ASU: To learn about best practices re...
Status: Pending Cost Center Approval
Amount: \$1,447.50

Request Header Expense Summary Approval Flow Audit Trail Travel Advisory

Country	Risk Level
UNITED STATES	Travel risk advisory

Send Back Request

Comment History

Creation date	Entered By	Comment Text
---------------	------------	--------------

Add a comment to explain why you are returning the request. Then click OK to return the request to the employee.

Comment

Please provide a more complete public purpose - 'attending a conference' is not sufficient

OK Cancel

Approvers

Approve an expense report

1. Click the name of an expense report. The **expense summary** tab opens.

TRIP SEARCH

Please select your preferred departure and return flight times from the drop down menus provided below. The tool will automatically search for flight options within +/- 4 hours of your selected preferred times. You may expand this +/- window to increase your flight search results.

Your 4-digit Request ID will be needed to complete your purchase at the end of the booking.

Mixed Flight/Train Search

Round Trip One Way Multi City

From

To

Search

Show More

ALERTS

You haven't signed up to receive e-receipts. [Sign up here](#)

COMPANY NOTES

Welcome to My ASU TRIP! ASU Travel Service Center 480-965-3111, myasutrip@asu.edu

Completed your trip? Expense reports are due **30 days from trip end** and all ASU travel card transactions must be processed on an expense report. Leave no transaction in your profile unless they are related to a future trip and are related to an approved request.

[Read more](#)

MY TASKS

01 Required Approvals →

Test U. | WACUBO 2020
\$1,959.21 — Expense

00 Available Expenses →

You currently have no available expenses.

01 Open Reports →

10/21 fds
\$2,625.00

Approvals Home Requests Reports

Budapest Dec 2015 [Test, Sparky]

[Send Back to User](#) [Approve](#) [Approve & Forward](#)

Summary Details ▾ Receipts ▾ Print / Email ▾

Expenses

Date	Expense Type	Amount	Requested
12/15/2015	Airfare American Airlines	\$1,000.00	\$1,000.00
12/15/2015	Daily Allowances Budapest, HUNGARY	\$100.00	\$100.00
12/15/2015	Hotel Amsterdam Hotels Org., Budapest, t	\$2,009.00	\$2,009.00
12/14/2015	Daily Allowances Budapest, HUNGARY	\$100.00	\$100.00
12/13/2015	Daily Allowances Budapest, HUNGARY	\$100.00	\$100.00
12/12/2015	Daily Allowances Budapest, HUNGARY	\$100.00	\$100.00
12/11/2015	Daily Allowances Budapest, HUNGARY	\$100.00	\$100.00

Report Summary

Report Totals	
Amount Due Company	Amount Due Employee
\$0.00	\$4,454.00

Requests (1)

Request Name	Request ID	Amount Approved	Amount Remaining
Budapest Dec 2015	31/X6	\$6,700.00	\$2,855.00

Approvers

- Review **report** summary. Amount due company is owed to ASU and will be payroll deducted. Amount due employee will be reimbursed to the traveler.

WACUBO 2020 [User, Test] Send Back to User Approve Approve & Forward

Summary Details Recepts Print / Email Hide Exceptions

Expense Type	Date	Amount	Exception
N/A			⚠️ Dean/VP approval needed: trip ended > 60 days ago
N/A			⚠️ Conference documentation showing relevant info: dates, hotel rates, provided meals can be attached to '+ New Expense' > Conference Brochure

Date	Expense Type	Amount	Requested
02/07/2020	Daily Allowances Orlando, Florida	\$42.00	\$42.00
02/06/2020	Daily Allowances Orlando, Florida	\$56.00	\$56.00
02/05/2020	Daily Allowances Orlando, Florida	\$42.00	\$42.00
02/04/2020	Daily Allowances Orlando, Florida	\$42.00	\$42.00
02/03/2020	Daily Allowances Orlando, Florida	\$42.00	\$42.00

Report Summary		
Report Totals		
Amount Due Company	Amount Due Company Card	Amount Due Employee
\$0.00	\$0.00	\$1,959.21

Requests (1)			
Request Name	Request ID	Amount Approved	Amount Remaining
WACUBO 2020	FH73	\$1,886.00	\$546.79

- Click details to access menu to review report header, allocations, comments, itinerary, hotel allowed rates and daily allowances meal grid.

WACUBO 2020 [User, Test] Send Back to User Approve Approve & Forward

Summary **Details** Recepts Print / Email Hide Exceptions

- Report
 - Report Header
 - Totals
 - Audit Trail
 - Approval Flow
 - Comments
- Allocations
- Travel Allowances
- Itineraries
- Expenses & Adjustments
- Reimbursable Allowances Summary
- Daily Allowances Orlando, Florida

Date	Expense Type	Amount	Requested
02/07/2020	Daily Allowances Orlando, Florida	\$42.00	\$42.00
02/06/2020	Daily Allowances Orlando, Florida	\$56.00	\$56.00
02/05/2020	Daily Allowances Orlando, Florida	\$42.00	\$42.00
02/04/2020	Daily Allowances Orlando, Florida	\$42.00	\$42.00
02/03/2020	Daily Allowances Orlando, Florida	\$42.00	\$42.00

Report Summary		
Report Totals		
Amount Due Company	Amount Due Company Card	Amount Due Employee
\$0.00	\$0.00	\$1,959.21

Requests (1)			
Request Name	Request ID	Amount Approved	Amount Remaining
WACUBO 2020	FH73	\$1,886.00	\$546.79

- Click **View**, then **expense type** to view sorted expenses for easier review.

Approvers

Training Session [Learn 2, Sparky]

Summary Details Receipts Print / Email

Exceptions

Expense Type	Date	Amount	Exception
N/A			⚠️ Dean/VP approval needed: trip ended > 60 days ago
N/A			⚠️ ATO approval needed: Claimed expenses exceed reques

Expenses

Date	Expense Type	Amount	Approved Amount
Expense Type: Airfare			
05/12/2016	Airfare AMERICAN AIR0017776863364, Fort'		
Expense Type: Business Meal			
05/11/2016	Business Meal WOODWARD TABLE, Washington, Di		
Expense Type: Daily Allowances			
05/12/2017	Daily Allowances Washington, District of Columbia		
05/11/2017	Daily Allowances Washington, District of Columbia		
05/10/2017	Daily Allowances Washington, District of Columbia		
05/09/2017	Daily Allowances Washington, District of Columbia	\$47.00	\$47.00
Expense Type: Hotel			
05/12/2016	Hotel SOFITEL HOTELS @ LAFAYETT, Wa	\$1,133.18	\$1,100.45
Expense Type: Internet Fees			
05/09/2016	Internet Fees GOGOAIR.COM	\$29.95	\$29.95

View

- Expenses As
 - List
 - Detail
- Group By
 - Date
 - Expense Type
 - No Grouping
- Calendar
 - One week
 - Two weeks
 - Month

- Review each trip expense, payment type, assigned expense type, reasonableness of charge, and compliance with ASU and funding source policy. Add clarifying comments as needed.

Seattle Conference [Learn 2, Sparky]

Expenses Details Receipts Payments

Send Back to User Approve Approve & Forward

Show Exceptions

Total Amount: \$278.98 | Itemized: \$278.98 | Remaining: \$0.00

Date	Expense Type	Amount	Approved Amount
02/19/2018	Airfare America West	\$110.00	\$110.00
08/25/2017	Airfare SOUTHWES 5268758438134	\$278.98	\$228.98
09/02/2017	Conference Registration QDOBA 2908, Spokane, Washington	\$335.60	\$335.60
02/23/2018	Miscellaneous	\$30.00	\$30.00
02/20/2018	Other Accommodations/Airbnb	\$400.00	\$400.00
TOTAL AMOUNT		\$1,154.58	\$1,104.58

Expense

Expense Type: Airfare Transaction Date: 08/25/2017 Ticket Number: 5268758438134

Vendor: Southwest Airlines Enter Vendor Name: SOUTHWES 5268758438134 Airline Travel Service Code: Coach Class

Payment Type: Travel Card Amount: 278.98 USD Approved Amount: Pay Zero 228.98

Comment: most economical round trip

Save Attach Receipt

- View receipts by hovering over the blue receipt icon. Hover over the green travel card or purple ASU airfare card icon for additional transaction information.

Approvers

Chelf 2015 - College Station TX

Summary Details Receipts Print / Email Copy Report Show Exception

Expenses

Date	Expense Type	Amount	Approved
11/12/2015	Hotel HILTON COLLEGE STA AND CO, College	\$368.08	\$368.08
11/11/2015	Daily Allowances College Station, Texas		
11/11/2015	Parking Sky Harbor Parking		
11/11/2015	Car Mileage		
11/11/2015	Miscellaneous Conference Agenda and Hotel		
11/09/2015	Daily Allowances College Station, Texas		
10/15/2015	Airfare American Airlines, Phoenix, AZ		

Report Summary
Report Totals

DATE	REF NO	DESCRIPTION	CHARGES
11/9/2015	3594961	GUEST ROOM	\$159.00
11/9/2015	3594961	STATE TAX	\$9.54
11/9/2015	3594961	CITY TAX	\$11.13
11/9/2015	3594961	COUNTY TAX	\$4.37

Icon Key

Transaction paid with ASU Travel Card	
Transaction paid with ASU Airfare Card	
E-receipt attached	
Receipt image attached added via mobile device	
Receipt attached	
Expense has an allocation or optional worktags	
Expense marked as personal	
Comment added	
Flight itinerary	
Hotel reservation	
Car rental reservation	
Denotes exceptions associated with the trip	

Approvers

- To attach an additional receipt or documentation, click **attach receipt** on the appropriate

WACUBO 2020 [User, Test] Send Back to User Approve Approve & Forward

Summary Details Receipts Print / Email Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
N/A			Dean/VP approval needed: trip ended > 60 days ago
N/A			Conference documentation showing relevant info: dates, hotel rates, provided meals can be attached to 'New Expense' > Conference Brochure

Expenses

Date	Expense Type	Amount	Requested
02/07/2020	Daily Allowances Orlando, Florida	\$42.00	\$42.00
02/06/2020	Daily Allowances Orlando, Florida	\$56.00	\$56.00
02/05/2020	Daily Allowances Orlando, Florida	\$42.00	\$42.00
02/04/2020	Daily Allowances Orlando, Florida	\$42.00	\$42.00
02/03/2020	Daily Allowances Orlando, Florida	\$42.00	\$42.00
05/16/2016	Meals on Travel Card SQ *VERY FRESH NOODLES, New	\$12.60	\$0.00
TOTAL AMOUNT		\$2,023.65	\$1,959.21

Expense Receipt Image

Expense Type: Conference Registration
 Transaction Date: 05/12/2016
 Vendor: WACUBO
 Payment Type: Out of Pocket
 Amount: 500.00 USD
 Approved Amount: 500.00

Comment

Save Allocate Attach Receipt

- View allocations and/or optional worktags by hovering over the allocation icon. Click **allocate** to modify.

05/09/2016 Parking AIRPORT PARKING CONNECTIO \$20.00 \$20.00

Expense Type Allocations

Percent...	Project/Gift/Grant/Program	Cost Center	Department Reporting Roll	Department Reporting	Audit Reporting	Academic Employee	Trip Type	Code
50	(GR00478) GR00478 COLLABORATIV...	(CC0165) ENG...					1 Out-of-State	GR00478-CC01...
50	(GF000000000006) BDI-EB-Svette End...	(CC0012) BDI-E...					1 Out-of-State	GF000000000000...

Expense Receipt Image

Expense Type: Conference Registration
 Transaction Date: 05/12/2016
 Vendor: WACUBO
 Payment Type: Out of Pocket
 Amount: 500.00 USD
 Approved Amount: 500.00

Comment

Save Allocate Attach Receipt

Seattle Conference [Brown, Tracy] Send Back to User Approve Approve & Forward

Summary Details Receipts Print / Email Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
N/A			Dean/VP approval needed: trip ended > 60 days ago

Expenses

Date	Expense Type	Amount	Requested
02/23/2018	Miscellaneous	\$30.00	\$30.00
02/20/2018	Other Accommodations/Airbnb	\$400.00	\$400.00
02/19/2018	Airfare America West	\$110.00	\$110.00
02/02/2017	Conference Registration QDOBA 2908, Spokane, Washington	\$335.60	\$335.60
TOTAL AMOUNT		\$1,154.58	\$1,104.58

Expense Receipt Image

Expense Type: Conference Registration
 Transaction Date: 08/02/2017
 Vendor: QDOBA 2908
 Payment Type: Travel Card
 Amount: 335.60 USD
 Approved Amount: 335.60

Comment

This expense has been allocated.

Percentage	Project/Gift/Grant/Program	Cost Center	Department Reporting Roll	Department Reporting	ASU Audit Reporting	Academic Employee	Trip Type	Code
50	(PG03936) LAW-Social Justic...	(CC0421) LAW-Journals	(DR00010) ENGR-Air Devils				1 Out-of-State	PG03936-CC04...
50	(PG03936) LAW-Social Justic...	(CC0421) LAW-Journals			(RB00045) Associate...		1 Out-of-State	PG03936-CC04...

Save Allocate Attach Receipt

Approvers

- Review exceptions, which populate as red or yellow warning icons, and add comments to clarify any unresolved issues.

WACUBO 2020 [User, Test] Send Back to User Approve Approve

Summary Details Receipts Print / Email Hide

Expense T...	Date	A...	Exception
N/A			⚠️ Dean/VP approval needed: trip ended > 60 days ago
N/A			⚠️ Conference documentation showing relevant info: dates, hotel rates, provided meals can be attached to '+ New Expense' > Conference Brochure
N/A			⚠️ Traveler has UNASSIGNED TRAVEL CARD TRANSACTIONS. Review the Outstanding Travel Card Dashboard to ensure the transactions do not belong to this trip.
N/A			⚠️ Personal travel in conjunction with official ASU travel is subject to ASU Travel Policy Standard 12. Attach airfare and car rental quotes and any other documentation necessary to support that the personal travel component did not add any incremental costs to this trip. Without appropriate documentation, the expenses claimed will be adjusted.

- If necessary, reduce the amount for any expenses, except for the calculated fields mileage and daily allowances. Explain why you made the change in the expense's **comment** field. The **comment** field is not available for the **business meal** expense type. Comments can be made in the **business meal purpose** field or in the report header by clicking **details**, then **report header**.

Expense Type: Conference Registration
Transaction Date: 05/12/2016
Vendor: WACUBO
Payment Type: Out of Pocket

Amount: 500.00 USD
Approved Amount: 450.00
Comment:

Save Allocate Attach Receipt

- Approvers have three options:
 - Approve** the expense report. A pop-up window appears. **Accept** the final confirmation. If other approvals are required by the designed approval workflow, insert the name of the next approver by beginning to type in the last name. Select the appropriate approver and **approve**. An additional pop-up window will appear confirming your approval. The next approver is notified by email.
 - Approve and forward** sends the report to an approver who is in addition to the designed approval flow. To enter the approver, begin typing the last name, select the appropriate approver and **approve and forward**. A pop-up window appears. **Accept** the final confirmation. An additional pop-up window appears to confirm your approval. The next approver is notified by email.
 - Send back to user** returns the report to the traveler. The traveler receives an email the report has been returned to them. They can make corrections, add clarifying comments, or attach additional documentation and then resubmit. Any comments you add in the comment field provided when you the report back are included in the email that is sent and are recorded in the audit trail.

Approvers

Designate an approval delegate

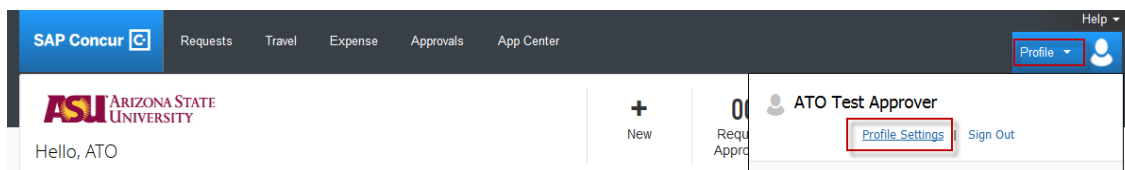
If you are an approver, you can designate a delegate to:

- approve in your absence or
- preview requests and expense reports in your approval queue and notify you when they are ready for your approval.

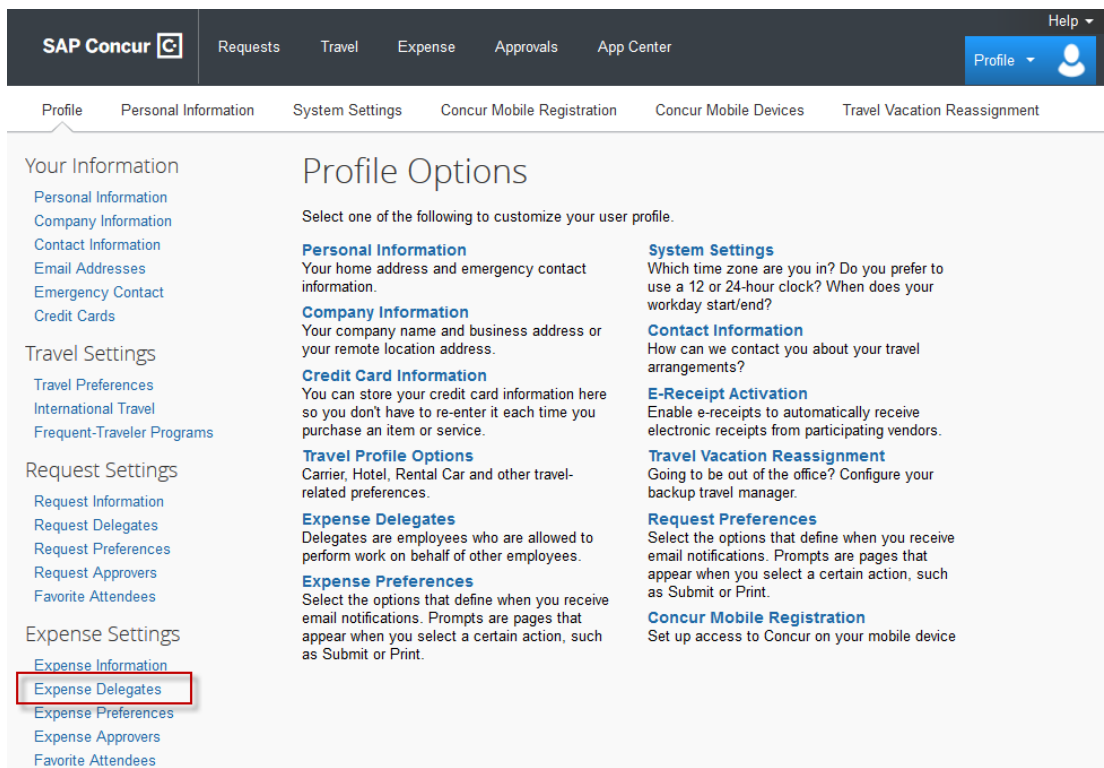
To approve on your behalf, assign an individual with an equivalent approver role in My ASU TRIP (ATO for ATO, Travel approver for Travel approver, etc.)

To preview for you, the individual does not need to be an approver.

1. Click **profile** at the top of the My ASU TRIP home page.
2. Click **profile settings**.

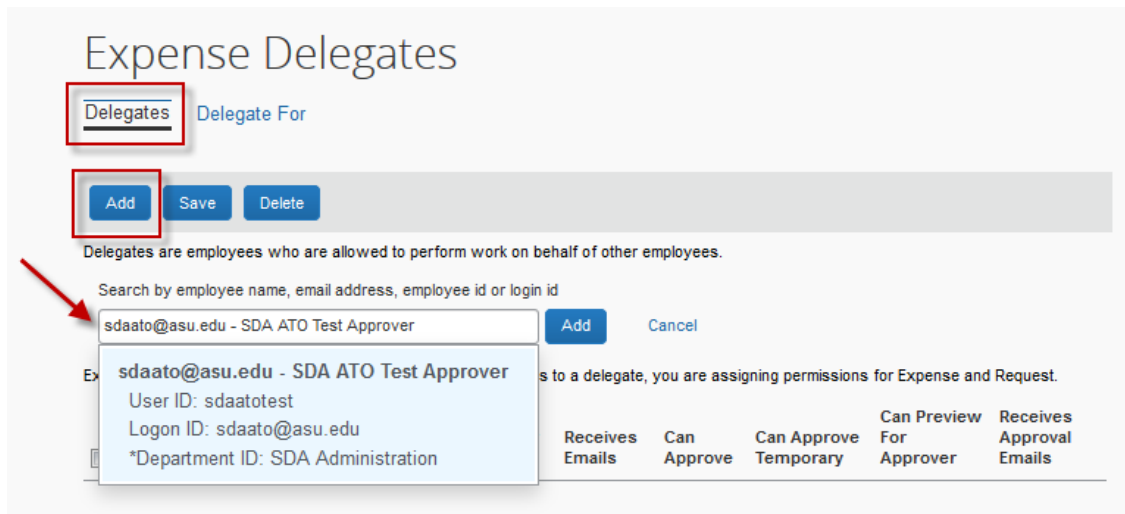


3. Click **expense delegates**.



Approvers

4. Click **add**. You can search by employee name, email address, affiliate ID or ASURITE and then select the appropriate individual.



5. If you want them to approve on your behalf: Check **can approve**. If you want them to **receive approval emails**, that checkbox should also be checked. Many approvers will check that box only during the time they would like the delegate approver to approve on their behalf. As long as the box is checked, the delegate approver receives an email every time you have something to approve.
6. If you want them to preview for you. Check **can preview for approver**.
7. Click **save**.

Approvers

Find requests and expense reports you have approved

All requests and expense reports you have approved remain in your history.

Click **approvals > requests > view** for a drop-down menu. Select the time frame of approved requests.

The screenshot shows the SAP Concur interface for the 'Approvals' section. The breadcrumb trail is 'Approvals Home > Requests > Reports'. The main heading is 'All Approved Requests (959)'. A 'View' dropdown menu is open, showing options for filtering requests by time frame: 'Requests Pending your Approval', 'Requests you Approved this Month', 'Requests you Approved last Month', 'Requests you Approved this Quarter', 'Requests you Approved last Quarter', 'Requests you Approved this Year', 'Requests you Approved last Year', and 'All Approved Requests' (which is selected). Below the menu is a search bar and a 'Go' button. A table of approved requests is visible, with columns for Employee Name, Request ID, Request Dates, Status, Date Submitted, Total, and Approved amount.

Employee Name	Request ID	Request Dates	Com...	Status	Date Submitted	Total	Approved a...
ub, Janne	7RL7	06/11/2018		Approved	04/05/2018	\$1,214.83	\$1,214.83
ene, Lori	7RMR	06/08/2018		Submitted & Pending Approval	05/07/2018	\$10,000.00	\$10,000.00
ene, Lori	7RMJ	06/05/2018		Approved	05/03/2018	\$0.00	\$0.00
Beene, Lori	7RM6	05/26/2018		Approved	05/01/2018	\$2,500.00	\$2,500.00

Click **approvals > reports > view** for a drop-down menu. Select the time frame of approved expense reports.

The screenshot shows the SAP Concur interface for the 'Approvals' section, specifically the 'Reports' sub-section. The breadcrumb trail is 'Approvals Home > Requests > Reports'. The main heading is 'Expense Report List' and 'All Reports you Approved'. A 'View' dropdown menu is open, showing options for filtering reports by time frame: 'Reports Pending your Approval', 'Reports you Approved this Month', 'Reports you Approved last Month', 'Reports you Approved this Quarter', 'Reports you Approved last Quarter', 'Reports you Approved this Year', 'Reports you Approved last Year', and 'All Reports you Approved' (which is selected). Below the menu is a search bar and a 'Go' button. A table of approved expense reports is visible, with columns for Employee Name, Comments, Status, Payment Status, Report Date, Date Submitted, Total, and Request amount.

Employee Name	Comments	Status	Payment Status	Report Date	Date Submitted	Total	Request...
019		Approved	Sent for Payment	05/21/2018	05/21/2018	\$57.63	\$57.63
RE Testing		Approved	Sent for Payment	05/17/2018	05/17/2018	\$12.50	\$12.50
udent Trip to Chicago		Approved	Sent for Payment	05/17/2018	05/17/2018	\$42.00	\$42.00
ng		Approved	Sent for Payment	05/17/2018	05/17/2018	\$68.25	\$68.25
ip to Atlanta		Approved	Sent for Payment	05/17/2018	05/17/2018	\$99.00	\$99.00
ip to Bethlehem		Approved	Sent for Payment	05/17/2018	05/17/2018	\$55.00	\$55.00
ip to Chicago		Approved	Sent for Payment	05/17/2018	05/17/2018	\$62.00	\$62.00

Approvers

Use the search bar to search for a specific request or expense report.

Request Name	Employee Name	Request ID	Request Dates	Comment	Status
	Gaub, Janne	7RL7	06/11/2018		Approved
	Beene, Lori	7RMU	06/11/2018		Approved
	Beene, Lori	7RNF	06/11/2018		Submitted & Pending A
	Beene, Lori	7RMR	06/08/2018		Submitted & Pending A

Click the blue column headings to sort.

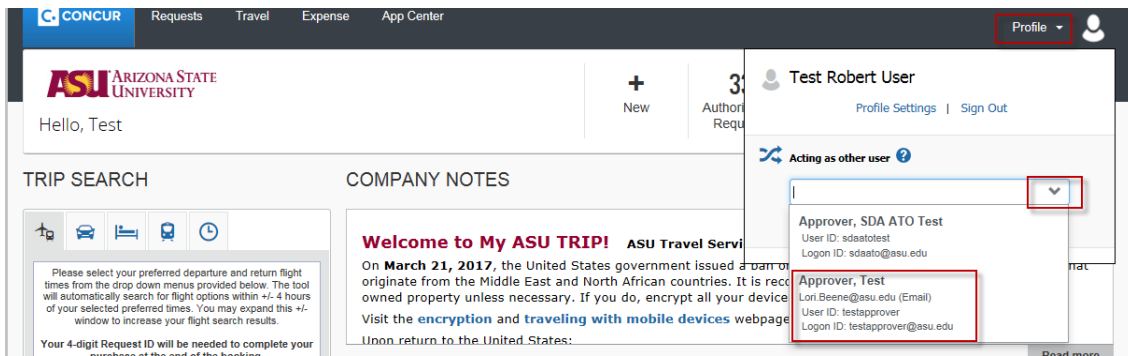
All Approved Requests (38)

Request Name	Employee Name	Request ID	Request Dates	Comment	Status	Date Submitted	Total
Workday 2019	Beene, Lori	7RMU	06/11/2018		Approved	05/08/2018	\$6,500.00

Delegates

Act as a delegate

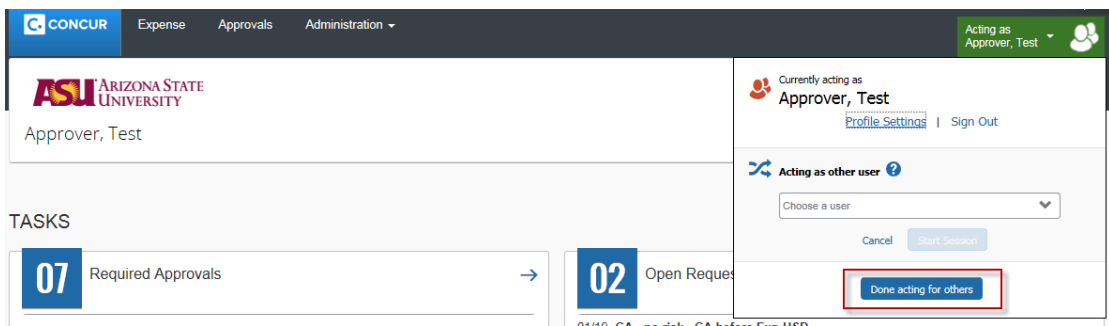
1. Click **profile** at the top of the home page.
 - o If you have been designated a delegate, the **acting as other user** field appears below the profile settings link.
2. Click in the field
 - o a list of employees for whom you can act on behalf of appears or you can begin typing a name to search.
3. Select the appropriate name.



4. Click **start session**.
5. The My ASU TRIP home page automatically updates and shows you are now administering for another user.



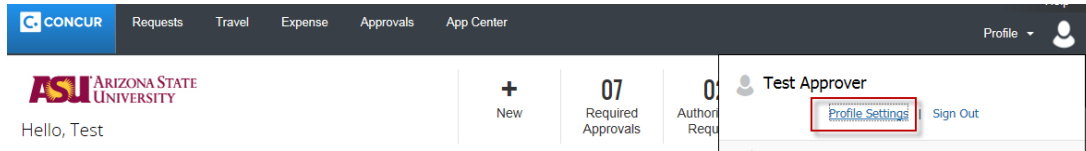
To stop delegating, click **done acting for others**.



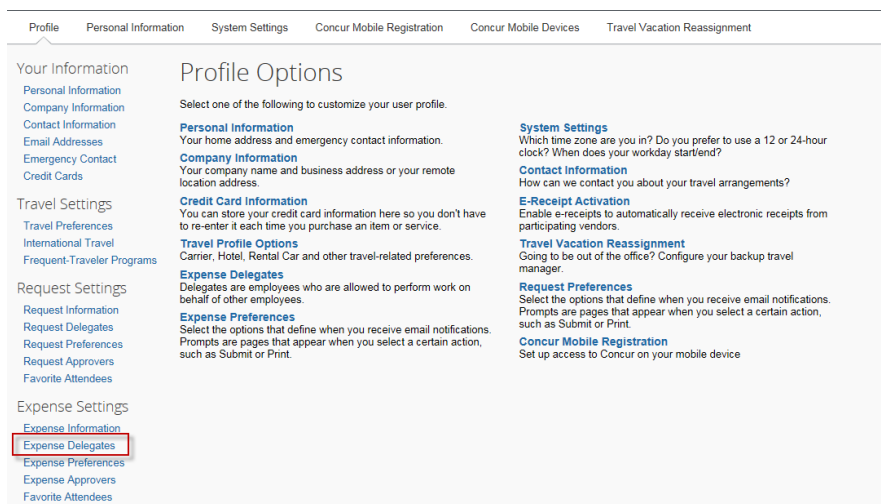
Delegates

Remove yourself as a delegate

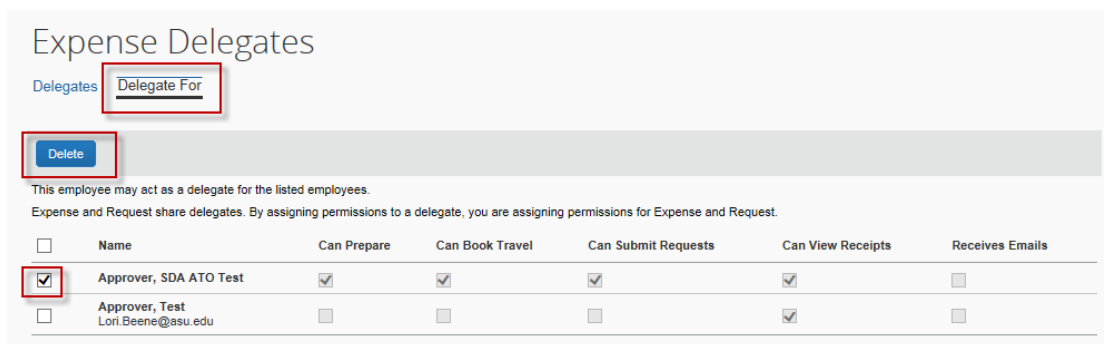
1. Click **profile** at the top of the My ASU TRIP home page.
2. Click **profile settings**.



3. Click **expense delegates**.



4. Select **delegate for**.
5. Check the box next to the name you would like to delete.
6. Click **delete**.



7. Click **ok**.

Requests

Create a trip request header

To be reimbursed and for duty of care, every trip requires an approved trip request prior to booking travel. The unique 4-digit id in the upper left corner of the trip request is used when booking your arrangements in My ASU TRIP.

1. The request header tab displays a list of fields. Text fields with a red bar indicate a system requirement.



Field	Instructions
Trip name	Create a unique, descriptive name for your trip.
Trip type	Select from the drop-down menu.
Traveler type	No action necessary. Field auto-populates based on profile information.
Department ID	No action necessary. Field auto-populates based on the department of the primary job of the traveler. Information can be changed if traveling for a different department.
Business travel begin date	Enter the start date for the business portion of your travel.
Business travel end date	Enter the end date for the business portion of your travel.
Main destination city	Enter a city name. If your destination is not found, email the ASU Travel Service Center .
Project/Gift/Grant/Program	Previously used funding sources appear in bold at the top of the drop-down list. To utilize a new funding source, start typing (slowly) to search. New options are shown below the line and are not bold. If ASU is not paying for your trip, enter a departmental program and cost center so that the request can be routed for approval for insurance purposes. Contact your business office if you do not know this code.
Cost Center	Use the drop-down arrow to select the appropriate cost center. All cost centers connected to the selected Project/Gift/Grant/ Program are shown. Previous selections are shown in bold at the top of the list.
Does this trip contain personal travel?	Use the drop-down menu for yes or no. If yes, enter the personal travel dates in the comment field. No expenses should be claimed for the personal portion of the trip.
Business type	Select the appropriate option from the drop-down menu.

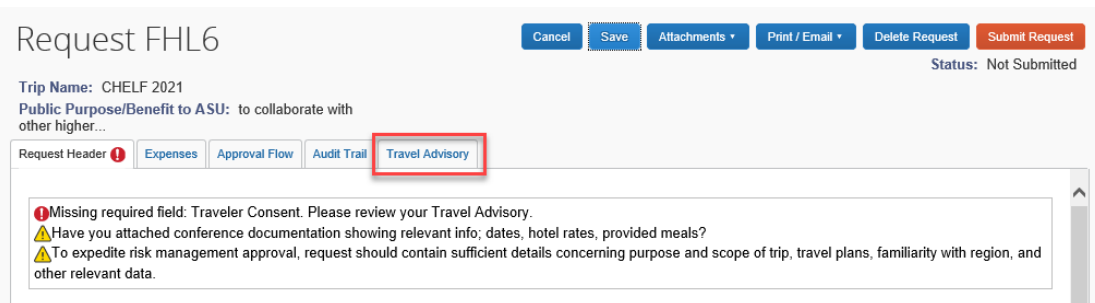
Requests

Conference/event host	Enter the name of the conference host. Attach a conference brochure. A link to a conference brochure is not sufficient. Links expire and audits can occur after the expiration. If no conference or event host available, enter N/A.
Public Purpose/Benefit to ASU	Describe how ASU benefits from the trip..

2. Click **save**.


If all information is entered correctly, you will be directed to the expenses tab. If not, you will receive exceptions.


- a.  Red exceptions indicate information needs to be corrected and the text will provide guidance. Contact the [ASU Travel Service Center](#) for additional assistance.
 - b.  Yellow exceptions are informational. They should be read and understood. They will remain as a permanent part of the request.
3. A travel risk advisory level populates beneath the **main destination city** and the **travel advisory** tab will appear when you click **save**.





Request FHL6 Cancel Save Attachments Print / Email Delete Request Submit Request
 Status: Not Submitted

Trip Name: CHELF 2021
 Public Purpose/Benefit to ASU: to collaborate with other higher...

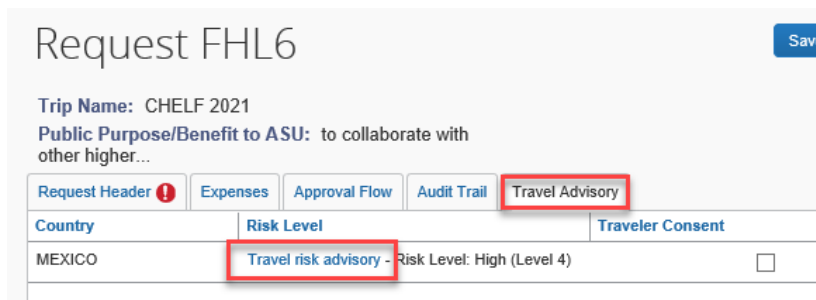
Request Header  Expenses Approval Flow Audit Trail **Travel Advisory**

 Missing required field: Traveler Consent. Please review your Travel Advisory.

 Have you attached conference documentation showing relevant info; dates, hotel rates, provided meals?


 To expedite risk management approval, request should contain sufficient details concerning purpose and scope of trip, travel plans, familiarity with region, and other relevant data.

If the destination city risk level is a 4 or 5, exceptions will display and the traveler will need to click the **travel advisory** tab and open the **travel risk advisory**.



Request FHL6 Save

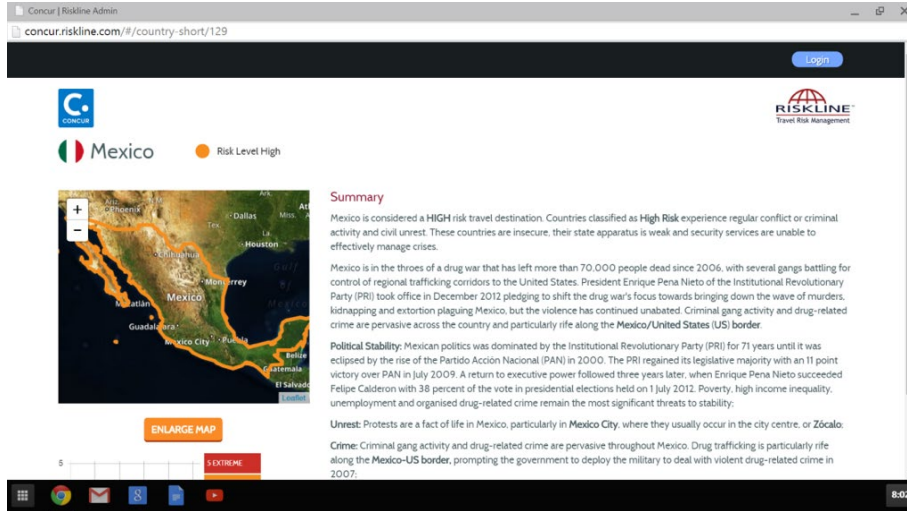
Trip Name: CHELF 2021
 Public Purpose/Benefit to ASU: to collaborate with other higher...

Request Header  Expenses Approval Flow Audit Trail **Travel Advisory**

Country	Risk Level	Traveler Consent
MEXICO	Travel risk advisory - Risk Level: High (Level 4)	<input type="checkbox"/>

Review the provided risk information.

Requests



4. Close the pop-up window.
5. Click the **traveler consent** checkbox and **save**.

Request FHL6

[Save](#) [Attachments](#) [Print / Email](#) [Delete Request](#) [Submit Request](#)

Status: Not Submitted

Trip Name: CHELF 2021
Public Purpose/Benefit to ASU: to collaborate with other higher...

[Request Header](#) [Expenses](#) [Approval Flow](#) [Audit Trail](#) [Travel Advisory](#)

Country	Risk Level	Traveler Consent
MEXICO	Travel risk advisory - Risk Level: High (Level 4)	<input checked="" type="checkbox"/>

Allow for additional time for approval for trips to at risk destinations. The trip will route to the risk manager for approval. Allow time for their review.

Requests

Request a cash advance

Cash advances are available on an exception basis and must be requested prior to the approval of your request. Cash advances cannot be added to a request that has already been approved or to a request that is allocated between different funding sources.

The cash advance amount and justification is added on your request header.

The screenshot shows a web form titled "Request 7RQ3" with a status of "Not Submitted". The form includes several tabs: "Request Header", "Segments", "Expenses", "Approval Flow", and "Audit Trail". The "Request Header" tab is active, displaying various fields for trip details. A red box highlights the "Cash Advance" section at the bottom of the form, which contains a "Cash Advance Amount" input field, a currency dropdown menu set to "USD", and a "Justification" text area. Other visible fields include "Trip Name" (Workday Rising), "Trip Type" (Out-of-State), "Traveler Type" (Staff), "Employee ID" (1000304991), "Department ID" (00501001) HR Partners, "Business Travel Begin Date" (10/24/2018), "Business Travel End Date" (10/27/2018), "Main Destination City" (Boston, Massachusetts), "Project/IGR/Grant/Program" (0000073) Financial System Replacem, "Cost Center" (CC0870) GU-FS Plant Projects, "Does this trip contain personal travel?" (No), "Business Type" (03. Training), "Conference/Event Host" (Workday), "Reason for Trip (48 character limit)" (To collaborate with other Workday users), "Trip Not to Exceed", and "Comment".

If you do not see the cash advance field, [email My ASU TRIP](#) and they can add the option.

Cash advances are not approved for airfare and conference registration. You may use the ASU Airfare Card on file with the travel agency to pay for airfare and a P-Card for conference registration. Seventy-five percent of the remaining estimated expenses can be advanced and are issued approximately 10 days prior to the start of your trip.

Requests

Estimate expenses

1. Click the **expenses** tab. The right-side lists expenses that can be added.

2. To add a new expense, click the appropriate expense type and enter the required fields. Add comments as necessary.

3. Click **save**.
 - o Repeat these steps for each expense you are adding.

Meals: ASU reimburses meals based on rates set by the State of Arizona. To estimate your expected meal expenses

4. Click the **daily allowances** expense type.
 - o The system estimates the amount based on the destination and trip dates entered on the request header. Meals on the first and last day are calculated at 75% of the full day rate. There is no adjustment on the request for meals that will not be reimbursed. Those adjustments are made when the expense report is filed. If you want to estimate less than what is allowed under daily allowance, use the **non-standard**

Requests

meal allowance. This option is used when there is limited funding for the trip or long-term travel.

The date and destination fields are prepopulated from the header.

The screenshot shows a form with the following fields and values:

- Expense Type: Daily Allowances
- Travel Start Date: 01/17/2018
- Travel End Date: 01/19/2018
- Destination: Juarez, MEXICO (with a link for "Travel risk advisory - High (Level 4)")
- Estimate: 0.00 USD
- Comment: (empty text box)

At the bottom right, there are three buttons: "Save" (highlighted with a red box), "Allocate", and "Cancel".

5. Click **save**. The expense appears on the left side of the page, with the estimated daily allowance for the trip.

Lodging: ASU follows the lodging maximums set by the State of Arizona.

6. On the **hotel** or **other accommodations/Airbnb** expense type, document the maximum rate using the **allowed lodging rate lookup** drop-down menu.
 - o For a domestic location, type the 2-character state abbreviation for the state and city where you are lodging. Some cities have seasonal rates; select the rate appropriate for the season of your stay. These rates are exclusive of taxes. If applying the rates to non-hotel stays, any cleaning fees are considered part of the nightly room rate.

The screenshot shows the form with the following fields and values:

- Expense Type: Hotel
- Estimate: 400.00 USD
- Allowed Lodging rate lookup: TX Addic
- Comment: (empty text box)

The dropdown menu is open, showing the following options:

- Type to search by: TEXT CODE EITHER
- Text (Code)
- TX Addicks Jun 1 - Sep 30 \$120 (US-TX Addicks 06-01 \$120)
- TX Addicks Oct 1 - May 31 \$131 (US-TX Addicks 10-01 \$131)

- o For an international location, type the country name and select the location and season for your stay. These rates include taxes and all fees.

Requests

Expense Type: Hotel

Estimate: 1,400.00 USD

Allowed Lodging rate lookup: France M

Type to search by: TEXT CODE EITHER

Text (Code)

- France Marseille \$333 (FR Marseille \$333)
- France Montpellier \$196 (FR Montpellier \$196)

Comment:

Rental car: If a rental car will be driven, it must be approved on the request prior to rental. The driver must have completed [Authorized Driver Training](#) prior to rental.

7. Check the box to indicate you will be in compliance with the requirement.

Expense Type: Rental Car

Estimate: 0.00 USD

Will have completed Authorized Driver Program prior to rental

Comment:

No expenses: If no expenses are being paid by ASU, you can estimate your expenses at \$0.00 or use **zero-dollar trip**. If your trip arrangements are not being made through Concur, then prior to travel, call the ASU Travel Service Center or forward your travel arrangements to myasutrip@asu.edu.

Expense Type: Zero Dollar Trip

Comment: All expenses are being paid by CHELF and arrangements have been made by them..

Requests

Allocate between funding sources or add optional worktags

In cases where more than one funding source pays a travel expense, the estimated expenses can be allocated among those sources. Optional worktags can also be added to estimated expenses.

1. Select an expense in the request **expenses** tab.
2. Click **allocate**.

Request FHL6

Trip Name: CHELF 2021
Public Purpose/Benefit to ASU: to collaborate with other higher...

Status: Not Submitted
Amount: \$1,345.50

Date	Expense Type	Amount	Requested
04/01/2020	Rental Car	\$150.00	\$150.00
04/01/2020	Airfare	\$200.00	\$200.00
04/01/2020	Hotel	\$600.00	\$600.00
04/01/2020	Daily Allowances	\$370.50	\$370.50
04/01/2020	Miscellaneous	\$25.00	\$25.00

TOTAL AMOUNT: \$1,345.50
TOTAL REQUESTED: \$1,345.50

3. The **allocations** pop-up window appears.
4. Select the expenses to allocate.
5. Click **allocate selected expenses**.

Allocations for Request : Workday Rising

Request List

Date	Expense T...	Group	Amount
10/24/2018	Airfare		\$430.00
10/24/2018	Hotel		\$950.00
10/24/2018	Daily Allow...		\$236.00
10/24/2018	Parking		\$50.00

6. Click **add new allocation** to create a new row for each allocation.

Allocations for Request : Workday Rising

Request List

Date	Expen...	Group	Amount
10/24/...	Airfare		\$430.00
10/24/...	Hotel		\$950.00
10/24/...	Daily A...		\$236.00
10/24/...	Parking		\$50.00

Allocations

Percentage	* ProjGrntGifts...	* Cost Center	Department Reporting Roll	Department Reporting	ASU Audit Reporting	Academic Employee	* Trip Type
50	(PG06103) UT...	(CC0699) UTO...					1. Out-of-State
50	(PG06103) UT...	(CC0699) UTO...					1. Out-of-State

Type to search by: TEXT CODE EITHER

- (DR00564) EOSS-Cap
- (DR00558) EOSS-Crbal
- (DR00841) EOSS-DOS Tempe Community Ambassadors
- (DR00842) EOSS-DOS Tempe Smoking Enforcement
- (DR00556) EOSS-inlab

7. Type an asterisk to see a list of all available tags or begin typing and elect to search by text, code or either.

Requests

Allocations Total:\$236.00 Allocated:\$236.00(100%) Remaining:\$0.00(0%)

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

<input type="checkbox"/>	Percentage	* ProjGrntGifts...	* Cost Center	Department Reporting Roll	Department Reporting	ASU Audit Reporting	Academic Employee	* Trip Type
<input type="checkbox"/>	50	(PG06103) UT...	(CC0699) UTO...					1. Out-of-State
<input checked="" type="checkbox"/>	50	(PG06103) UT...	(CC0699) UTO...	Type to search by: <input type="radio"/> TEXT <input type="radio"/> CODE <input checked="" type="radio"/> EITHER				1. Out-of-State

(Code) Text
(DR00564) EOSS-Cap
(DR00558) EOSS-Crbal
(DR00841) EOSS-DOS Tempe Community Ambassadors
(DR00842) EOSS-DOS Tempe Smoking Enforcement

8. Click **save**.

Allocations Total:\$236.00 Allocated:\$236.00(100%) Remaining:\$0.00(0%)

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

<input type="checkbox"/>	Percentage	* ProjGrntGifts...	* Cost Center	Department Reporting Roll	Department Reporting	ASU Audit Reporting	Academic Employee	* Trip Type
<input type="checkbox"/>	50	(PG06103) UT...	(CC0699) UTO...				(E00007) Abry - T...	1. Out-of-State
<input checked="" type="checkbox"/>	50	(PG06103) UT...	(CC0699) UTO...			(RB00064) Tech Su...		1. Out-of-State

Save Cancel

Requests

Attach documents

Documents attached to the request are not visible from the subsequent expense report, but will always be accessible on the request.

Acceptable file formats:

- html
- jpg
- pdf
- tif

File size limit 5MB.

1. Click **attachments**.
2. **Attach documents** to attach a document.

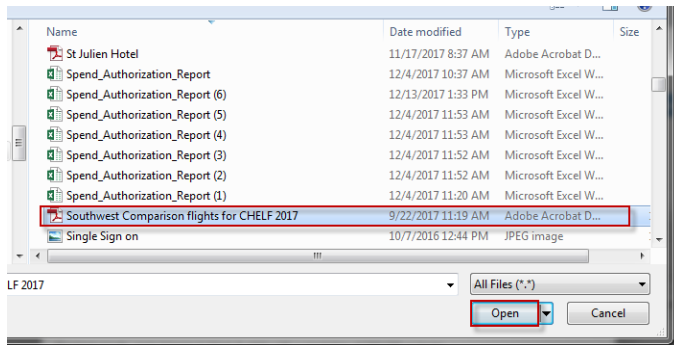
The screenshot shows a web form for 'Request 9J3A'. At the top right, there are buttons for 'Cancel', 'Save', 'Attachments', 'Print / Email', 'Delete Request', and 'Submit Request'. Below these, there are 'Check Documents' and 'Attach Documents' buttons. The form contains several input fields: 'Trip Name' (Juarez 2018 Symposium), 'Trip Type' (International), 'Traveler Type' (Faculty), 'Employee ID' (testuser), 'Department ID' (00206002) FS Travel, 'Business Travel Begin Date' (01/17/2018), 'Business Travel End Date' (01/19/2018), 'Main Destination City' (Juarez, MEXICO), 'Account' (WV51013) Accounting Services, 'Does this trip contain personal travel?' (No), 'Business Type' (M. Meeting), 'Conference/Event Host' (ta), 'Public Purpose/Benefit to ASU' (to discuss opportunities for int development), 'Trip Not to Exceed', and 'Comment' (with JWSPCA and Forward Thinkers). A warning message at the top states: 'To expedite risk management approval, request should contain sufficient details concerning purpose and scope of trip, travel plans, familiarity with region, and other relevant data.'

3. Click **browse** and select the necessary documentation.

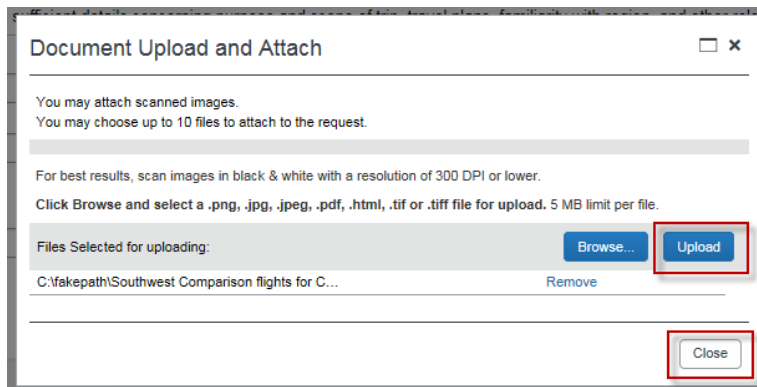
The screenshot shows a 'Document Upload and Attach' dialog box. It contains the following text: 'You may attach scanned images. You may choose up to 10 files to attach to the request.' Below this, it says: 'For best results, scan images in black & white with a resolution of 300 DPI or lower. Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.' There is a section for 'Files Selected for uploading:' which is currently empty, with a 'Browse...' button highlighted in red and an 'Upload' button. At the bottom, there is a 'Close' button.

Requests

4. Click **open**.

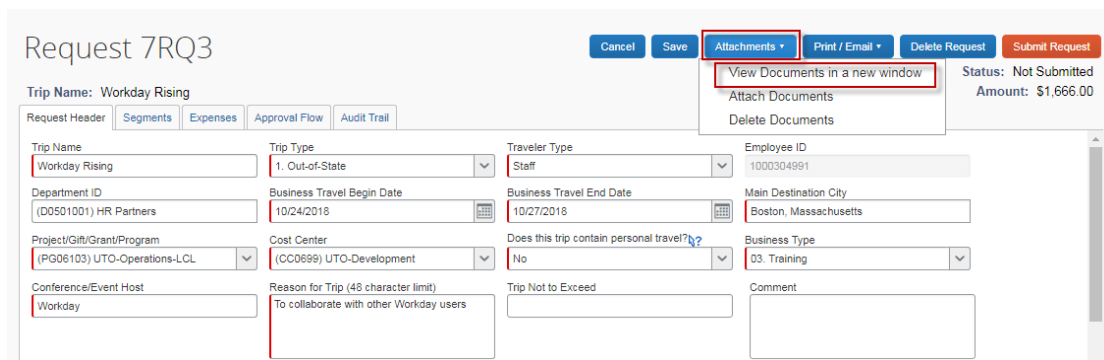


5. Click **upload** and then **close**.



To view documents attached:

1. Click **attachments**.
2. Select **view documents in a new window**.



Requests

Submit a request

1. Click the **approval flow** tab.
2. Type an asterisk in the **cost center manager** or **grant manager** field.

Request FHL6

Trip Name: CHELF 2021
Public Purpose/Benefit to ASU: to collaborate with other higher...

Status: Not Submitted
Amount: \$1,345.50

Request Header | Expenses | **Approval Flow** | Audit Trail | Travel Advisory

Cost Center Manager (Enter an * for list of approvers to choose from):

- * (highlighted)
- Tram, Lily N. (Lily.Tram@asu.edu)
User ID: 1000079398
Logon ID: tramllily@asu.edu
*Department ID: FS Accounting Services
- Mulhollan, Marilyn G. (MGMulhollan@asu.edu)
User ID: 1000420683
Logon ID: mulhollan@asu.edu
*Department ID: Financial Services
- Oliphant, Ryan T. (Ryan.Oliphant@asu.edu)

Save Workflow | Attachments | Print / Email | Delete Request | **Submit Request**

3. Select the correct name from the drop-down list and click **submit request**.
 - o If you do not see the appropriate name, you may need to change the cost center. Ask your department to help identify the correct approver if unsure.

The traveler is not responsible for assigning the ATO, Dean/VP or the Risk Manager.

Request 9J3A

Trip Name: Juarez 2018 Symposium

Status: Not Submitted
Amount: \$1,175.00

Request Header | Segments | Expenses | **Approval Flow** | Audit Trail | Travel Advisory

Account Signer (Enter an * for list of approvers to choose from):

- Approver, Dean/VP Test (lori.beene@asu.edu)

ATO:

Dean VP:

(this step may be skipped)

Risk Manager:

(this step may be skipped)

Save Workflow | Attachments | Print / Email | Delete Request | **Submit Request**

4. One of two pop-ups appear
 - o A pop-up to confirm the request submitted successfully.

Requests

Pending Approval - Approver,		10/27/2018			
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">Confirm x</p> <hr/> <p> The Request has been successfully submitted.</p> </div>					
Testing		08/22/2018		\$0.00	\$0.00
7RNK	Approved	08/17/2018	06/14/2018	\$209.01	\$209.01

- A pop-up with a notification that a field requires modification. Click on the tab with the red exclamation mark to read the exception text. Contact [My ASU TRIP](#) if you need help.

Request AMHL Cancel Save Attachments Print / Email Delete Request Submit Request

Trip Name: Workday Rising Status: Not Submitted Amount: \$910.00

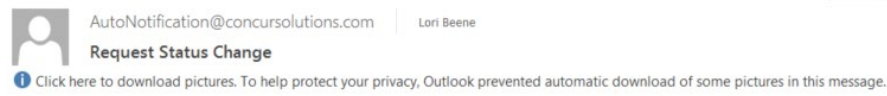
Request Headers Segments Expenses Approval Flow Audit Trail Travel Advisory

Adjust cash advance to no more than 75% of eligible expenses. Airfare and Conference Registration are not eligible expenses.

Requests cannot be submitted during the cutover to the new financial system. Submit your request after July 1.

Trip Name: Workday Rising Business Travel End Date: 10/27/2018 Conference/Event Host: Workday	Trip Type: 1. Out-of-State Main Destination City: Havana, Illinois Travel risk advisory: Low (1)	Request Submit Status x This request cannot be submitted until all exceptions with red flags are resolved. To view the exceptions, click each tab.	Attachment ID: 206002 FS Travel Business Travel Begin Date: 10/18/2018 Business Type: 03 - Training Main Destination Risk Level: Low (Level 1)
---	--	--	---

Once a request is fully approved, you will receive an email notification from autonotification@concurolutions.com. Once received, you are approved to book your travel. Book your travel in My ASU TRIP in the travel tab. You will provide your unique request ID when booking in My ASU TRIP.



Your travel request listed below has changed status.

Request ID	FHKW
Request Name	Workday Rising
Submit Date	06/24/2020
Approval Status Set To	Approved
Approver's Comments	<i>Please provide a more complete public purpose - 'attending a conference' is not sufficient</i>

Link To Request Processing
<https://myasutrip.asu.edu/login>

Requests

The request ID is also found on the request header and the list of all requests.

Request **FHKW**

Create Expense Report Attachments Print / Email Cancel Request Close/Inactivate Request

Trip Name: Workday Rising Status: Approved
 Public Purpose/Benefit to ASU: To learn about best practices re... Amount: \$1,447.50

Request Header Expense Summary Approval Flow Audit Trail Travel Advisory

COVID-19 requirements: Attach the email approval of a Dean/VP and Provost/Executive VP and a completed Travel Considerations Checklist. The request routes to Risk Management for final approval. Booking should not begin until fully approved.

Previous Comment View all
 Entered By SDA ATO Test Approver: Please provide a more complete public purpose - 'attending a conference' is not sufficient

Trip Name: Workday Rising Trip Type: 1. Out-of-State Traveler Type: Staff Employee ID: testuser
 Department ID: (D0206002) FS Travel Business Travel Begin Date: 06/26/2020 Business Travel End Date: 06/28/2020 Main Destination City: Tallapoosa, Georgia
 Project/Grant/Program: Cost Center: Does this trip contain personal travel? Business Time: Travel risk advisory - Medium (Level 3)

SAP Concur Requests Travel Expense App Center Administration Help Profile

Manage Requests New Request Quick Search

Active Requests (68) Delete Request Copy Request Close/Inactivate Request

View

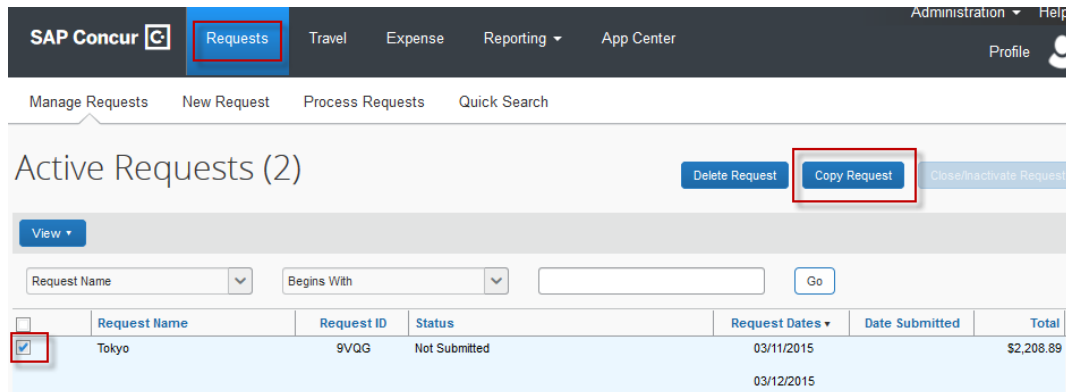
Request Name Begins With Go

	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	Workday Rising To learn about best practices related to travel processing in Workday to increase efficiency and improve compliance with policy	FHKW	Approved	06/26/2020 - 06/30/2020	06/24/2020	\$1,447.50	\$1,447.50	\$1,447.50	Expense
				Comment: Please provide a more complete public purpose - 'attending a conference' is not sufficient	06/28/2020				

Requests

Copy a trip request

1. Click **requests** from the home page.
2. Select the trip request to copy.
3. Click **copy request**.



The screenshot shows the SAP Concur interface for managing requests. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. Below the navigation bar, there are tabs for 'Manage Requests', 'New Request', 'Process Requests', and 'Quick Search'. The main content area is titled 'Active Requests (2)' and features a 'View' dropdown menu, search filters for 'Request Name' and 'Begins With', and a 'Go' button. A table of active requests is displayed below, with the first row selected. The table has columns for 'Request Name', 'Request ID', 'Status', 'Request Dates', 'Date Submitted', and 'Total'. The first row shows a request named 'Tokyo' with Request ID '9VQG', Status 'Not Submitted', Request Dates '03/11/2015' to '03/12/2015', Date Submitted, and Total amount '\$2,208.89'. A 'Copy Request' button is highlighted in the top right corner of the table area.

	Request Name	Request ID	Status	Request Dates	Date Submitted	Total
<input checked="" type="checkbox"/>	Tokyo	9VQG	Not Submitted	03/11/2015 03/12/2015		\$2,208.89

In the pop-up window:

4. Update the **request name**.
5. In the **starting date for new request** field, enter the **business travel begin date**.
6. Leave the **expected expenses** and **cash advances** checkboxes checked.
 - o If you uncheck them, the related information in the original request will not copy over.
7. Click **ok**.

Requests

Modify a request

An approved request cannot be modified.

- If trip dates change by more than 48 hours, cancel the current request, copy it and resubmit a new request with the current details. Otherwise, update the actual travel dates on the expense report when submitted.
- If estimated costs change, you do not necessarily need to create a new request. Expenses not included on the request can be submitted for approval on the expense report. Ask your business office if a new request is needed if the estimated expenses change significantly.

To modify a request that has not been approved, access the trip request and click **recall**.

The screenshot displays the SAP Concur interface. At the top, the 'Requests' tab is selected. Below the navigation bar, the 'Manage Requests' button is highlighted. The main content area shows 'Active Requests (1)'. A table lists the request details:

Request Name	Request ID	Status	Request Dates
Workday Rising test	FHCW	Pending Cost Center Approval - Approver, SDA ATO Test	04/12/2021 01/13/2022

The detailed view of the 'Request FHKW' shows the 'Recall' button highlighted. The status is 'Pending Cost Center Approval' and the amount is '\$1,447.50'. A warning message states: 'COVID-19 requirements: Attach the email approval of a Dean/VP and Provost/Executive VP and a completed Travel Considerations Checklist. The request routes to Risk Management for final approval. Booking should not begin until fully approved.' A previous comment from the approver reads: 'Please provide a more complete public purpose - 'attending a conference' is not sufficient'.

Update fields as needed and resubmit.

Requests

Close or cancel a request

Cancel your trip request if you will not be taking the trip. Contact myasutrip@asu.edu prior to canceling if your request contains a cash advance. You will also need to cancel any reservations made. Please review the My ASU TRIP manual for directions on canceling reservations.

Close a trip request if the expense report filed for the trip displays a status of sent for payment.

Close a trip request for completed zero-dollar trips. You do not need to complete an expense report.

The screenshot shows the SAP Concur interface for managing a trip request. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Reporting', and 'App Center'. The main header shows 'Request 7RMJ' with a status of 'Approved'. Below the header, there are tabs for 'Request Header', 'Segments', 'Expense Summary', 'Approval Flow', and 'Audit Trail'. The 'Request Header' tab is active, displaying a form with the following fields:

Trip Name	Workday Rising 2018	Trip Type	2. International	Traveler Type	Staff	Employee ID	1000304991
Department ID	(D0501001) HR Partners	Business Travel Begin Date	06/05/2018	Business Travel End Date	06/07/2018	Main Destination City	Havana, Illinois
Project/Grant/Program	(P002148) ENGR-Shawn Jordan-IA	Cost Center	(CC0136) ENGR-CIDSE Administration	Does this trip contain personal travel?	No	Business Type	10. Other
Conference/Event Host	Concur	Reason for Trip (48 character limit)	test	Trip Not to Exceed		Comment	
Highest Location Risk Level		Main Destination Risk Level					

If you have travel card transactions or ASU Airfare card transactions that are related to a canceled trip, you will file a non-travel expense report.

Contact myasutrip@asu.edu if you have questions.

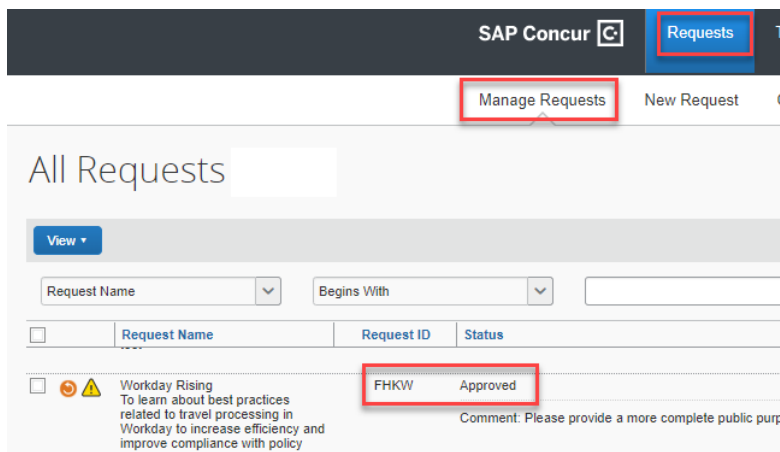
Booking

Book a flight

You can search for a flight any time, but prior to booking be sure the name in your Concur profile is the name on the credentials to be provided to TSA. If not, contact myasutrip@asu.edu to update your name prior to purchasing a ticket.

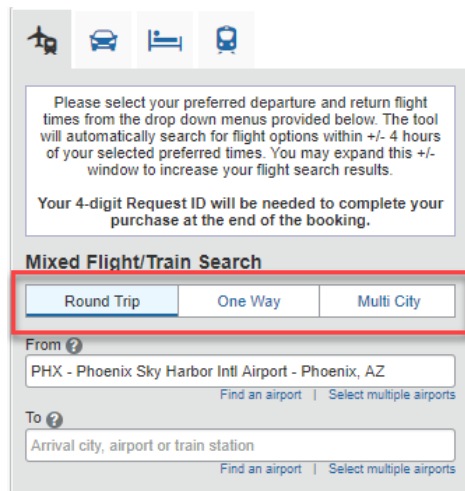
If you have an unused ticket that you will apply towards the purchase of a new ticket, search for the new flight and then contact Anthony Travel at asu@anthonytravel.com and they will complete the purchase for you.

Without an approved request, a booked flight is considered personal. You will need the approved request's id when booking travel arrangements. The request id is found in the approval email sent from Concur and on the manage requests tab.



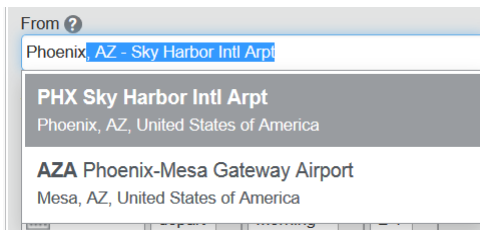
You can book a flight using the steps below on a desktop computer or using the Concur mobile app.

1. From the [My ASU TRIP homepage](#), select **round trip, one way** or **multi city**.

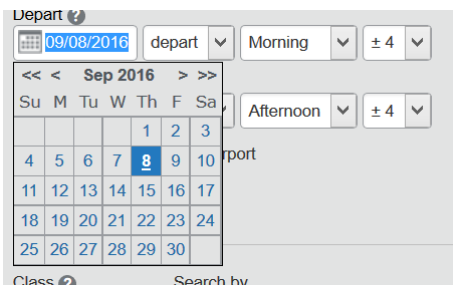


Booking

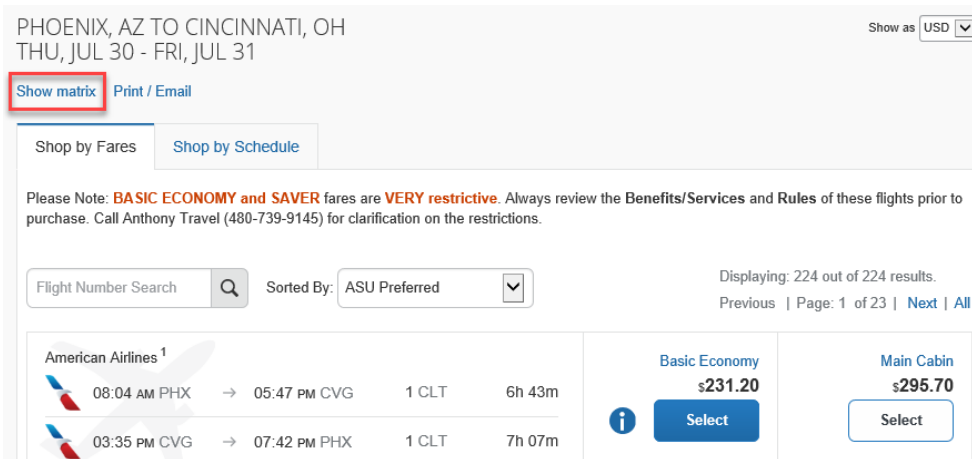
2. Type a city or airport in the **from** and **to** fields and select from the options in the drop-down list.



3. Enter the date in the **depart** and **return** fields from the drop-down menus and **search**.



4. A matrix may appear. Click any cell for more details. If the matrix does not appear, you can **show matrix**.



5. Click the **shop by schedule** or **shop by fares** to search for flights. Shop by fares will show both the departure and return flights in one selection. With shop by schedule, you select the outbound and the return separately.

Booking

PHOENIX, AZ TO DENVER, CO
WED, JUL 22 - SAT, JUL 25

Show as USD

Hide matrix Print / Email

	American Airlines	Southwest	Delta	United	Multiple
All 132 results	Preferred	Preferred			
Nonstop 9 results	102.20 1 results	202.96 8 results	—	—	—
1 stop 83 results	128.70 74 results	—	223.20 4 results	243.70 3 results	467.70 2 results
2 stops 40 results	238.20 25 results	—	244.20 8 results	416.20 3 results	448.20 4 results

Shop by Fares Shop by Schedule

Please Note: **BASIC ECONOMY and SAVER** fares are **VERY restrictive**. Always review the Benefits/Services and Rules of these flights prior to purchase. Call Anthony Travel (480-739-9145) for clarification on the restrictions.

Flight Number Search Sorted By: ASU Preferred

Displaying: 132 out of 132 results. Previous | Page: 1 of 14 | Next | All

American Airlines	Basic Economy	Main Cabin
08:59 AM PHX → 12:02 PM DEN Nonstop 2h 03m	\$102.20 Select Least-Cost Logical	\$169.16 Select
08:20 AM DEN → 09:18 AM PHX Nonstop 1h 58m		


NOTE:

Basic Economy and Saver flights are very restrictive. They are displayed because they may be appropriate for a small portion of ASU travel, but they are not appropriate for most ASU travel. Be sure you understand all the restriction of a basic economy fare prior to booking. You are not required to book a basic economy fare because it is the least cost.

Fly America Act compliant international flights have an icon of a white shield with a blank checkmark. International travel on sponsored funding may need to be Fly America Act compliant. Ask your business office if you are unsure if your flight is subject to the requirement.

American Airlines ¹	Basic Economy	Main Cabin
09:15 AM PHX → 06:50 AM LHR 1 ORD 13h 35m	\$1,020.15 Select	\$1,139.15 Select
02:30 PM LHR → 1h 00m		

Fly America Act
This option is Fly America Act with Open Skies Exceptions compliant.

Preferred Airline  More fares/details

6. Click **more fares/details** for more information about a flight.

Booking

Shop by Fares | Shop by Schedule

Please Note: **BASIC ECONOMY and SAVER** fares are **VERY restrictive**. Always review the **Benefits/Services** and **Rules** of these flights prior to purchase. Call Anthony Travel (480-739-9145) for clarification on the restrictions.

Flight Number Search Sorted By: ASU Preferred Displaying: 132 out of 132 results. Previous | Page: 1 of 14 | Next | All

American Airlines 08:59 AM PHX → 12:02 PM DEN Nonstop 2h 03m 08:20 AM DEN → 09:18 AM PHX Nonstop 1h 58m Preferred Airline More fares/details v		Basic Economy \$102.20 <input type="button" value="Select"/>	Main Cabin \$169.16 <input type="button" value="Select"/>
Southwest 06:05 AM PHX → 08:50 AM DEN Nonstop 1h 45m 06:15 AM DEN → 07:05 AM PHX Nonstop 1h 50m Preferred Airline More fares/details v		Wanna Get Away \$202.96 <input type="button" value="Select"/>	Anytime \$655.38 <input type="button" value="Select"/>

- Review **benefits/services** to see if the fare allows bags, changes, food and drink, etc. Review **rules** for the complete list of fare rules and restrictions. Click other icons for additional details on the flight.

American Airlines 08:59a PHX → 12:02p DEN Nonstop 2h 03m Remove x \$143.20
 03:39p DEN → 04:30p PHX Nonstop 1h 51m

Preferred Airline for ASU [Show all details v](#)

DEPART ✕ Thu, Jul 30 – Phoenix, AZ to Denver, CO [Hide details ^](#)

Thu, Jul 30 08:59a PHX → 12:02p DEN 2h 03m American Airlines 482 [View seats](#)
 Airbus Industrie A320-100/200 / 258 lbs CO₂

RETURN ✕ Tue, Aug 4 – Denver, CO to Phoenix, AZ [Hide details ^](#)

Tue, Aug 4 03:39p DEN → 04:30p PHX 1h 51m American Airlines 482 [View seats](#)
 Airbus Industrie A320-100/200 / 258 lbs CO₂

Fare Options

Basic Economy (B) Rules Benefits/Services	<input type="button" value="i"/>	<input type="button" value="\$143.20"/>
Main Cabin (S, O) Rules Benefits/Services	<input checked="" type="checkbox"/>	<input type="button" value="\$205.14"/>
Main Cabin Flexible (M) Rules Benefits/Services	0 Yes Fees may apply	<input type="button" value="!"/> <input type="button" value="\$667.88"/>

[View more fares](#)

- Select the flight you would like to book.

Booking

- Review the flight information and ensure your name is the name on your travel credentials.

Trip Summary

Flights Selected
Round Trip
PHX - MEX
Depart: Thu, 08/04/2016
Return: Fri, 08/12/2016

Select a Car [Remove](#)
Pick-up: Thu, 08/04/2016
Drop-off: Fri, 08/12/2016

Select a Hotel [Remove](#)
Nights: 8
Mexico City, Mexico
Check-in: Thu, 08/04/2016
Check-out: Fri, 08/12/2016

[Finalize Trip](#)

Review and Reserve Flight

REVIEW FLIGHTS

DEPART ✕ Thu, Aug 4 – Phoenix, AZ to Mexico City, Mexico / 2h 33m layover in Los Angeles, CA [Hide details](#)

Thu, Aug 4	07:08a PHX → 08:45a LAX	1h 37m	Delta #2202
			View seats / Main Cabin (L) / Boeing 717
	Layover in Los Angeles, CA	2h 33m	Los Angeles Intl
	11:18a LAX → 05:20p MEX	4h 02m	Delta #8156
			View seats / Main Cabin (L) / Boeing 737-800 Operated by Aeromexico

RETURN ✕ Fri, Aug 12 – Mexico City, Mexico to Phoenix, AZ / 3h 22m layover in Los Angeles, CA [Hide details](#)

Fri, Aug 12	03:40p MEX → 05:48p LAX	4h 08m	Delta #8021
			View seats / Main Cabin (K) / Boeing 737-800 Operated by Aeromexico
	Layover in Los Angeles, CA	3h 22m	Los Angeles Intl
	09:10p LAX → 10:41p PHX	1h 31m	Delta #5787
			View seats / Main Cabin (K) / Embraer E-175

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. [?](#)

Primary Traveler [Edit](#) | [Review all](#)

Name: **Phone:**

Frequent Flyer Programs [Add a Program](#)

For Delta

No Program selected

SEAT ASSIGNMENT

Make your trip more enjoyable by selecting your seats now. Otherwise, Concur will request them for you.

[Select Seats](#)

- Select a seat for each flight, if applicable.

SELECT SEATS

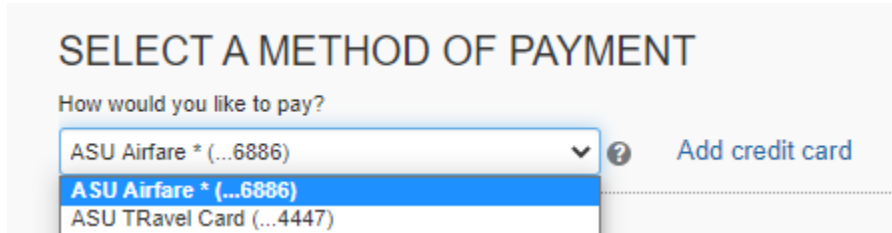
Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
DL 2046 Main Cabin (T)	Select a seat
DL 1115 Main Cabin (X)	Select a seat

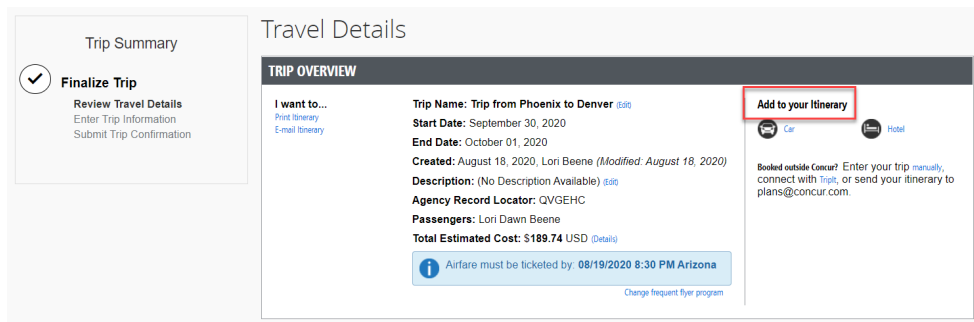
If you are flying American Airlines, preferred seats may be available to be booked for no additional charge once your flight is ticketed. Visit [American Preferred Select](#) after you receive your confirmation from Anthony Travel. In that site you enter your last name and record locator and can select a preferred seat at no charge, if available.

Booking

11. In the **select a method of payment** field, click the drop-down arrow to select your payment option from the ASU Airfare card, your ASU Travel Card or personal card that has been added to your profile or you can **add credit card**.



12. Review the airline terms and conditions for the selected flight.
13. Click **reserve flight and continue**. This reserves the flight – it is not yet purchased. Continue through the additional screens to complete the purchase.
14. From the **trip overview** page, you can add a rental car or hotel by clicking the corresponding links in the **add to your itinerary** section or review the travel details and click **next** at the bottom of the page.



15. Enter the four-digit ID associated with your trip request and click **next**.

Booking

Trip Booking Information

Please note that your reservation is not complete until you have clicked Purchase Ticket on the next page. Please click 'Next' below to continue to the Purchase page.

Any portion of the trip that is advance purchase or deposit required has already been booked and paid. That booking is non-refundable and will not be cancelled even if you do not move forward to the next page.

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name
This will appear in your upcoming trip list.
Trip from Phoenix to Denver

Trip Description (optional)
Used to identify the trip purpose

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee.

Send a copy of the confirmation to: [input field]

Send my email confirmation as:
 HTML Plain-text

Tripl Privacy
 Share trip destination and dates with your Tripl Connections and Groups.
 Make this trip private

What is your approved 4 digit Request ID? [Required]
[input field]

You may HOLD this reservation until: 07/29/2020 08:30 pm Arizona

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip Hold Trip << Previous **Next >>** Cancel Trip

The request ID can be found on the Requests page, under Active Requests.

SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center | Locals | Administration | Help | Profile

Manage Requests | New Request | Process Requests | Quick Search

Active Requests (1) [Delete Request] [Copy Request] [Classify/Update Request]

View

Request Name [dropdown] Begins With [input] [Go]

Request Name	Request ID	Status	Request Dates	Date Submitted	Total
CHELF 2021 to collaborate with other higher ed institutions that utilize Concur, with the intent of increasing efficiency within Concur. I will learn about best practices, solutions to common issues and to review upcoming enhancements.	FHLD	Not Submitted	06/10/2020	06/08/2020	\$731.20

Comment: collaboration with other higher education users of Concur to address issues/ solutions/ best practices of Concur to ensure we are utilizing the software to the fullest potential. I will be adding personal time to the front end of the trip.

16. Click **Next**, then click **Purchase Ticket** on the Trip Confirmation page to complete your reservation. Until you click **purchase ticket**, you have not purchased a ticket.

Booking

Trip Summary

- Finalize Trip
 - Review Travel Details
 - Enter Trip Information
 - Submit Trip Confirmation

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Purchase Ticket" Button after reviewing this page.
To **CANCEL**, press the Cancel button.

TRIP OVERVIEW

Trip Name: Trip from Phoenix Sky Harbor Intl Airport, Phoenix, AZ to Denver Intl Airport, Denver, CO
Start Date: August 26, 2020
End Date: August 27, 2020
Created: July 28, 2020, Lori Beene (Modified: July 28, 2020)
Description: (No Description Available)
What is your approved 4 digit Request ID?: TEST
Agency Record Locator: ERTRJU
Passengers: Lori Dawn Beene
Total Estimated Cost: \$170.14 USD

Airfare must be ticketed by: 07/29/2020 8:30 PM Arizona

View your plans in [Triptit](#) to stay one step ahead while traveling.
Agency Name: Anthony Travel (ASU)
Daytime Phone: 480-739-9145 - University / 480-965-2603 - Athletic

RESERVATIONS

Wednesday, August 26, 2020

Flight Phoenix, AZ (PHX) to Denver, CO (DEN)

American Airlines 0482
Operated by: American Airlines

Departure: 09:03 AM
Phoenix Sky Harbor Intl Airport (PHX)
Terminal: 4
Duration: 2 hours, 3 minutes
Nonstop

Arrival: 12:06 PM
Denver Intl Airport (DEN)

Additional Details
Aircraft: Airbus A320
E-Ticket
Emissions: 258.4 lbs CO₂
Cabin: MAIN CABIN (Q)

Confirmation: ERTRJU
Status: Confirmed

Seat: 22D (confirmed)

Distance: 603 miles

Thursday, August 27, 2020

Flight Denver, CO (DEN) to Phoenix, AZ (PHX)

American Airlines 0482
Operated by: American Airlines

Departure: 03:39 PM
Denver Intl Airport (DEN)
Duration: 1 hour, 53 minutes
Nonstop

Arrival: 04:30 PM
Phoenix Sky Harbor Intl Airport (PHX)
Terminal: 4

Additional Details
Aircraft: Airbus A320
E-Ticket
Emissions: 258.4 lbs CO₂
Cabin: MAIN CABIN (Q)

Confirmation: ERTRJU
Status: Confirmed

Seat: 24C (confirmed)

Distance: 601 miles

TOTAL ESTIMATED COST

Air		View Fare Rules
Airfare quoted amount:	\$149.94 USD	
Taxes and fees:	\$20.20 USD	
Total Estimated Cost:	\$170.14 USD	

Restrictions
Quote: NONREF/SVCHGPLUSFAREDIF/CXL BY FLT TIME OR NOVALUE

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

REMARKS

THANK YOU FOR SELECTING ANTHONY TRAVEL.
PLEASE VERIFY ALL DETAILS AND DATES BELOW WITHIN 24 HRS.
AFTER 24 HOURS ALL TICKETS CONSIDERED APPROVED.
MAKE CERTAIN ALL FIRST/MIDDLE/LAST NAMES SHOWN BELOW EXACTLY MATCH THE PHOTO ID PRESENTED AT THE AIRPORT.
.. TO REACH YOUR TRAVEL TEAM DIAL 480-965-9145
.MONDAY - FRIDAY 8AM - 5PM MST.
AFTER HOURS EMERGENCY - 800-342-9008

Almost done... Please confirm this itinerary.

[Display Trip](#) [<< Previous](#) [Purchase Ticket>>](#) [Cancel Trip](#)

Booking

Once purchased you will receive a confirmation from Anthony Travel with the flight details and confirmation numbers. Please review the details. Let Anthony Travel know within 24 hours if there is something that is not correct. After that time the airlines will charge change fees.

To make any changes to your purchased reservation, contact [Anthony Travel](#).

View your upcoming reservations on the **my trips** list, on the [My ASU TRIP](#) home page, by clicking **travel**, then **trip library**. The **trip status** will remain **confirmed** until it's ticketed. when ticketed, the status will change to **ticketed**.

The screenshot shows the CONCUR Trip Library interface. At the top, there are navigation tabs for Travel, Administration, and Support. Below this, there are sub-tabs for Travel, Trip Library, Templates, Meetings, Tools, and Meeting Admin. The main content area is titled "Trip Library" and contains a search bar with fields for "Search Trip Names", "Dates To Use:" (with radio buttons for "Booking Dates" and "Travel Dates"), and "Date Range" (with date pickers for "07/28/2015" and "01/28/2016"). There is also a checkbox for "Include withdrawn trips" and a "Search" button. Below the search bar is a table with the following columns: Trip Name/Description, Status, Date Booked, Start Date, End Date, and Action. The table contains several rows of trip information, including "Trip from Hanoi to Can Tho (Manual)", "Trip from Phoenix to Chicago (AREZRA)", "Trip from Phoenix to Chicago (UCGYUX)", "UMich Benchmark (HSFSVB)", "Hotel Reservation at Denver Intl Arpt, Denver, CO (DQGMHE)", and "USAID Build It Grant Meeting (EPYAKX)". At the bottom of the table, there is a green banner with a lightbulb icon and the text "Manage your trip details in one place." and a dropdown arrow.

Trip Name/Description	Status	Date Booked	Start Date	End Date	Action
Trip from Hanoi to Can Tho (Manual)	Confirmed	01/11/2016	01/11/2016	01/30/2016	Remove Hide Personal Trip
Trip from Phoenix to Chicago (AREZRA) ASU/Allstate Opportunities	Confirmed	11/04/2015	11/29/2015	11/30/2015	
Trip from Phoenix to Chicago (UCGYUX) ASU/Allstate Opportunities	Ticketed	11/04/2015	11/29/2015	11/30/2015	
UMich Benchmark (HSFSVB)	Confirmed	10/22/2015	10/27/2015	10/28/2015	
Hotel Reservation at Denver Intl Arpt, Denver, CO (DQGMHE)	Confirmed	09/30/2015	10/07/2015	10/08/2015	
USAID Build It Grant Meeting (EPYAKX) Meet with US State Department to finalize Maker Forum November program; USAID meeting to formalize contract for new build It grant; Meeting and 70 year reception at Vietnam Ambassador to US	Ticketed	09/10/2015	09/15/2015	09/18/2015	

Note: Any ticket purchased by the university is owned by the university and not the traveler.

Booking

Reserve a hotel or Airbnb

Lodging should not be booked unless you have an approved request in My ASU TRIP and lodging must be reserved in My ASU TRIP. If you have a conference code for your hotel and must book your lodging directly with the hotel or if you book other lodging that cannot be booked through My ASU TRIP, forward your booking to both plans@concur.com and myasutrip@asu.edu prior to travel. Lodging is not reimbursed if booked prior to approval or booked outside of My ASU TRIP and not forwarded to travel.

To reserve a hotel:

1. Select the **hotel** tab on the [My ASU TRIP home page](#).

The screenshot shows the 'Hotel Search' section of the My ASU TRIP interface. At the top, there is a navigation bar with the ASU logo and the text 'Hello, Lori'. Below this is the 'TRIP SEARCH' section, which includes a user profile icon and the text 'Booking for myself | Book for a guest'. There are four icons representing different travel options: a plane, a car, a hotel, and a train. The hotel icon is highlighted with a red box. Below the icons is the 'Hotel Search' section, which contains a warning message: 'Your 4-digit Request ID will be entered at the end of the booking. Understand all cancellation policies prior to reserving a hotel. It is your responsibility to ensure any unneeded reservation is cancelled to avoid cancellation fees.' Below the warning are fields for 'Check-in Date' and 'Check-out Date', a 'Search within' field set to '5 miles from', and radio buttons for 'Airport', 'Company Location', and 'Reference Point / Zip Code'. The 'Reference Point / Zip Code' option is selected. Below these are a text input field for the reference point/zip code and a checkbox for 'With names containing:'. At the bottom is a red 'Search' button.

2. Enter the check-in and check-out dates.
3. Enter search criteria based on the arrival airport, a company location, a reference point, or a specific address. You can complete **with names containing** field to limit the search results.
4. Click **search**.
5. A list of hotel search results based on proximity to the destination populates.

Booking

- Blue icons represent hotels matching your search criteria. Hover over blue icons for more information.
- The red icon represents the entered destination.
- E-receipt enabled properties ease expense report preparation. If you have verified your email and enabled e-receipts in your profile, an e-receipt is delivered directly into your My ASU TRIP profile when you check out of the hotel.

6. Use price, display settings, property brand, and amenities to filter results.

The screenshot displays a hotel booking interface. On the left, a sidebar contains a 'Trip Summary' section with 'Select a Hotel' and 'Finalize Trip' options. Below this are filter sections: 'Change Search' (with a 'Price' slider set to \$92-\$765), 'Display Settings' (with 'Hide Sold Out' and 'E-Receipt Enabled' checkboxes), 'Property Brand' (with 'Chain' selected and a list of brands like Courtyard, Days Inn, etc.), and 'Amenities' (with a list of amenities like Breakfast, Broadband Internet, etc.). The main area shows a map of Boulder, CO, with a red pin for the destination and blue pins for search results. Below the map, a search bar and 'Sorted By: ASU Preferred' dropdown are visible. Two hotel results are shown: '1. Basecamp Hotel Boulder' (2020 Arapahoe Ave, Boulder, CO 80302) marked as 'Not Available' with a note 'Unable to retrieve rates for this hotel', and '2. Boulder University Inn' (1632 Broadway, Boulder, CO 80302) with a rate of '\$125' and a 'View Rooms' button.

7. Click **view rooms** for room policies, types and rates.

Note:

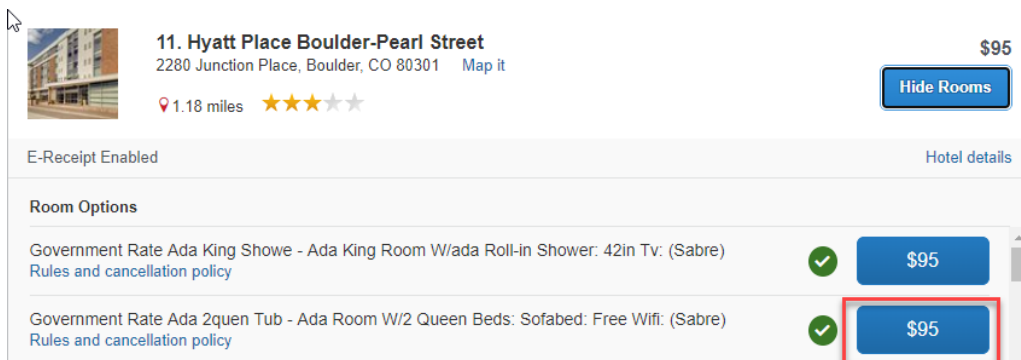
- The room selected should be the most economical room to accomplish the business purpose of the travel and should be under the lodging rate set by the State of Arizona for the destination.
- Prepaid and advance purchase rates are not selectable in My ASU TRIP.
- Do not select AAA or AARP rates if you do qualify for them.
- Govt/military rates display. Some properties consider ASU as a government entity, some do not. Reach out to the specific property for clarification if booking a govt/military rate.

Booking

8. Click **hotel details** to open a pop-up window with hotel details.

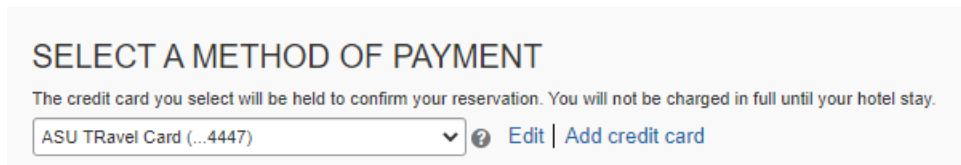


9. Click the blue button with a price to choose a room.

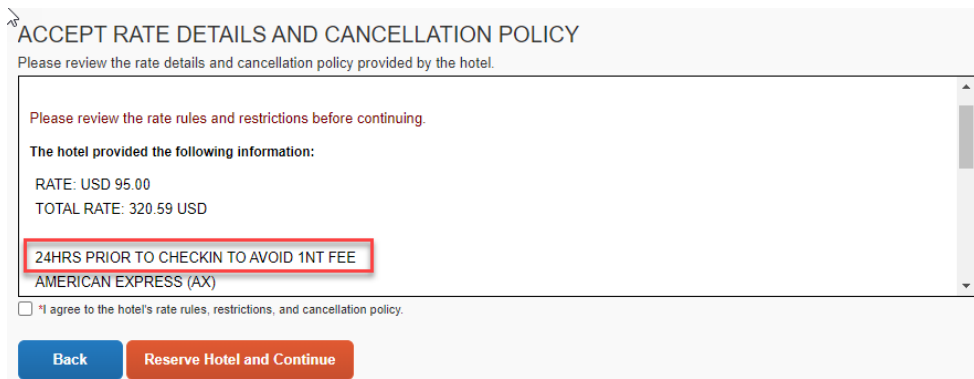


10. Click the drop-down arrow in the **select a method of payment** field or **add credit card**. You can reserve your hotel with

- Your ASU Travel Card,
- A personal credit card

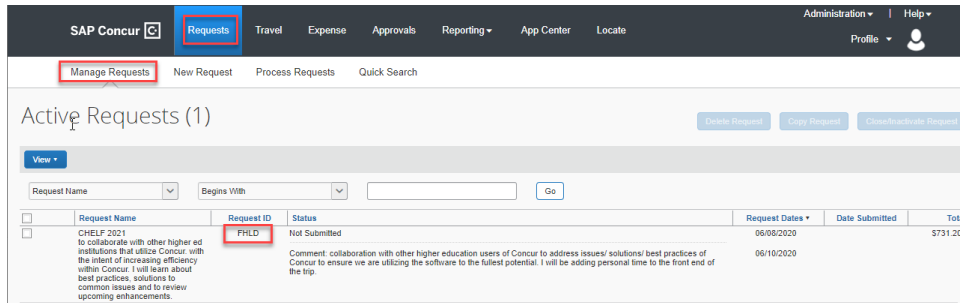


11. Review the rate details and cancellation policy. Prior to clicking **reserve hotel and continue** be sure you understand the cancellation policy. ASU does not reimburse no show charges or late cancellation charges.

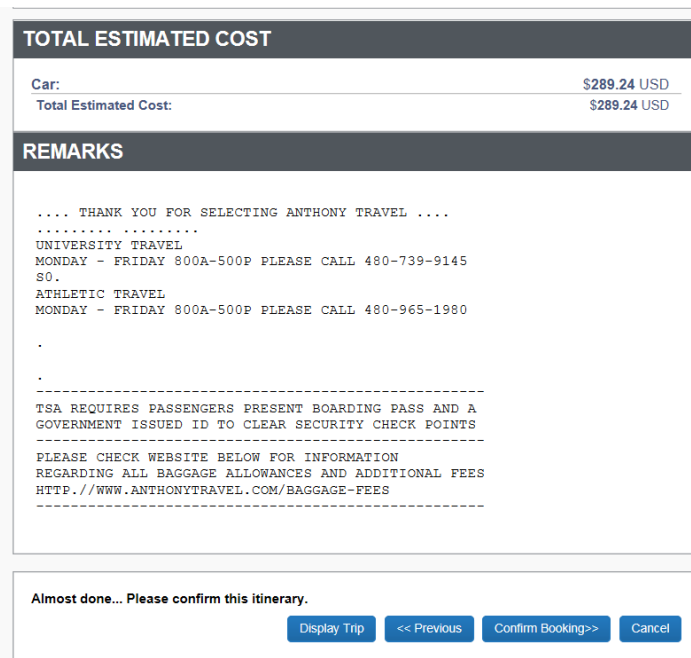


Booking

- To change your selection, click **back**. To continue, click **I agree to the above rate rules, restrictions, and cancellation policy** checkbox and click **reserve hotel and continue**.
- Review your reservation information on the **travel details** page.
- Click **next** and follow the prompts to confirm your reservation.
- Click **next** to continue.
- My ASU TRIP enters in a default name for your trip. Enter the four-digit ID associated with your trip request. This can be found on the Request page, under active requests.



- Click **next**, then click **confirm booking** to finalize your reservation.



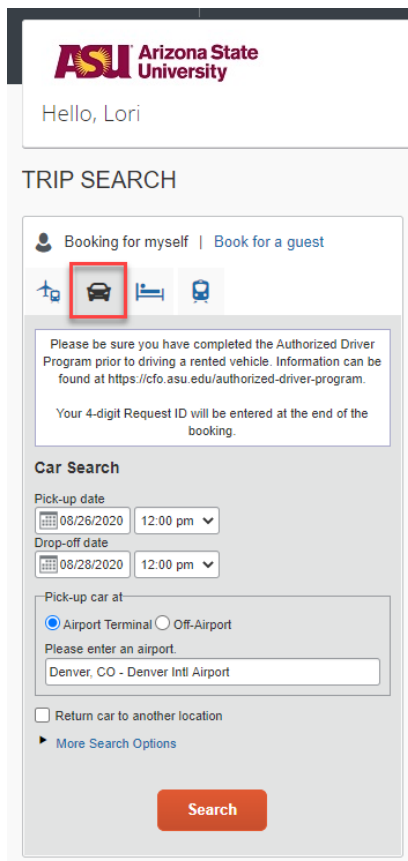
- You will receive an email from both Concur and Anthony Travel with the details of your reservation.

Booking

Reserve a rental car

To book a rental car without airfare, click the car tab in the **trip search** section of the [My ASU TRIP home page](#). Be sure you are an [Authorized Driver](#) prior to driving a rented vehicle and that your rental car is authorized on your approved request.

1. Enter the pick-up and drop-off dates.
2. If picking up the rental car from the airport, enter the airport name, or begin typing the name and select an option from the drop-down list.
3. Click **search**.



The screenshot shows the ASU Trip Search interface. At the top, the ASU logo and "Arizona State University" are displayed, along with a greeting "Hello, Lori". Below this is the "TRIP SEARCH" section. There are two tabs: "Booking for myself" (selected) and "Book for a guest". Underneath are four icons: a plane, a car (highlighted with a red box), a train, and a bus. A message box states: "Please be sure you have completed the Authorized Driver Program prior to driving a rented vehicle. Information can be found at <https://cfo.asu.edu/authorized-driver-program>. Your 4-digit Request ID will be entered at the end of the booking." Below this is the "Car Search" section. It includes "Pick-up date" (08/26/2020, 12:00 pm) and "Drop-off date" (08/28/2020, 12:00 pm). Under "Pick-up car at", there are radio buttons for "Airport Terminal" (selected) and "Off-Airport". A text input field contains "Denver, CO - Denver Intl Airport". There is a checkbox for "Return car to another location" and a link for "More Search Options". A red "Search" button is at the bottom.

4. Review the information in the pop-up window and click **continue**.

Booking



The use of a rented vehicle must be pre-approved by the ATO during the Trip Request process. Before renting a vehicle, the renter must have completed the Authorized Driver Program. For more information on the program, visit <https://cfo.asu.edu/authorized-driver-program>

Cancel

Continue

- If the **pick-up/drop-off car at airport** checkbox is selected, the car rental results appear in a matrix based on car type, company name and price. Narrow results by clicking any cell. This expands corresponding search results below the matrix.
- Hide the matrix by clicking **hide matrix**.

The rates for Hertz, National and Enterprise below are negotiated rates and include collision damage waiver (CDW) and liability insurance for vehicle rentals in the United States, Canada, Puerto Rico and the District of Columbia. If another provider is selected, insurance coverage will be an additional charge. Travelers renting a car for an international destination (other than those above) should purchase insurance from the car provider or other reliable source.

PICK UP: (SFO) ON SUN, FEB 11 12:00 PM
RETURN: FRI, FEB 16 12:00 PM



Hide matrix Print / Email

All 110 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Luxury Car	Mini Van	Intermediate SUV	Standard SUV
Hertz	36.15	36.15	37.45	37.45	40.90	105.78	105.78	56.20	50.00	60.00
Most Preferred										
Enterprise	44.50	44.50	45.50	46.50	47.50	63.50	73.50	73.50	73.50	73.50
Most Preferred										
Enterprise	38.00	38.00	40.00	40.00	42.50	176.80	198.90	60.00	58.00	60.00
Most Preferred										
EXX	--	40.00	41.00	42.00	43.00	--	--	--	45.00	45.00
SILVERCAR	--	--	69.00	69.00	69.00	--	--	--	--	--
BUICK	--	36.57	37.20	37.83	38.46	--	--	--	42.24	42.24
EXPRESS	--	46.78	--	49.19	49.39	--	--	--	60.42	60.42
Thrifty	--	46.78	48.22	49.19	49.39	--	--	--	60.42	60.42
Budget	49.80	51.00	59.40	64.40	66.80	58.00	78.80	59.40	59.00	60.00
AVANCE	--	51.86	60.43	65.54	68.15	--	--	--	60.28	60.28

Booking

Sorted By: Policy - Most Compliant

Displaying: 103 out of 103 results. Previous | Page: 1 of 11 | Next | All



Economy Car - \$13.17 per day (Sabre)

Unlimited kilometers
Manual transmission
 (Corporate rate)
 \$92.16 weekly rate

Total cost*

\$162.86

Preferred Vendor for Arizona State University/The AZ Board of Regents / E-Receipt Enabled
[Location info](#)



Compact Car - \$20.91 per day (Sabre)

Unlimited kilometers
Manual transmission
 (Corporate rate)
 \$146.34 weekly rate

Total cost*

\$254.52

Preferred Vendor for Arizona State University/The AZ Board of Regents / E-Receipt Enabled
[Location info](#)

Compact Car - \$21.50 per day (Sabre)

Unlimited kilometers
Automatic transmission
 (Corporate rate)
 \$150.48 weekly rate

Total cost*

\$261.52

Preferred Vendor for Arizona State University/The AZ Board of Regents / E-Receipt Enabled
[Location info](#)

7. Click the price to select the rental car.
8. Rates for Hertz, National and Enterprise are negotiated rates and include collision damage waiver (CDW) and liability insurance for rentals in the U.S. and are the preferred vendors.
9. Review the rental car information. Enter any preferences and update the driver's information, if needed.

Review and Reserve Car

REVIEW RENTAL CAR

Enterprise Car Rental [Location Details](#)

Type	Pick-up	Drop-off
Economy Car	Airport Terminal ORD - Chicago	Airport Terminal ORD - Chicago
Features	11:02 am Tue, 10/04/2016	06:25 pm Fri, 10/07/2016

PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (20 character max)

ENTER DRIVER INFORMATION

Ensure the name below matches the I.D. you have with you on the day of pick-up.

Driver

Name: Joshua Adam Spiegel Phone: 480-727-2361

Rental Car Agency Program [Add a Program](#)

REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$44.50	Oct 04 - Oct 07	\$278.28*
Total Estimated Cost : \$278.28			
Total Due Now: \$0.00**			

10. Click **reserve car and continue**.
11. Review the reservation information in the trip details page. Click **next**.
12. Review the trip booking information and enter your approved four-digit travel request ID. The ID can be found on the Request page, under Active Requests.

Booking

SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center | Locate | Administration | Help | Profile

Manage Requests | New Request | Process Requests | Quick Search

Active Requests (1) | [Book Request](#) | [Copy Request](#) | [Cancel/Revoke Request](#)

View

Request Name | Begins With | Go

Request Name	Request ID	Status	Request Dates	Date Submitted	Total
CHELF 2021 to collaborate with other higher ed institutions that utilize Concur, with the intent of increasing efficiency within Concur. I will learn about best practices, solutions to common issues and to review upcoming enhancements	PHLD	Not Submitted	06/08/2020		\$731.20
		Comment: collaboration with other higher education users of Concur to address issues/ solutions/ best practices of Concur to ensure we are utilizing the software to the fullest potential. I will be adding personal time to the front end of the trip.	06/10/2020		

13. Click **next**.
14. Review the Trip confirmation and **confirm booking** or **cancel**.
15. After you confirm booking, your reservation will have a confirmation number and the status should be confirmed. Your car has been reserved, not paid.

TRIP OVERVIEW

Trip Name: Car/Hotel Reservation
 Start Date: September 14, 2020
 End Date: September 15, 2020
 Created: July 29, 2020, Lori Beene (Modified: July 29, 2020)
 Description: (No Description Available)
 What is your approved 4 digit Request ID?: TEST
 Agency Record Locator: CYEMHT
 Reservation for:
 Total Estimated Cost: \$44.59 USD
 View your plans in [Triplix](#) to stay one step ahead while traveling.

Anthony TRAVEL Agency Name: Anthony Travel (ASU)
 Daytime Phone: 480-739-9145 - University / 480-965-2603 - Athletic

RESERVATIONS

Monday, September 14, 2020

Enterprise Car Rental at: Denver US (DEN)
 Pick-up at: Denver US (DEN)

Pick Up: 12:00 PM *Mon Sep 14*
 Pick-up at: Denver US (DEN)
 Number of Cars: 1

Return: 12:00 PM *Tue Sep 15*
 Returning to: Denver US (DEN)

Additional Details
 Rate: \$31.75 USD daily rate, unlimited miles; \$31.75 USD extra daily rate, unlimited miles; \$10.40 USD extra hourly rate, unlimited miles
 Total Rate: \$44.59 USD Corporate Discount: XZ50290

Rental Details
 Compact / Car / Automatic transmission / Air conditioning

Confirmation: 1319887715COUNT
 Status: **Confirmed**
 Rate Code: Z3KZNH

TOTAL ESTIMATED COST

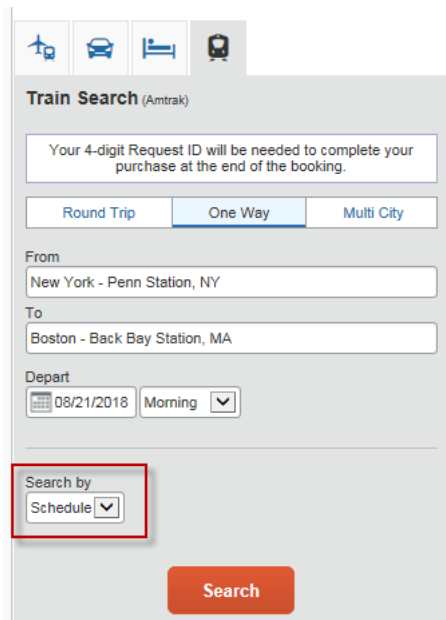
Car:	\$44.59 USD
Total Estimated Cost:	\$44.59 USD

16. You will receive an email from both Anthony Travel and Concur with the details of the reservation.

Booking

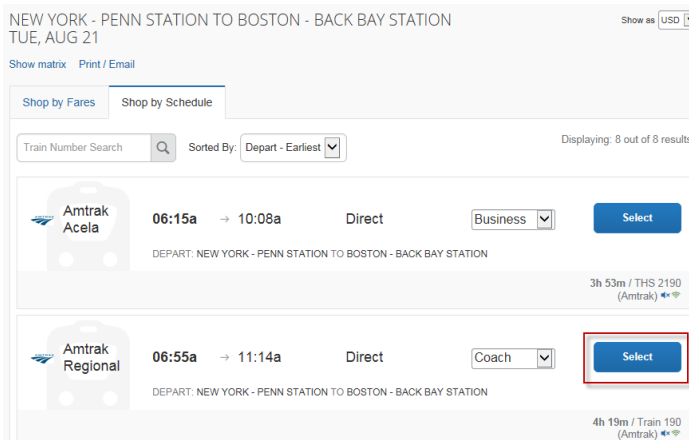
Reserve a train

1. From the My ASU TRIP homepage, select **round trip** or **one way** and complete fields. You can select to search by schedule and click **search**.



The screenshot shows the Amtrak Train Search interface. At the top, there are icons for different travel modes: airplane, car, train, and bus. Below these is the 'Train Search (Amtrak)' header. A message states: 'Your 4-digit Request ID will be needed to complete your purchase at the end of the booking.' There are three tabs: 'Round Trip', 'One Way' (which is selected), and 'Multi City'. The 'From' field contains 'New York - Penn Station, NY' and the 'To' field contains 'Boston - Back Bay Station, MA'. The 'Depart' field shows the date '08/21/2018' and a time dropdown set to 'Morning'. A 'Search by' dropdown menu is highlighted with a red box, showing 'Schedule' selected. At the bottom is a large orange 'Search' button.

2. From the shop by schedule tab, click the select button next to the train you'd like to select.



The screenshot shows the 'Shop by Schedule' results page for the route 'NEW YORK - PENN STATION TO BOSTON - BACK BAY STATION' on 'TUE, AUG 21'. The page has tabs for 'Shop by Fares' and 'Shop by Schedule' (which is active). A search bar and a 'Sorted By: Depart - Earliest' dropdown are visible. The results are displayed as a list of train options. The first option is 'Amtrak Acela' departing at 06:15a and arriving at 10:08a, with a 'Business' class dropdown and a 'Select' button. The second option is 'Amtrak Regional' departing at 06:55a and arriving at 11:14a, with a 'Coach' class dropdown and a 'Select' button highlighted with a red box. The page also shows 'Displaying: 8 out of 8 results' and currency information 'Show as USD'.

3. Click **show all details**.

Booking

NEW YORK - PENN STATION TO BOSTON - BACK BAY STATION
TUE, AUG 21

Show matrix Print / Email

Show as USD

Selected Fare

Amtrak Regional 06:55a → 11:14a Direct 4h 19m \$49.00 Remove x
View Fares

NEW YORK - PENN STATION TO BOSTON - BACK BAY STATION

Show all details v

4. Review rules, hover over icons for additional information and select the fare.

Selected Fare

Amtrak Regional 06:55a → 11:14a Direct 4h 19m \$49.00 Remove x
Hide Fares

NEW YORK - PENN STATION TO BOSTON - BACK BAY STATION

Hide all details ^

DEPART Tue, Aug 21 Hide Details ^

Tue, Aug 21 06:55a 11:14a NEW YORK - PENN STATION BOSTON - BACK BAY STATION 4h 19m Amtrak Regional Train 190

Fare Options	Refundable		
Coach Reserved Seat Rules	No	✓	\$49.00
Business Class Seat Rules	Yes Fees may apply	⚠	\$89.00

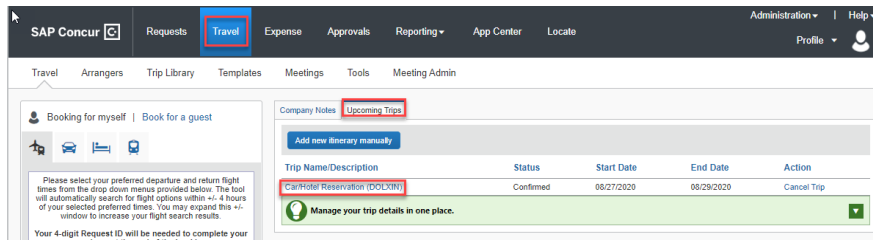
Amtrak

5. Complete purchase. Enter payment information, **reserve train and continue**, click **next** and **purchase ticket** to finalize your reservation.

Booking

View, change or cancel a reservation

View your upcoming reservations on the **upcoming trips** list, on the [My ASU TRIP](#) home page, by clicking **travel**, then **upcoming trips**.



Click on the **trip name/description** to review the travel details.

If reservations need to be canceled, flights must be canceled prior to departure and hotels must be canceled in time to avoid any cancellation fees. ASU does not reimburse no-show fees.

- To cancel an air, hotel or rental car booked in My ASU TRIP, click **cancel**.
- To change a hotel or rental car booked in My ASU TRIP, click **change**.
- To change a flight, email Anthony Travel at ASU@anthonytravel.com.

Travel Details

TRIP OVERVIEW

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)
[Open in Outlook](#)
[View Trip History](#)
[Create Template](#)
[Clone Trip](#)
[Share Trip](#)
[Cancel Entire Trip](#)

Trip Name: Hotel Reservation at BOULDER, CO, USA [\(Edit\)](#)
Start Date: September 14, 2020
End Date: September 17, 2020
Created: July 29, 2020, Lori Beene *(Modified: July 29, 2020)*
Description: (No Description Available) [\(Edit\)](#)
What is your approved 4 digit Request ID?: TEST
Agency Record Locator: SZOYNM
Reservation for: Lori Dawn Beene
Total Estimated Cost: \$285.00 USD [\(Details\)](#)
View your plans in [Triplet](#) to stay one step ahead while traveling.

Add to your Itinerary
[Air](#) [Car](#)
[Hotel](#)

Booked outside Concur? Enter your trip manually, connect with [Triplet](#), or send your itinerary to plans@concur.com.

RESERVATIONS

Monday, September 14, 2020

Hyatt Place Boulder-Pearl Street [Change](#) | [Cancel](#)

2280 Junction Place
Boulder, Colorado, 80301
US
303-442-0160

Checking In: Mon Sep 14
Room 1, Days 3, Guests 1

Checking Out: Thu Sep 17

Confirmation: HY0007152871
Status: **Confirmed**

Additional Information
Daily Rate: \$95.00 USD
Total Rate: \$285.00 USD

Room Details
Room Description: RoomDescriptionCodeNKGVD5
Special Instructions: Nonsmoking Earlycheckin

Cancellation Policy
Cancellation Fees may apply
Must Cancel 24 Hours Prior To Arrival.

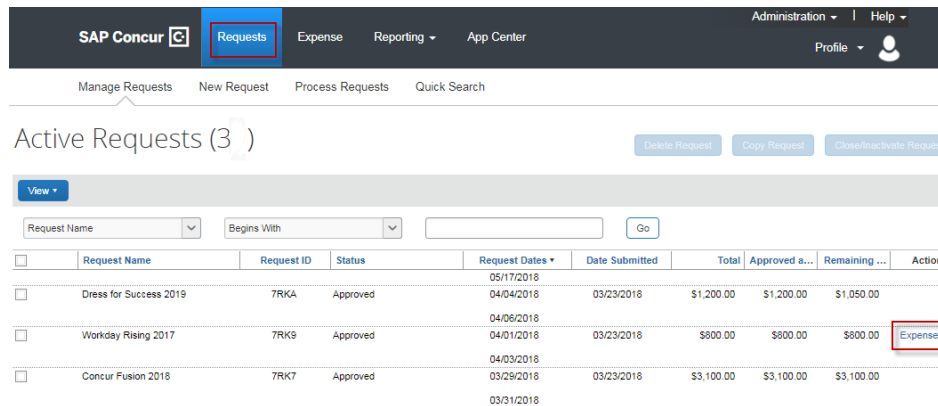
[Add to your Itinerary](#)

Expense Reports

Create an expense report header

When your trip is complete, you may need to create an expense report from the approved trip request.

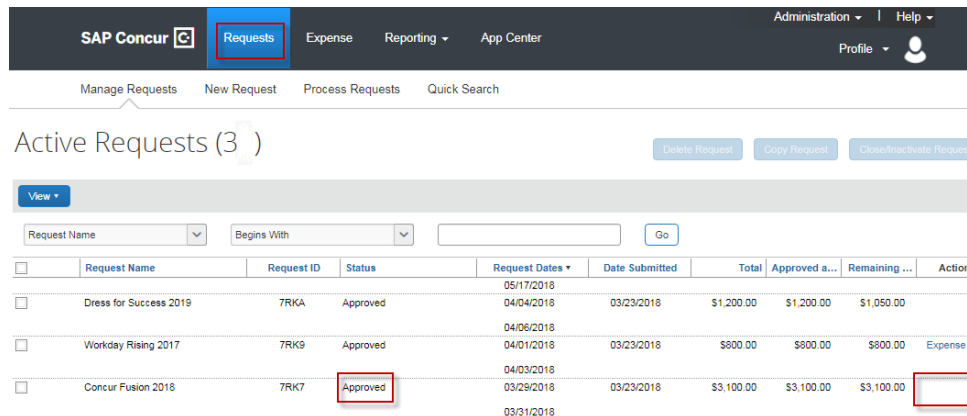
1. Click the blue **expense** link under action in the active requests section of the **requests** page and the expense report will be started for you.



The screenshot shows the SAP Concur interface. The 'Requests' tab is selected. Under 'Active Requests (3)', there is a table with the following data:

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
Dress for Success 2019	7RKA	Approved	04/04/2018	03/23/2018	\$1,200.00	\$1,200.00	\$1,050.00	
Workday Rising 2017	7RK9	Approved	04/01/2018	03/23/2018	\$800.00	\$800.00	\$800.00	Expense
Concur Fusion 2018	7RK7	Approved	04/03/2018	03/29/2018	\$3,100.00	\$3,100.00	\$3,100.00	

2. If you do not see **expense** under action and your request status is approved, your expense report has already been started.



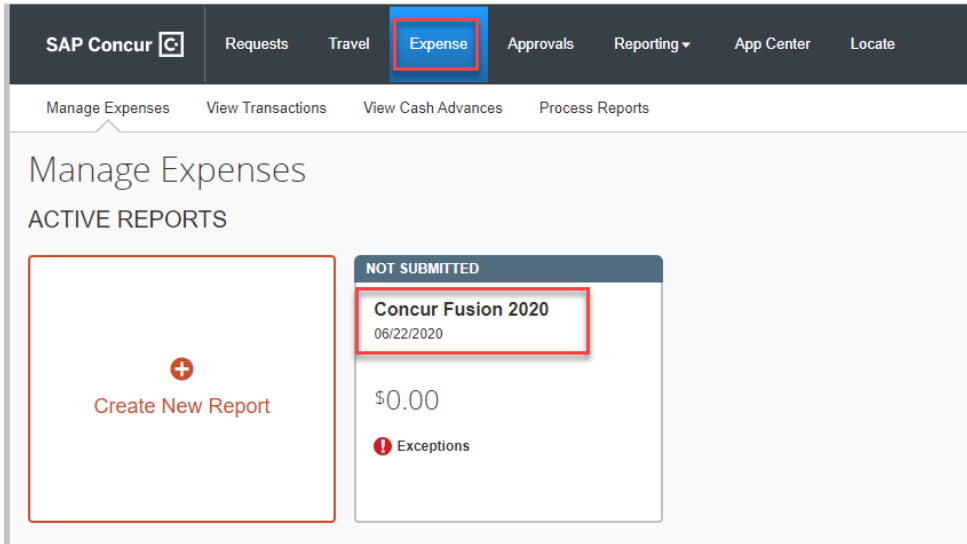
The screenshot shows the SAP Concur interface. The 'Requests' tab is selected. Under 'Active Requests (3)', there is a table with the following data:

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
Dress for Success 2019	7RKA	Approved	04/04/2018	03/23/2018	\$1,200.00	\$1,200.00	\$1,050.00	
Workday Rising 2017	7RK9	Approved	04/01/2018	03/23/2018	\$800.00	\$800.00	\$800.00	Expense
Concur Fusion 2018	7RK7	Approved	04/03/2018	03/29/2018	\$3,100.00	\$3,100.00	\$3,100.00	

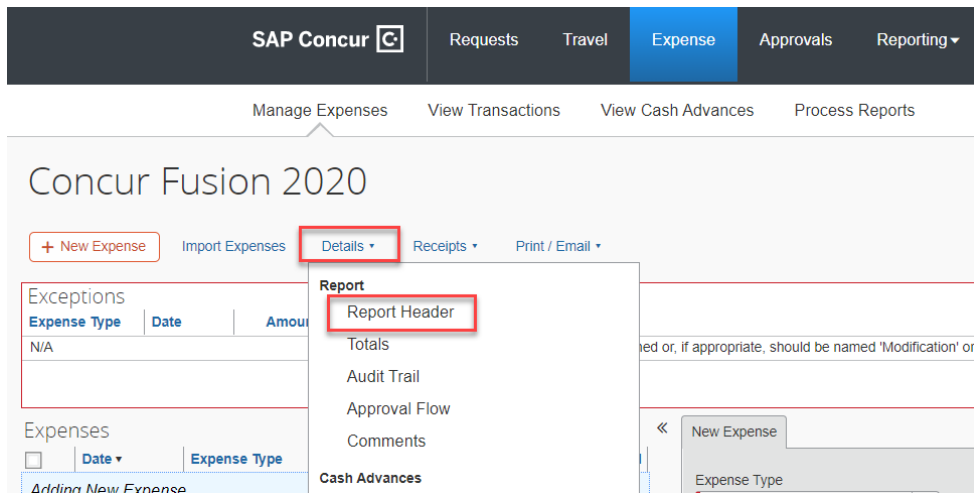
Expense Reports

Review expense report header

Click the expense report from the expense tabs.



From the **details** drop down, select **report header**.



Verify the details. They were populated from the request. If the trip dates changed from the request, update the dates to the actual dates of travel. If the funding source changed, that can also be changed.

Expense Reports

Report header for: Concur Fusion 2020

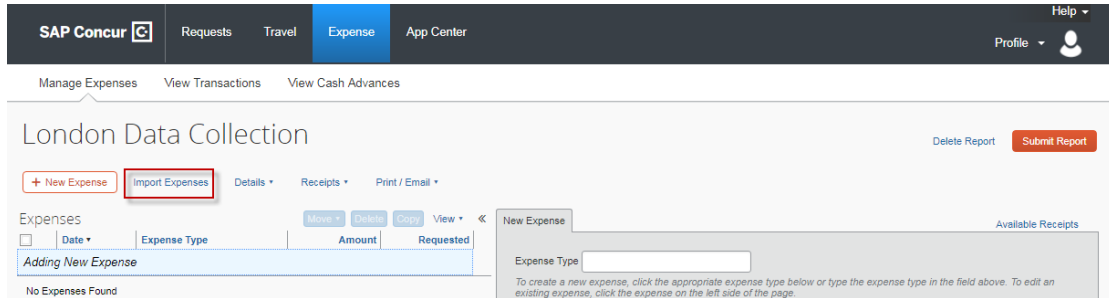




Trip Name Concur Fusion 2020	Trip Type 1. Out-of-State	Create Date 06/22/2020	Traveler Type Staff
Employee ID 1000304991	Department ID (D0206002) FS Travel	Business Travel Begin Date 06/22/2020	Business Travel End Date 06/23/2020
Project/Gift/Grant/Program (PG02914) FS-Tempe Opera	Cost Center (CC0259) FS-Financial Servi	Business Type 03. Training	Conference/Event Host Concur
Does this trip contain personal travel? No	Public Purpose/Benefit to ASU We are attending to learn about the best practices across higher		Trip Not to Exceed
Comment	Report Id 3BC5CC8ACB3A473A8920	Report Currency US, Dollar	Approval Status Not Submitted

Expense Reports

Add travel card expenses

1. Click **import expenses**.

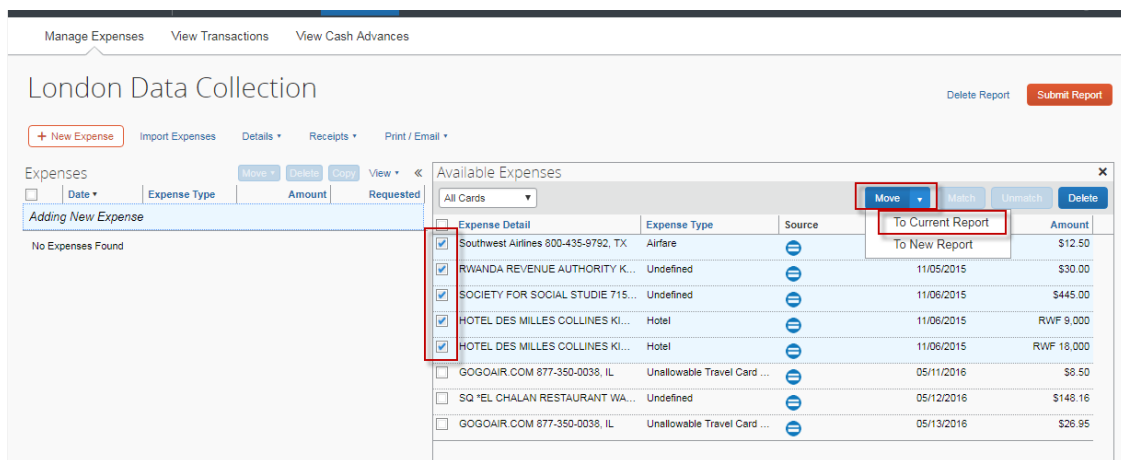


The right side of the page lists available expenses from your ASU Travel Card indicated by the green colored card icon.  If airfare was purchased with the ASU Airfare card, the transaction is indicated by a purple colored card icon.  All card transactions must be processed on an expense report and cannot be deleted.

The list also includes:

- E-receipts – should be matched to expense entries and can be deleted if not needed.
- Itineraries – should be matched to corresponding expense entries, but not required. If not added, they cannot be deleted, but the amounts can be reduced to zero.
- Receipts added to the system through the Concur mobile app
 - These can be matched to expense entries and can be deleted if not needed.

2. Click the checkbox next to the expenses related to the trip and **move > to current report**.



Expense Reports

- Review the **expense type** assigned by the system. Update the expense type if it is not correct for the transaction.

- Click the expense and update the **expense type** on the expense tab.

- Complete fields as necessary and **save**. See below for the instructions concerning expense types with specific requirements.
 - Airfare** – Airline Travel Service Code is required. Select Business Class, Coach Class or First Class from the drop-down menu. Click **save**.

- Hotel:** Add the lodging location if not auto populated. Click **itemize**. If the hotel is not listed in the vendor field, you can enter the name.

Expense Reports

List nightly hotel expenses on the **nightly lodging expenses** tab. Click **save itemizations**.

Any remaining balance that needs to be itemized is shown in red. Complete the **new itemization** tab for one-time charges, such as room service, a late check-out fee or a hotel advance deposit. Click **save**.

To modify a single line for rounding errors or differing room rates, select an individual line and adjust the **amount** as necessary.

Date	Expense Type	Amount	Requested
02/05/2018	Hotel	\$299.46	\$247.02
02/03/2018	Hotel	\$101.00	\$101.00
02/03/2018	Hotel Tax	\$12.51	\$12.51
02/03/2018	Parking	\$10.00	\$10.00
02/04/2018	Hotel	\$101.00	\$101.00
02/04/2018	Hotel Tax	\$12.51	\$12.51

Expense Reports

When completed, the remaining balance should be zero.

The screenshot shows an expense report interface. On the left, there is a table of expenses with columns for Date, Expense Type, Amount, and Requested. The first row is selected, showing a date of 02/05/2018, Expense Type of Hotel, Amount of \$299.46, and Requested of \$249.02. On the right, there is a summary form with fields for Expense Type (Hotel), Transaction Date (02/05/2018), Vendor (Marriott Hotels), Enter Vendor Name (MARRIOTT MARINA DEL RE), Lodging Location (Santa Monica, California), Payment Type (Travel Card), and Amount (299.46 USD). A red box highlights the 'Remaining: \$0.00' status in the top right corner.

If you receive an itinerary error, you may need to [add an itinerary](#).

Hotel advance deposit – Use when a deposit required for a hotel stay is paid in advance with the ASU Travel Card. The initial deposit is recorded as a **hotel advance deposit**. The expense type is used again when itemizing the hotel bill to account for the deposit.

<input type="checkbox"/>	09/12/2017	Hotel	AIRBNB * HMF4S4WF84, Tucson, A	\$833.36	\$833.36
<input type="checkbox"/>	06/11/2017	Hotel Advance Deposit		\$-388.00	\$-388.00
<input type="checkbox"/>	09/06/2017	Hotel		\$180.00	\$180.00
<input type="checkbox"/>	09/06/2017	Hotel Tax		\$11.50	\$11.50
<input type="checkbox"/>	09/07/2017	Hotel		\$180.00	\$180.00
<input type="checkbox"/>	09/07/2017	Hotel Tax		\$11.50	\$11.50
<input type="checkbox"/>	09/08/2017	Hotel		\$180.00	\$180.00
<input type="checkbox"/>	09/08/2017	Hotel Tax		\$11.50	\$11.50
<input type="checkbox"/>	09/09/2017	Hotel		\$200.00	\$200.00
<input type="checkbox"/>	09/09/2017	Hotel Tax		\$14.86	\$14.86
<input type="checkbox"/>	09/10/2017	Hotel		\$200.00	\$200.00
<input type="checkbox"/>	09/10/2017	Hotel Tax		\$16.00	\$16.00
<input type="checkbox"/>	09/11/2017	Hotel		\$200.00	\$200.00
<input type="checkbox"/>	09/11/2017	Hotel Tax		\$16.00	\$16.00
Expense Type: Hotel Advance Deposit					
<input type="checkbox"/>	06/11/2017	Hotel Advance Deposit	AIRBNB * HM82YFS2FQ, Tucson, A	\$388.00	\$388.00

- **Business meal** – The **vendor**, **business meal purpose**, and **attendees** fields are required. List each attendee individually. **Advanced search** can be used to find ASU faculty and staff. **New attendee** adds non-ASU individuals. The **business meal purpose** must explain the ASU business purpose of the meal. An itemized receipt must be attached. Itemize any alcohol and any corresponding tax and tip on the alcohol as an **unallowable travel card expense**.

Expense Reports

- **Business Meal (> 9 attendees)** – Identical to business meal, but used if the number of attendees is more than nine and allows one entry for the group of attendees with a field for number of attendees. Attach a detailed list of the attendees along with the itemized receipt.

Expense

Available Receipts

Expense Type: Business Meal (> 9 Attendee) | Transaction Date: 10/21/2017 | Vendor: STUDY UNIVERSITY CITY | Payment Type: Travel Card

Amount: 101.96 USD | Business Meal Purpose: discuss upcoming QASB and impact on ASU Financial Reporting

Attendees: Attendees: 10 | Attendee Total: \$101.96 | Remaining: \$0.00 | No Shows: 0 \$0.00

Attendee Name	Attendee Title	Institution/Co...	Attendee Type	Attendee Count	Amount
AICPA Board of Directors,			Group (Employe...	10	\$101.96

Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

- **Meals on travel card** – Used for a meal paid with the ASU Travel Card. These transactions net against the daily allowance and you receive reimbursement for any difference. Claim your Daily Allowance for that meal.

Expense

Available Receipts

Expense Type: Daily Allowances | Transaction Date: 08/22/2015 | Business Purpose: [Empty]

City of Purchase: Philadelphia, Pennsylvania | Payment Type: Out of Pocket | Amount: 44.00 USD

Request: 08/16/2015, \$392.00 - Tina's

Show fixed allowances for 08/22/2015

- **Unallowable travel card expense** – Use for travel card transactions that are prohibited or not reimbursable. They reduce any reimbursement due to you.

Expense

Receipt Image

Expense Type: Unallowable Travel Card Exp | Transaction Date: 12/30/2017 | Amount: 61.73 USD | Personal Expense (do not reimburse) [checked]

Comment: Personal expense - card used in error

It is also used when itemizing an expense to remove an unallowable portion, for example, parking was \$30, but only \$20 is reimbursable. The remaining \$10 is itemized as an **unallowable travel card expense**.

Expense Reports

<input type="checkbox"/>	10/21/2017	Parking SKYHARBORPARKINGTERM2, Pho	\$30.00	\$20.00
<input type="checkbox"/>	10/21/2017	Unallowable Travel Card Exp	\$10.00	\$0.00
<input type="checkbox"/>	10/21/2017	Parking	\$20.00	\$20.00

6. Attach receipts

Missing travel card transactions:

Do not submit your expense report if there are travel card transactions that do not appear in the available expenses. Most transactions will be in your profile within three days of the transaction, but timing depends on vendors. It could take up to 14 days for a transaction to appear. [Email My ASU TRIP](#) for any questions or concerns.

Remaining travel card transactions:

Any remaining travel card expenses should be for future approved trip requests. If that is not the case, [email My ASU TRIP](#) for help to determine the next step.

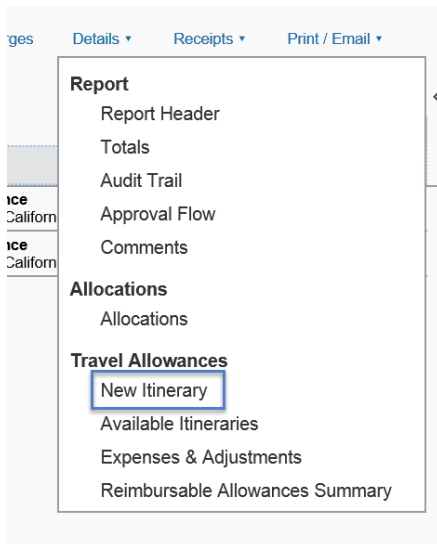
Expense Reports

Import, create or edit an itinerary

An itinerary is used to generate daily allowances and for hotel expense entries.

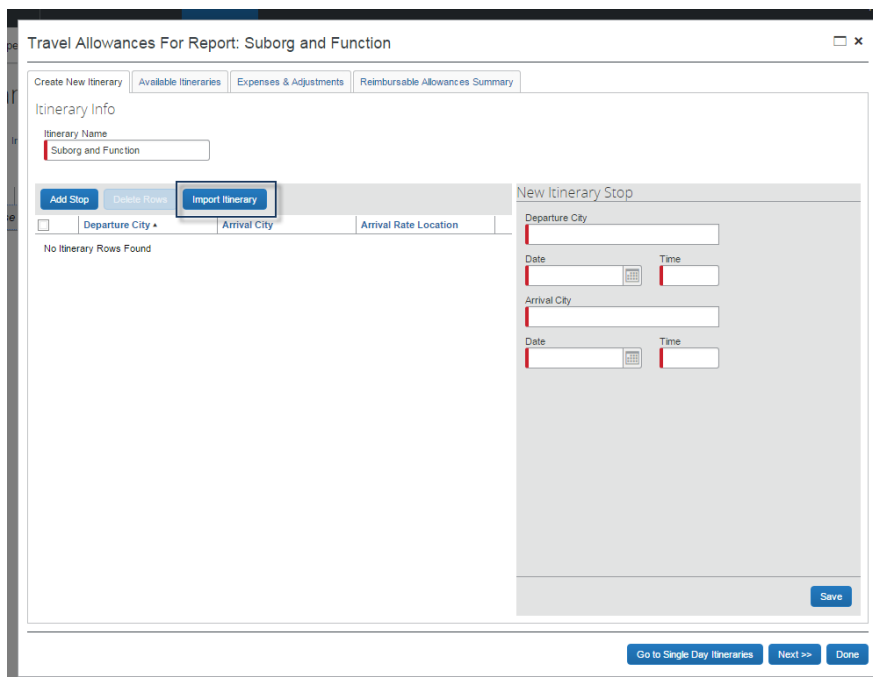
To add an itinerary to your expense report:

1. Click the **details** drop-down menu.
2. Select **new itinerary** under **travel allowances**.



If you booked your flight using My ASU TRIP, the itinerary may have been created for you.

1. Click **import itinerary**.



Expense Reports

2. Select the appropriate itinerary and **import**.
 - o If you stayed in a location different than the one you flew into, edit the itinerary to add the leg of travel from the arrival city to the city you lodged.
 - o Otherwise, click **next**.

To enter an itinerary

If there is no available itinerary, you must create one. Enter your departure and arrival cities in the departure city and arrival city fields. The arrival city should be the city you lodged, not flew into. You do not need to add layover legs.

1. Use the calendar icon to select the dates of your actual travel in the date fields.
2. Enter the times of departure and arrival in the time fields.
3. Click **save**.
4. Add your return trip and any legs that include an overnight stay.
5. Click **save** after each leg.
6. Click **done** after adding all legs to your itinerary.

To edit an existing itinerary:

1. Click the **details** drop-down menu and select **available itineraries**.
2. Select the appropriate itinerary from the pop-up window and click **edit**.

Travel Allowances For Report: Workday unwound □ ×

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

Departure City	Date and Time ▲	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Workday Rising				
Vancouver, British Columbia	04/08/2018 05:00 AM	Chicago, Illinois	04/08/2018 08:00 AM	COOK COUNTY, US-IL, US
Chicago, Illinois	04/11/2018 05:00 AM	Vancouver, British Columbia	04/11/2018 08:00 AM	VANCOUVER, CANADA

3. Check the box next to the line you would like to edit. Edit the fields and save.

Expense Reports

[Edit Itinerary](#) | [Available Itineraries](#) | [Expenses & Adjustments](#) | [Reimbursable Allowances Summary](#)

Itinerary Info

Itinerary Name

| |

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input checked="" type="checkbox"/>	Vancouver, British Columbia 04/08/2018 05:00 AM	Chicago, Illinois 04/08/2018 08:00 AM	COOK COUNTY, US-IL, US
<input type="checkbox"/>	Chicago, Illinois 04/11/2018 05:00 AM	Vancouver, British Columbia 04/11/2018 08:00 AM	VANCOUVER, CANADA

Edit Itinerary Stop

Departure City

Date Time

Arrival City

Date Time

Arrival Rate Location

|

4. Click **add stop** to add an additional leg. Complete fields. Click save.

[Edit Itinerary](#) | [Available Itineraries](#) | [Expenses & Adjustments](#) | [Reimbursable Allowances Summary](#)

Itinerary Info

Itinerary Name

| |

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Vancouver, British Columbia 04/08/2018 05:00 AM	Chicago, Illinois 04/08/2018 08:00 AM	COOK COUNTY, US-IL, US
<input type="checkbox"/>	Chicago, Illinois 04/11/2018 05:00 AM	Vancouver, British Columbia 04/11/2018 08:00 AM	VANCOUVER, CANADA

New Itinerary Stop

Departure City

Filter by Country

|

5. Click **done** when complete.

Expense Reports

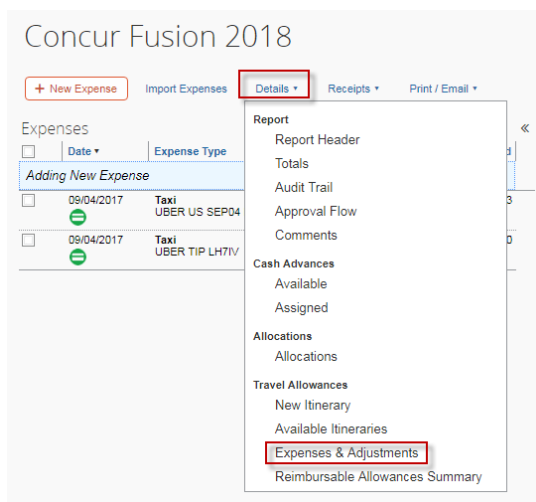
Create and adjust daily allowances

ASU uses daily allowances for calculating meal reimbursement. The allowances are based on preset lodging location rates and the first and last day are automatically calculated at 75% of the full day allowance regardless of the times of travel. All rates are loaded into My ASU TRIP and are based on the itinerary entered for the trip.

To create Daily Allowances, first [create an itinerary](#).

Then you can create or adjust the daily allowance as follows:

- Click the **details** link.
- Select **expenses and adjustments**.



Complete or adjust the **expenses and adjustments**:

1. The system assumes you should receive the daily allowance for each meal. The first and last day meals are automatically calculated at 75% of the full day allowance regardless of the times of travel. Opt out of provided meals, check **breakfast (check to exclude)**, **lunch (check to exclude)** and **dinner (check to exclude)** where applicable.

The screenshot shows the 'Travel Allowances For Report: Modification' window. It has a progress bar with three steps: '1 Create New Itinerary', '2 Available Itineraries', and '3 Expenses & Adjustments'. Below the progress bar is a date range selector with 'Show dates from' and 'to' fields, a calendar icon, and a 'Go' button. The main part of the window is a table with the following columns: 'Exclude | All', 'Date/Location', 'Breakfast (Check to Exc...', 'Lunch (Check to Exclude)', 'Dinner (Check to Exclude)', and 'Allowance'. The table contains three rows of data for travel in Las Vegas, Nevada.

Exclude All	Date/Location	Breakfast (Check to Exc...	Lunch (Check to Exclude)	Dinner (Check to Exclude)	Allowance
<input type="checkbox"/>	06/25/2019 Las Vegas, Nevada	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$25.25
<input type="checkbox"/>	06/26/2019 Las Vegas, Nevada	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.00
<input type="checkbox"/>	06/27/2019 Las Vegas, Nevada	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.25

Expense Reports

Opt out of the following meals:

- A business meal for which you were a guest.
- Any meal during a portion of the trip considered a personal portion of the trip.
- Any meal served on a plane or train.
- A meal for which you are claiming a business meal.
 - you paid for yourself and other non-ASU people where you discussed ASU business and the bill is being reimbursed by the university.
- Meals provided by a conference.
 - Breakfast provided for no charge by the conference.

Do not opt out of meals because you charged them on your ASU Travel Card. Assign those charges the expense type **meals on travel card** and they will net against the daily allowance claimed here. You receive reimbursement for any difference. You do not need receipts for these meals.

2. Click **create expenses**. This adds or updates the daily allowance reimbursement claimed.
3. The **expense** page opens, with the daily allowance expenses on the left and the new expense tab on the right side.

Expense Reports

Add non-standard meal allowance

The non-standard meal allowance expense type is only for when you claim less than the standard daily allowance for your trip location.

The screenshot shows the 'CHELF 2018 Flagstaff' expense report interface. On the left, there is a table of existing expenses:

Date	Expense Type	Amount	Requested
11/14/2017	Other Accommodations/Airbnl	\$5,200.00	\$5,200.00
11/14/2017	Car Mileage	\$66.75	\$66.75
11/06/2017	Airline Fees Air New Zealand	\$50.00	\$50.00

The 'New Expense' form is open on the right. The 'Expense Type' dropdown is set to 'Non-Standard Meal Allowance'. Below the form, there is a list of 'All Expense Types' with 'Non-Standard Meal Allowance' highlighted in a red box. Other categories include Airfare, Lodging, Car Rental, Transportation, Meals, Fees, and Misc Travel Expense.

Indicate in the comments what the standard daily allowance would have been.

The screenshot shows the 'CHELF 2018 Flagstaff' expense report interface. The 'New Expense' form is filled out with the following details:

- Expense Type: Non-Standard Meal Allowanc
- Transaction Date: 05/07/2018
- Amount: 20.00 USD
- Comment: Allowed 128.00 for trip, only claiming \$20.00
- Request: 10/06/2017, \$35.81 - All Exp

The 'Expense Type' dropdown, the 'Amount' field, and the 'Comment' text area are highlighted with red boxes. The background shows the same expense table as in the previous screenshot.

Expense Reports

Itemize expenses – required for hotels

Hotel expenses always require itemization whether paid out of pocket or with the travel card. If the hotel charged your card in the foreign currency listed on the folio, itemize the hotel trip in that currency and My ASU Trip will perform the rate conversion. If the folio is listed in foreign currency but your card has been billed in U.S. dollars, you will need to calculate the conversion rate used by the bank and convert each line item. Contact [My ASU TRIP](#) for additional assistance.

Expense Type	Date	Amount	Exception
Hotel	02/01/2018	\$300.00	Attach Receipt
Hotel	02/01/2018	\$300.00	Itemizations are required for this entry.

For a hotel:

1. Enter the **check-in** and **check-out date** with the calendar tool.
 - The number of nights automatically populates.
2. Enter the nightly **room rate**, exclusive of taxes.
3. Add taxes and add other nightly charges under additional charges
 - Example – parking or resort fees

Check-in Date: 02/01/2018 | Check-out Date: 02/03/2018 | Number of Nights: 2

Recurring Charges (each night)

Room Rate: 115.00 | Room Tax: 18.50

Other Room Tax 1: | Other Room Tax 2: |

Room rate and taxes will be shown as separate expenses

Additional Charges (each night)

Expense Type: Parking | Amount: 10.00

Expense Type: Choose an expense type | Amount: |

Expense Reports

4. Click **save itemizations**.

- The itemizations appear on the left, under **expenses**. Any remaining amount displays in red.

The screenshot shows the 'Expenses' section on the left and a detailed view of a selected expense on the right. The 'Expenses' table lists various items with their dates, types, amounts, and requested amounts. A red box highlights a specific hotel expense entry. The detailed view on the right shows the 'Expense Type' as 'Hotel', the 'Transaction Date' as '02/01/2018', and the 'Vendor' as 'Ashley House'. The 'Total Amount' is \$300.00, 'Itemized' is \$287.00, and 'Remaining' is \$13.00, which is highlighted in red. A message prompts the user to 'Attach Receipt' because the itemized amounts do not add up to the expense amount.

Date	Expense Type	Amount	Requested
02/03/2018	Daily Allowances Flagstaff, Arizona	\$54.00	\$54.00
02/03/2018	Rental Car Dollar	\$78.45	\$78.45
02/02/2018	Daily Allowances Flagstaff, Arizona	\$54.00	\$54.00
02/01/2018	Daily Allowances Flagstaff, Arizona	\$54.00	\$54.00
02/01/2018	Hotel Ashley House, Flagstaff, Arizona	\$300.00	\$287.00
02/02/2018	Parking	\$10.00	\$10.00
02/02/2018	Hotel	\$115.00	\$115.00
02/02/2018	Hotel Tax	\$18.50	\$18.50
02/01/2018	Parking	\$10.00	\$10.00
02/01/2018	Hotel	\$115.00	\$115.00
02/01/2018	Hotel Tax	\$18.50	\$18.50

TOTAL AMOUNT: \$527.45 TOTAL REQUESTED: \$527.45

5. Select the expense type for the remaining amount.

- Example – Fees for cancellation, early or late, and one-time resort

The screenshot shows the 'CHELF 2018 Flagstaff' interface. At the top, there are buttons for 'Delete Report' and 'Submit Report'. Below that, there are navigation options like '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. The 'Exceptions' table lists two entries: one for 'Hotel' on '02/01/2018' with an amount of '\$300.00' and a note to 'Attach Receipt', and another for 'Hotel' on '02/01/2018' with an amount of '\$300.00' and a note that 'The itemization amounts do not add up to the expense amount.' Below the exceptions, the 'Expenses' table is visible, with the same hotel expense entry highlighted. A 'New Itemization' dialog box is open, showing a list of expense types. The 'Hotel Early/Late Checkout Fee' is selected and highlighted in red. The dialog also shows the 'Total Amount' as \$300.00, 'Itemized' as \$287.00, and 'Remaining' as \$13.00, which is highlighted in red.

Expense Type	Date	Amount	Exception
Hotel	02/01/2018	\$300.00	Attach Receipt
Hotel	02/01/2018	\$300.00	The itemization amounts do not add up to the expense amount.

- ## 6. If the room rate was different for any individual night, or if there are rounding errors, select any line to adjust it individually in the **amount** field and **save**.

Expense Reports

CHELF 2018 Flagstaff Delete Report [Submit Report](#)

[+ New Expense](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#)

Expenses	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	02/03/2018	Daily Allowances Flagstaff, Arizona	\$54.00	\$54.00
<input type="checkbox"/>	02/03/2018	Rental Car Collier	\$78.45	\$78.45
<input type="checkbox"/>	02/02/2018	Daily Allowances Flagstaff, Arizona	\$54.00	\$54.00
<input type="checkbox"/>	02/01/2018	Daily Allowances Flagstaff, Arizona	\$54.00	\$54.00
<input type="checkbox"/>	02/01/2018	Hotel Ashley House, Flagstaff, Arizona	\$300.00	\$300.00
<input checked="" type="checkbox"/>	02/01/2018	Hotel	\$115.00	\$115.00
<input type="checkbox"/>	02/01/2018	Hotel Tax	\$18.50	\$18.50
<input type="checkbox"/>	02/01/2018	Parking	\$10.00	\$10.00
<input type="checkbox"/>	02/01/2018	Hotel Early/Late Checkout F.	\$13.00	\$13.00
<input type="checkbox"/>	02/02/2018	Hotel	\$115.00	\$115.00
<input type="checkbox"/>	02/02/2018	Hotel Tax	\$18.50	\$18.50

Total Amount: \$300.00 | Itemized: \$300.00 | Remaining: \$0.00

Expense Type: Transaction Date: Vendor:

Lodging Location: Payment Type: Amount: USD

Travel Allowance (Do Not Modify) Comment: Request:

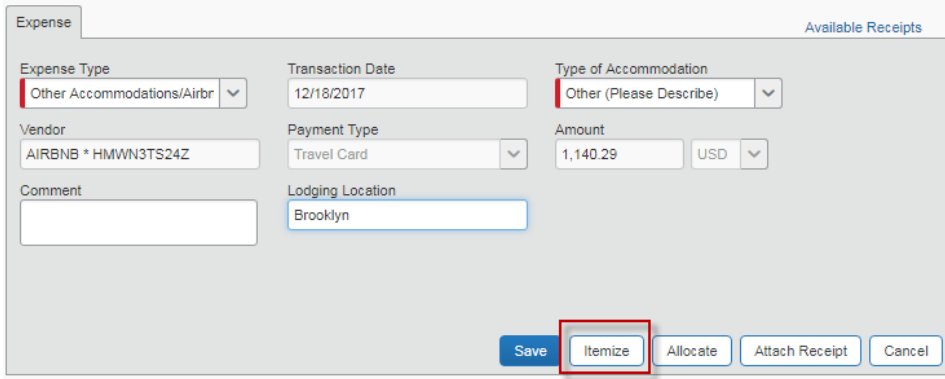
- If the transaction is for a hotel advance deposit. The initial deposit is recorded as a **hotel advance deposit**. The expense type is used again when itemizing the hotel bill to account for the deposit.

<input type="checkbox"/>	09/12/2017	Hotel	\$833.36	\$833.36
<input checked="" type="checkbox"/>	06/11/2017	Hotel Advance Deposit	\$-388.00	\$-388.00
<input type="checkbox"/>	09/06/2017	Hotel	\$180.00	\$180.00
<input type="checkbox"/>	09/06/2017	Hotel Tax	\$11.50	\$11.50
<input type="checkbox"/>	09/07/2017	Hotel	\$180.00	\$180.00
<input type="checkbox"/>	09/07/2017	Hotel Tax	\$11.50	\$11.50
<input type="checkbox"/>	09/08/2017	Hotel	\$180.00	\$180.00
<input type="checkbox"/>	09/08/2017	Hotel Tax	\$11.50	\$11.50
<input type="checkbox"/>	09/09/2017	Hotel	\$200.00	\$200.00
<input type="checkbox"/>	09/09/2017	Hotel Tax	\$14.86	\$14.86
<input type="checkbox"/>	09/10/2017	Hotel	\$200.00	\$200.00
<input type="checkbox"/>	09/10/2017	Hotel Tax	\$16.00	\$16.00
<input type="checkbox"/>	09/11/2017	Hotel	\$200.00	\$200.00
<input type="checkbox"/>	09/11/2017	Hotel Tax	\$16.00	\$16.00
Expense Type: Hotel Advance Deposit				
<input type="checkbox"/>	06/11/2017	Hotel Advance Deposit	\$388.00	\$388.00

Travel card expenses may need to be itemized if a portion is unallowable.

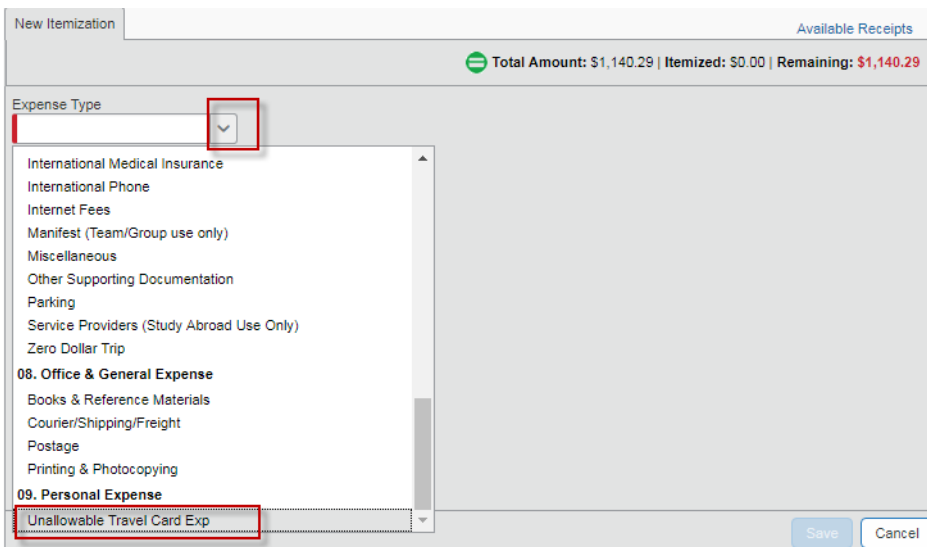
- Click on the expense that requires itemization.
- Complete any required fields.
- Click **itemize**.

Expense Reports



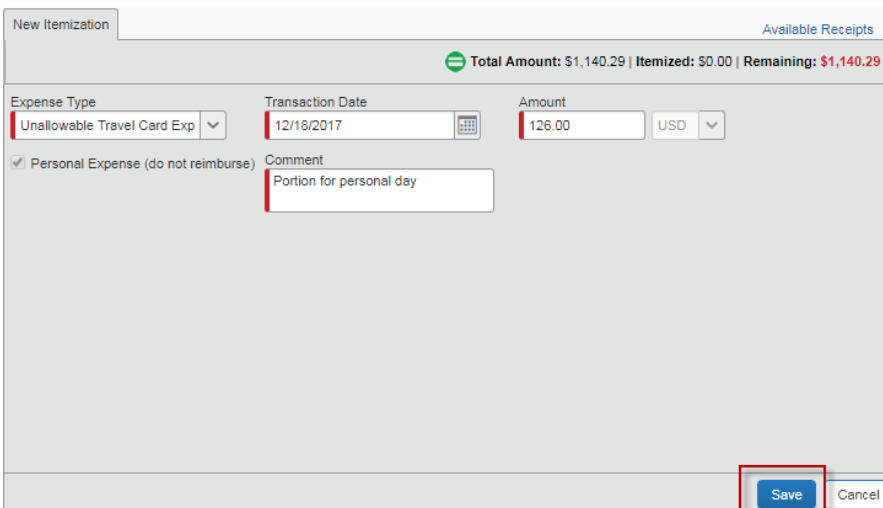
The screenshot shows an 'Expense' form with the following fields: Expense Type (Other Accommodations/Airbr), Transaction Date (12/18/2017), Type of Accommodation (Other (Please Describe)), Vendor (AIRBNB * HMWN3TS24Z), Payment Type (Travel Card), Amount (1,140.29 USD), Comment (empty), and Lodging Location (Brooklyn). The 'Itemize' button is highlighted with a red box.

4. Select unallowable travel card exp.



The screenshot shows a 'New Itemization' form with a summary bar: Total Amount: \$1,140.29 | Itemized: \$0.00 | Remaining: \$1,140.29. The Expense Type dropdown is open, showing a list of categories. 'Unallowable Travel Card Exp' is highlighted with a red box.

5. Enter the amount that is unallowable.



The screenshot shows the 'New Itemization' form with the following fields: Expense Type (Unallowable Travel Card Exp), Transaction Date (12/18/2017), Amount (126.00 USD), Personal Expense (do not reimburse) (checked), and Comment (Portion for personal day). The 'Save' button is highlighted with a red box.

Expense Reports

6. Select the expense type for the remaining amount and complete the fields.

New Itemization Available Receipts

Total Amount: \$1,140.29 | Itemized: \$126.00 | Remaining: \$1,014.29

Expense Type

- 01. Airfare
 - Airfare
 - Airline Fees
- 02. Lodging
 - Hotel
 - Hotel Advance Deposit
 - Hotel Cancellation Fees
 - Hotel Early/Late Checkout Fee
 - Hotel Resort Fees
 - Hotel Tax
 - Other Accommodations/Airbnb

New Itemization Available Receipts

Total Amount: \$1,140.29 | Itemized: \$126.00 | Remaining: \$1,014.29

Expense Type: Other Accommodations/Airbnb

Transaction Date: 12/18/2017

Type of Accommodation: Other (Please Describe)

Vendor: AIRBNB * HMWN3TS24Z

Payment Type: Travel Card

Amount: 1,014.29 USD

Comment: 6 days - less expensive than a hotel

Lodging Location: Brooklyn

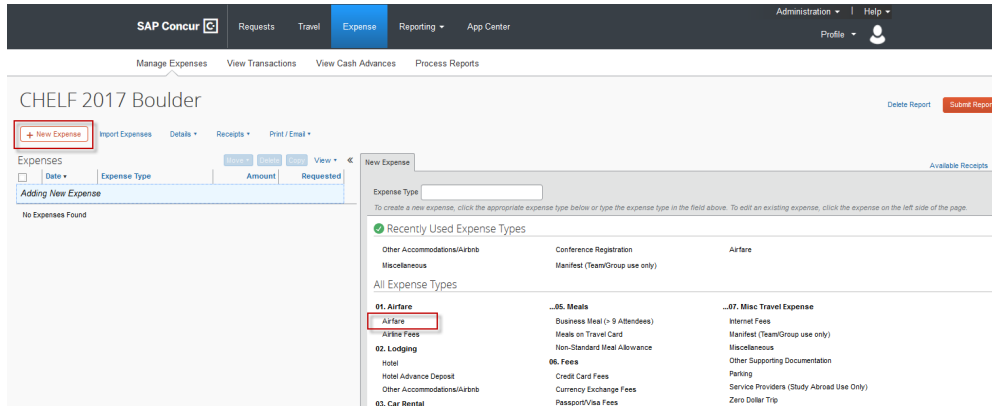
7. Your itemization displays on the left.

Expenses					Move	Delete	Copy	View	<<
<input type="checkbox"/>	Date	Expense Type	Amount	Requested					
<input checked="" type="checkbox"/>	12/18/2017	Other Accommodations/Airbnb AIRBNB * HMWN3TS24Z	\$1,140.29	\$1,014.29					
<input type="checkbox"/>	12/18/2017	Unallowable Travel Card Exp	\$126.00	\$0.00					
<input type="checkbox"/>	12/18/2017	Other Accommodations/Airbnb	\$1,014.29	\$1,014.29					

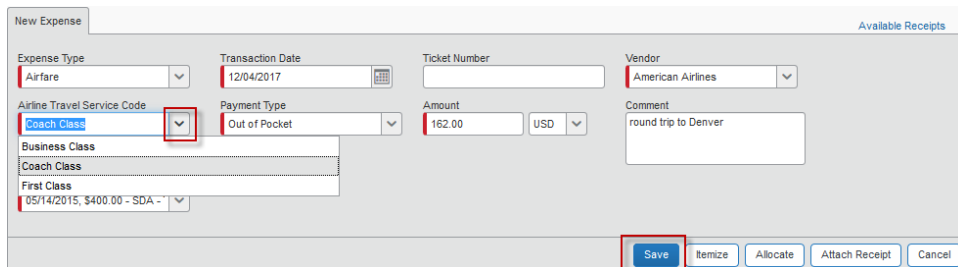
Expense Reports

Add out of pocket expenses

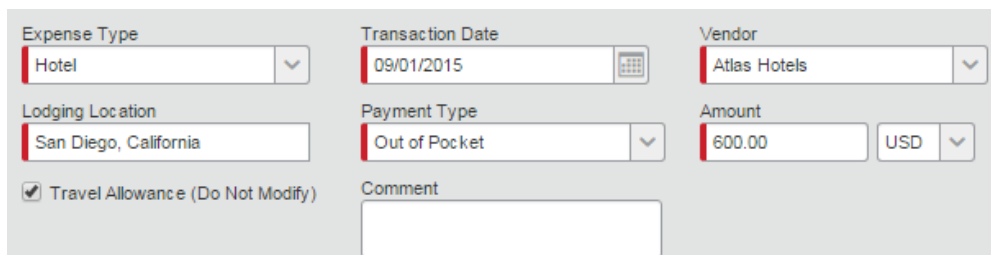
1. Click **new expense > expense type** to add out of pocket expenses.



2. Complete fields as necessary, selecting out of pocket as the payment type and click **save** after each entry. See below for the instructions concerning expense types with specific requirements.
 - o **Airfare – airline travel service code** required. Select the flight class from the drop-down menu.

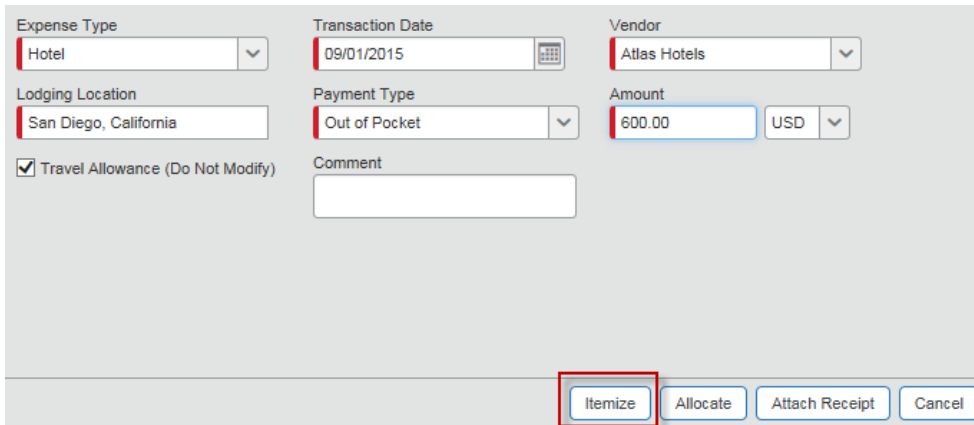


- o **Hotel – Complete all fields. Amount** should be the total being claimed.



Expense Reports

1. Click **itemize**.

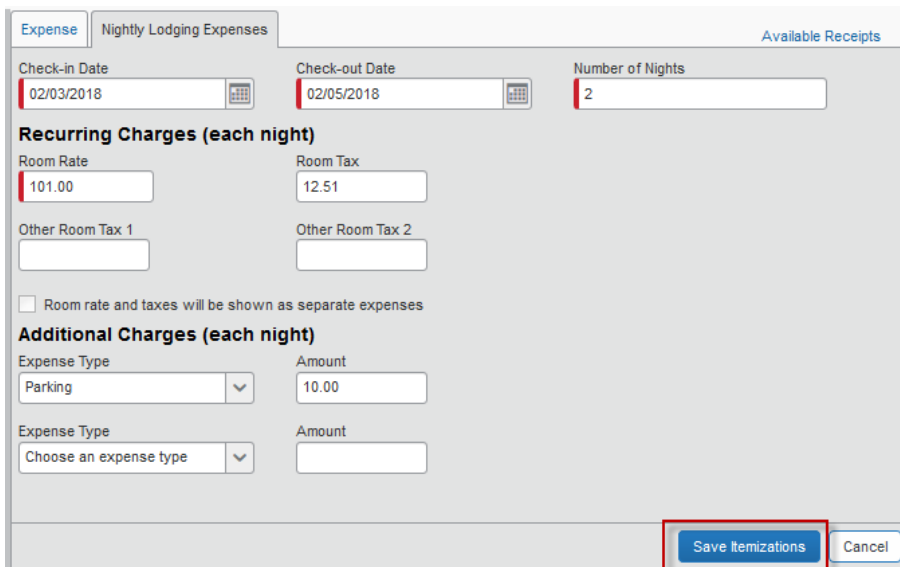


The form contains the following fields:

- Expense Type: Hotel
- Transaction Date: 09/01/2015
- Vendor: Atlas Hotels
- Lodging Location: San Diego, California
- Payment Type: Out of Pocket
- Amount: 600.00 USD
- Travel Allowance (Do Not Modify)
- Comment: (empty)

Buttons at the bottom: **Itemize** (highlighted), Allocate, Attach Receipt, Cancel.

2. List nightly hotel expenses on the **nightly lodging expenses** tab and click **save itemizations**.

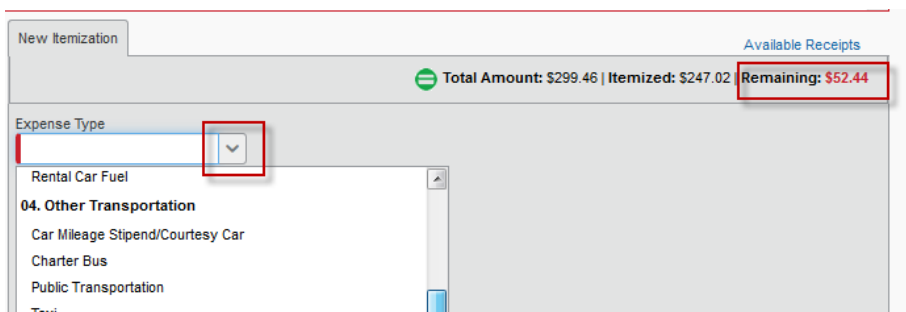


The form contains the following fields:

- Check-in Date: 02/03/2018
- Check-out Date: 02/05/2018
- Number of Nights: 2
- Recurring Charges (each night)**
 - Room Rate: 101.00
 - Room Tax: 12.51
 - Other Room Tax 1: (empty)
 - Other Room Tax 2: (empty)
 - Room rate and taxes will be shown as separate expenses
- Additional Charges (each night)**
 - Expense Type: Parking, Amount: 10.00
 - Expense Type: Choose an expense type, Amount: (empty)

Buttons at the bottom: **Save Itemizations** (highlighted), Cancel.

Any remaining balance that needs to be itemized is shown in red. Complete the **new itemization** tab for one-time charges, such as a late check out fee or parking.



The form shows a summary: **Total Amount: \$299.46 | Itemized: \$247.02 | Remaining: \$52.44** (Remaining is highlighted in red).

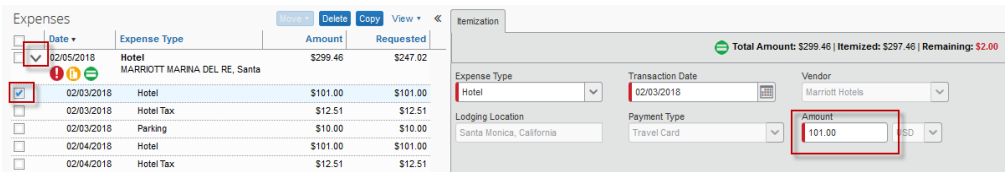
The Expense Type dropdown menu is open, showing options under "04. Other Transportation":

- Rental Car Fuel
- Car Mileage Stipend/Courtesy Car
- Charter Bus
- Public Transportation
- Taxi

The dropdown menu is highlighted with a red box.

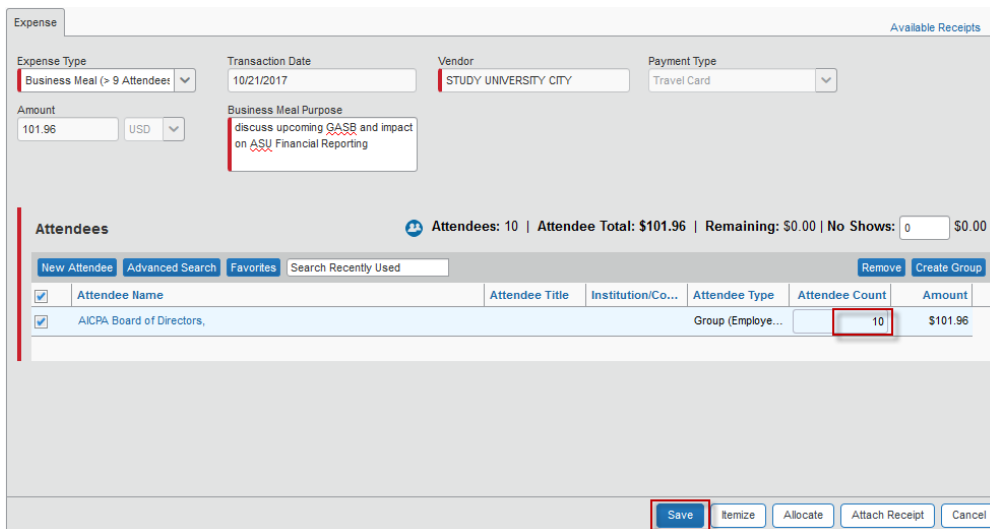
Expense Reports

To modify a single line for rounding errors or differing room rates, select an individual line and adjust the **amount**.



For additional one-time charges, complete the **new itemization** tab and click **save**. When completed, the remaining balance should be zero.

- **Business Meal** – The **vendor**, **business meal purpose**, and **attendees** fields are required. Each attendee must be listed individually. **Advanced search** can be used to find ASU faculty and staff; **New attendee** is utilized to add non-ASU individuals. The **business meal purpose** must explain the ASU business purpose of the meal. An itemized receipt is required to be attached. Do not include any alcohol or the tax and tip on the alcohol.
- **Business Meal (> 9 attendees)** – Identical to business meal, but used if the number of attendees is more than nine and allows one entry for the group of attendees with a field for number of attendees. Attach a detailed list of the attendees as a receipt along with the itemized receipt.



Expense Reports

- **Non-standard meal allowance** – Use only when claiming less than the standard daily allowance permitted. Indicate in the comments what the standard daily allowance would have been.

The screenshot shows a 'New Expense' form. The 'Expense Type' is set to 'Non-Standard Meal Allowance'. The 'Transaction Date' is 12/01/2015. The 'Amount' is 150.00 USD. The 'Comment' field contains the text 'Allowed amount was \$250'.

- **Miscellaneous** – The **comment** field is required. Explain what the expense is and the business purpose of the expense in this field.

The screenshot shows an 'Expense' form. The 'Expense Type' is 'Miscellaneous'. The 'Transaction Date' is 02/13/2016. The 'Payment Type' is 'University Paid'. The 'Amount' is 30.00 USD. The 'Comment' field is empty.

Click **save** after each entry.

The expense is added to the left side of the page, and the **total requested** amount is updated.

The screenshot shows the 'CHELF 2018 Flagstaff' expense report summary. It includes a table of expenses and a summary table at the bottom.

Expenses	Date	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	02/03/2018	Daily Allowances Flagstaff, Arizona	\$54.00	\$54.00
<input type="checkbox"/>	02/03/2018	Rental Car Dollar	\$78.45	\$78.45
<input type="checkbox"/>	02/03/2018	Other Accommodations/Airbnl CHELF	\$350.00	\$350.00
<input type="checkbox"/>	02/02/2018	Daily Allowances Flagstaff, Arizona	\$54.00	\$54.00
<input type="checkbox"/>	02/01/2018	Daily Allowances Flagstaff, Arizona	\$54.00	\$54.00

TOTAL AMOUNT	TOTAL REQUESTED
\$590.45	\$590.45

Expense Reports

Add receipts or other documentation

My ASU TRIP requires an itemized receipt for airfare, business meal expenses, car rental, and lodging. Receipts are required for any other expense greater than \$50 not placed on the ASU Travel Card. Departmental and funding sources may require additional receipts. A valid receipt includes proof of payment, date of purchase, details of what was purchased and vendor name. A lodging receipt should include the address of the lodging location.

- Take a picture of your receipt with the Concur mobile app. The receipt will show in **available receipts** and when imported to an expense report, will complete most fields automatically for you.
- Email your receipt to receipts@concur.com if your email address is verified in your My ASU TRIP profile. The receipt will show in **available receipts** and can be attached to an annually entered expense or travel card transaction.
- Scan paper receipts and save them on your computer to attach to expense entries. My ASU TRIP accepts these file formats: .png, .jpg, .jpeg, .pdf, .html, .tif and .tiff. Limit each image to 5MB.

1. Click the expense to which you wish to attach a receipt.
2. Click **attach receipt**.

The screenshot displays the Concur Expense Report interface. On the left, a table lists expenses:

Expenses	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	09/01/2015	Car Mileage	\$1,335.00	\$1,335.00
<input checked="" type="checkbox"/>	09/01/2015	Airfare American Airlines	\$4,000.00	\$4,000.00

At the bottom of the table, it shows: TOTAL AMOUNT \$5,335.00 and TOTAL REQUESTED \$5,335.00.

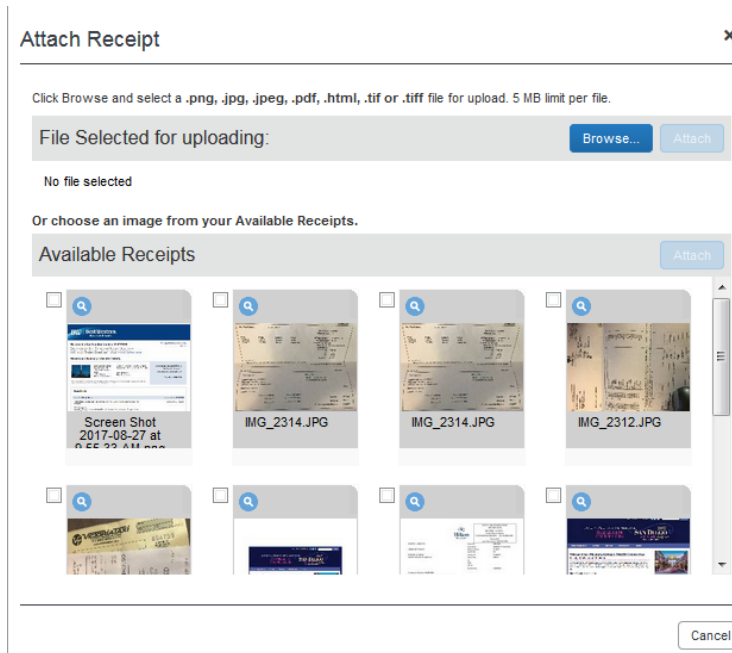
On the right, the 'Expense' details for the selected Airfare entry are shown:

- Expense Type: Airfare
- Transaction Date: 09/01/2015
- Vendor: American Airlines
- Airline Travel Service Code: Coach Class
- Payment Type: University Paid
- Amount: 4,000.00 USD

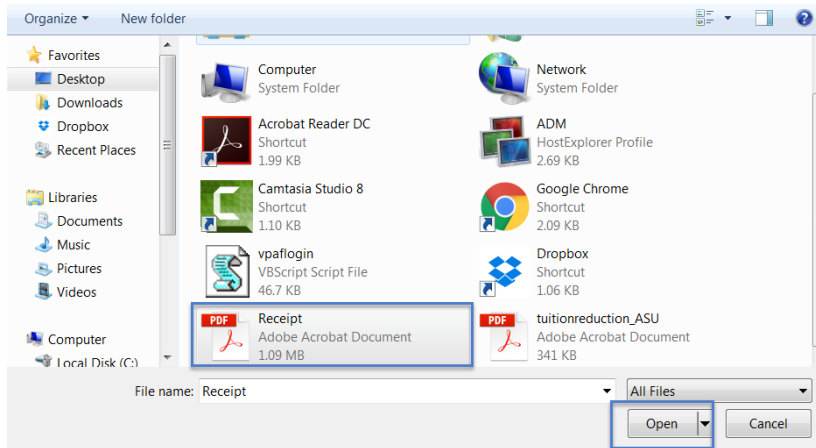
The 'Attach Receipt' pop-up window is open, showing a 'Receipt Image' tab and an 'Available Receipts' section. At the bottom of the window, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'.

3. The **attach receipt** pop-up window appears and allows you to select a previously uploaded or emailed receipt from **available receipts**, or browse for one saved on your computer.

Expense Reports



4. If you uploaded receipts, you can find the images under the **view available receipts**. Select the receipts that must be included and click **attach**.
5. Click browse to upload a receipt or brochure saved to your computer.
6. Find the appropriate receipt and click **open**.



7. Click **Attach**.
8. There is now a **receipt image** tab on the **expense** page to view the uploaded items.

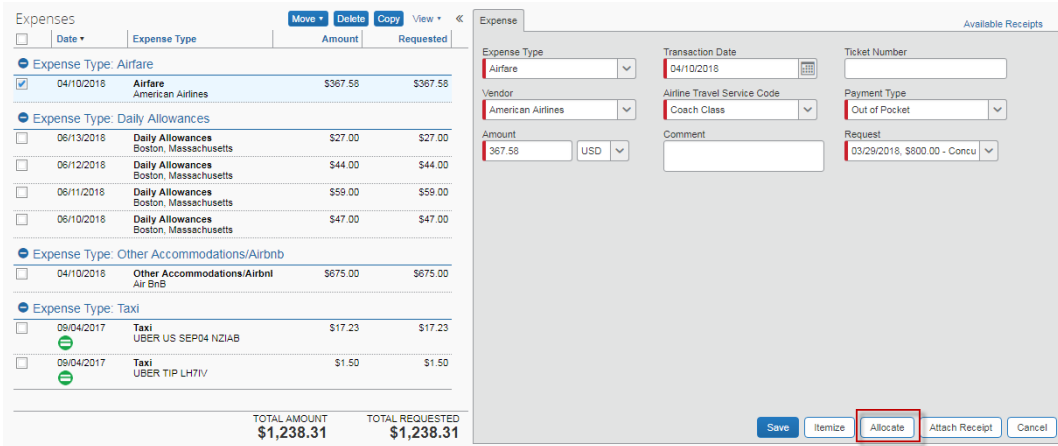
To attach a conference brochure, create a new expense with the expense type **07. misc. travel expense: miscellaneous**. Enter zero in the **amount** field and click **attach receipt** to attach the brochure.

Expense Reports

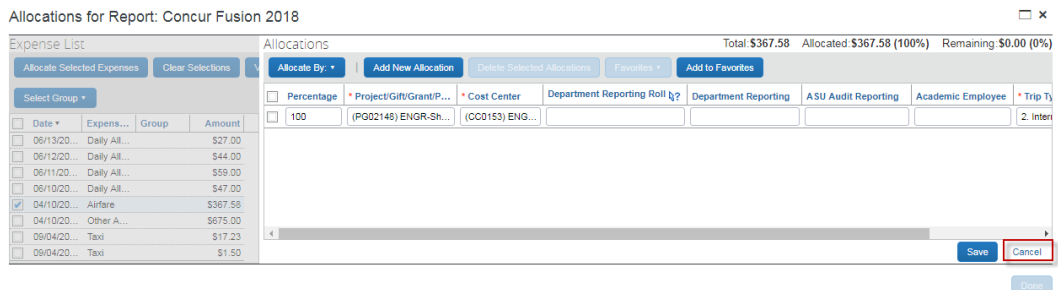
Allocate expenses to multiple funding sources or add optional worktags

To charge expenses to different funding sources:

1. Click the expense you wish to allocate.
2. Click **allocate** on the bottom right side of the screen.

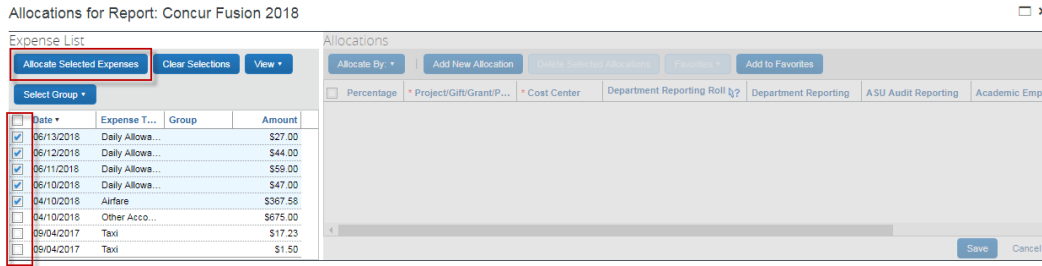


3. The **allocations** window opens.
 - o The left side of the screen is grayed out. To access the expenses on this side of the window, click **cancel** on the bottom-right side of the screen.

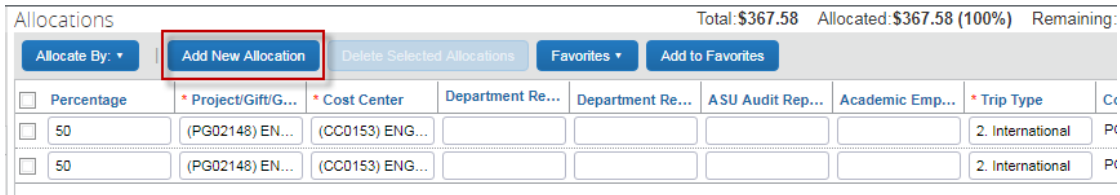


- o The left side of the window is now accessible. Click the checkbox next to the **date** drop-down menu to select all of the expenses. Next, click **allocate selected expenses**.

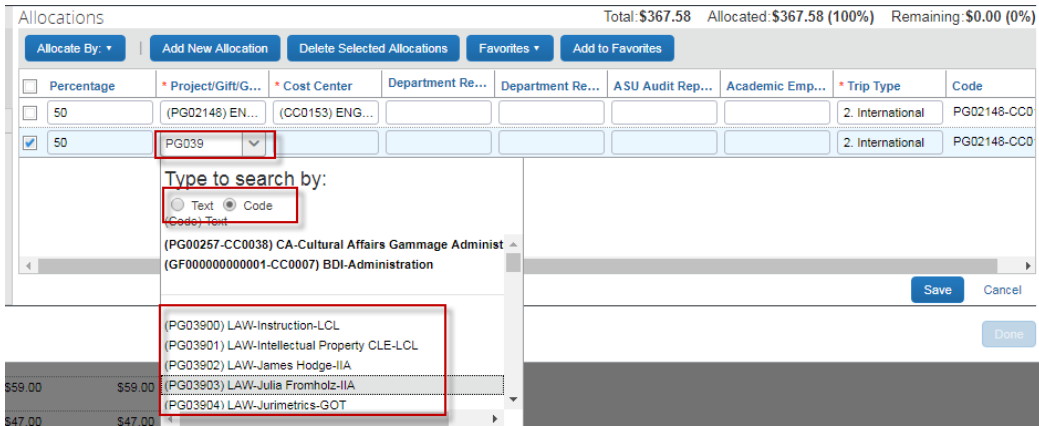
Expense Reports



4. Click **add new allocation** to add as many rows as necessary.



5. Allocate by percentage or amount, by clicking the **allocate by** drop-down menu.
6. To enter a second project, gift, grant, or program, start typing and search by text or code and a drop-down menu will appear with options to select.



7. Use the drop-down arrow to search for the associated cost center.

Expense Reports

Allocations Total: \$367.58 Allocated: \$367.58 (100%) Remaining: \$0.00 (0%)

Allocate By: ▾ | Add New Allocation | Delete Selected Allocations | Favorites ▾ | Add to Favorites

<input type="checkbox"/> Percentage	* Project/Gift/G...	* Cost Center	Department Re...	Department Re...	ASU Audit Rep...	Academic Emp...	* Trip Type	Code
<input type="checkbox"/> 50	(PG02148) EN...	(CC0153) ENG...					2. International	PG02148-C
<input checked="" type="checkbox"/> 50	(PG03900) LA...						2. International	PG03900--

Type to search by:

Text Code
(Code) Text

(PG00257-CC0038) CA-Cultural Affairs Gammage Administ
(GF000000000001-CC0007) BDI-Administration

(CC0413) LAW-Faculty Primary Instruction

(CC0417) LAW-Indian Legal Clinic

(CC0420) LAW-Innovation Advancement Program

(CC0422) LAW-Juvenile Law Clinic

(CC0423) LAW-Law and Global Affairs

- Add department reporting roll, department reporting, ASU audit reporting, and academic employee optional worktags by entering an asterisk or by typing and searching by text code or either.

Allocations Total: \$367.58 Allocated: \$367.58 (100%) Remaining: \$0.00 (0%)

Allocate By: ▾ | Add New Allocation | Delete Selected Allocations | Favorites ▾ | Add to Favorites

<input type="checkbox"/> Percentage	* Project/Gift/G...	* Cost Center	Department Re...	Department Re...	ASU Audit Rep...	Academic Emp...	* Trip Type	Code
<input checked="" type="checkbox"/> 50	(PG02148) EN...	(CC0153) ENG...			NCAA		2. International	PG02148-C
<input type="checkbox"/> 50	(PG03900) LA...	(CC0422) LAW...	(DR00536) BH...					3900-C

Type to search by:

Text Code Either
(Code) Text

(RS00025) NCAA EXP-Admin Compensation

(RS00026) NCAA EXP-Admin Third Party Compensation

(RS00043) NCAA EXP-Assistant Coach Compensation

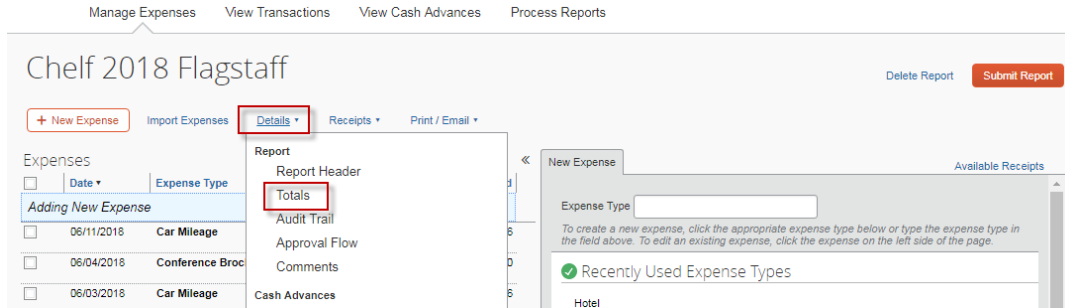
(RS00044) NCAA EXP-Assistant Coach Third Party Compense

- Click **save** when finished. A pop-up window will appear to confirm that the allocations are saved.
- Click **ok**, then click **done**.

Expense Reports

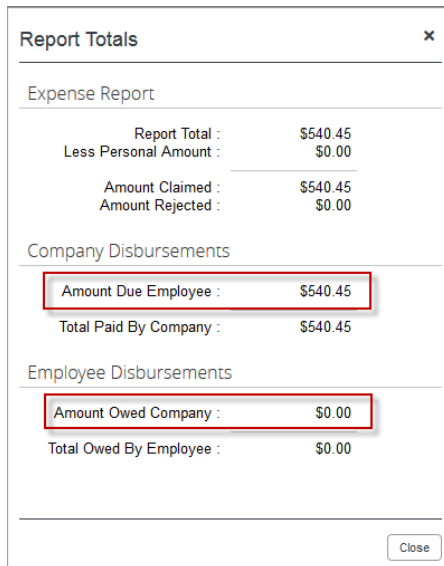
Submit expense report

Prior to submission, review the **totals** from the **details** drop-down.

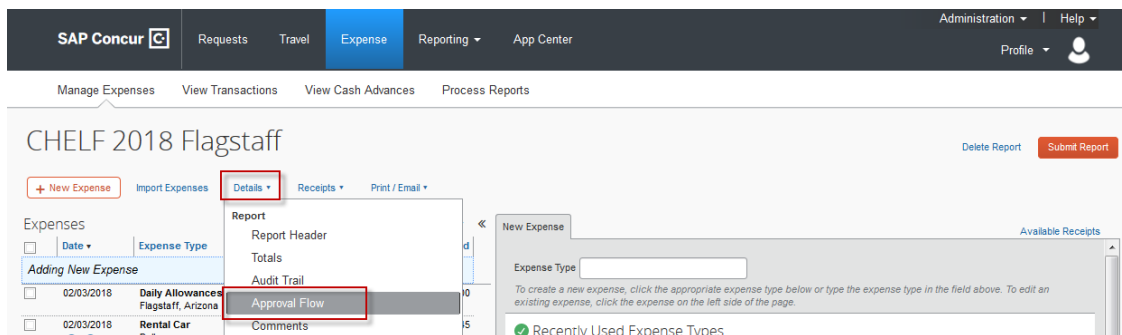


Amount due employee will be reimbursed to you.

Amount owed company is the amount you owe Arizona State University.



1. To submit your expense report, click the **details** drop-down arrow, then click **approval flow**.



Expense Reports

- The **approval flow** pop-up window will appear. To complete the **cost center manager** or **grant manager** field, type an asterisk to bring up all available signers.
- Select the appropriate signer.

Approval Flow for Report: November Test

Cost Center Manager (Enter an * for list of approvers to choose from):

*
Approver, Authorized (ryan.nicole.dotson@asu.edu)
User ID: auth
Logon ID: authorizedapprover@asu.edu
Dotson, Ryan (ryan.nicole.dotson@asu.edu)
User ID: 1000797821
Logon ID: rmulholl@asu.edu

Search Approvers By

Approval for Processing:

(this step may be skipped)

Submit Report Save Workflow Cancel

- Click **submit report**. The **final review** pop-up window opens.

Final Review

User Electronic Agreement

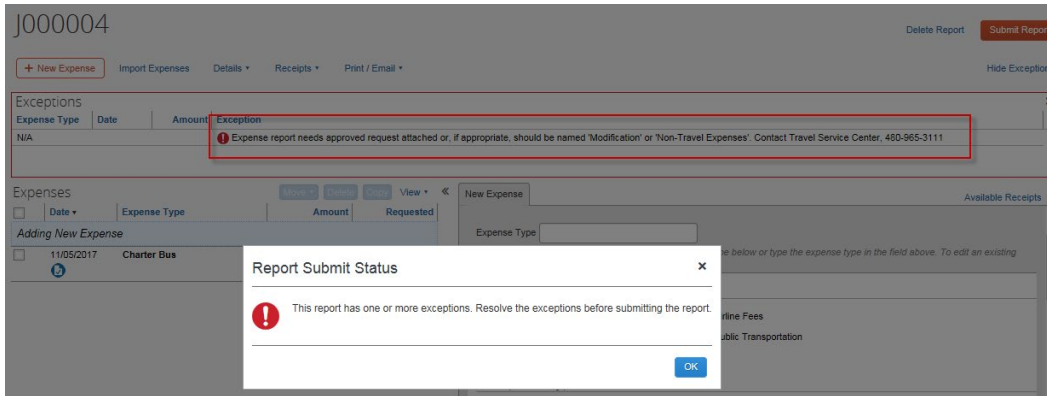
Traveler certifies that the items of expense were incurred for authorized official state business; the expenses are correct and the charges proper; reimbursements claimed were out-of-pocket charges paid by the traveler and not paid directly by ASU or previously reimbursed to the traveler. For expenses related to car rentals and state vehicles, I certify that I have attended Defensive Driver training within the last 4 years, and submitted the Driver Authorization Form along with a copy of my current Arizona driver's license (or valid driver's license specific to work location) to OHR. For claiming mileage on a personal vehicle, I certify that I have current vehicle insurance and a valid driver's license.

Accept & Submit Cancel

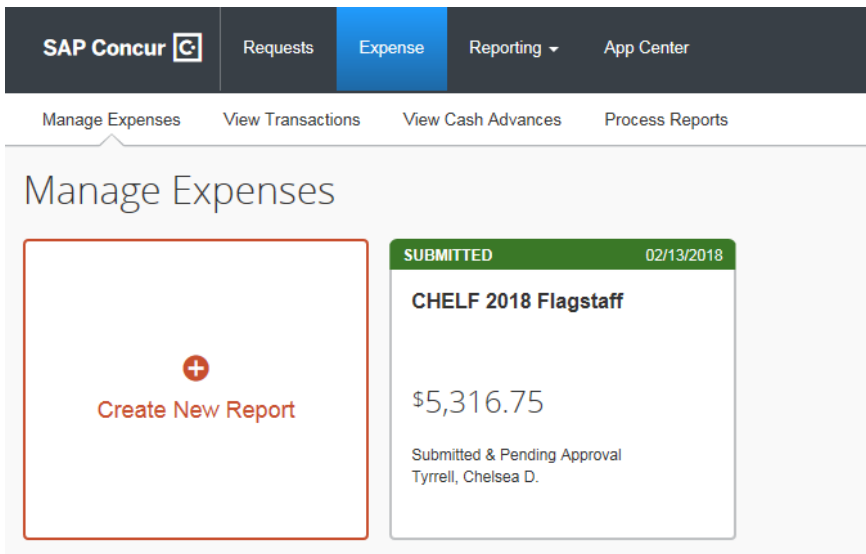
All Expense Types

- Click **accept and submit**. You will see a pop-up window indicating your report was successfully submitted or you will not be able to submit and you will see one of the two following screens.
 - Review and correct any exceptions. [Email My ASU TRIP](#) if assistance is needed.

Expense Reports

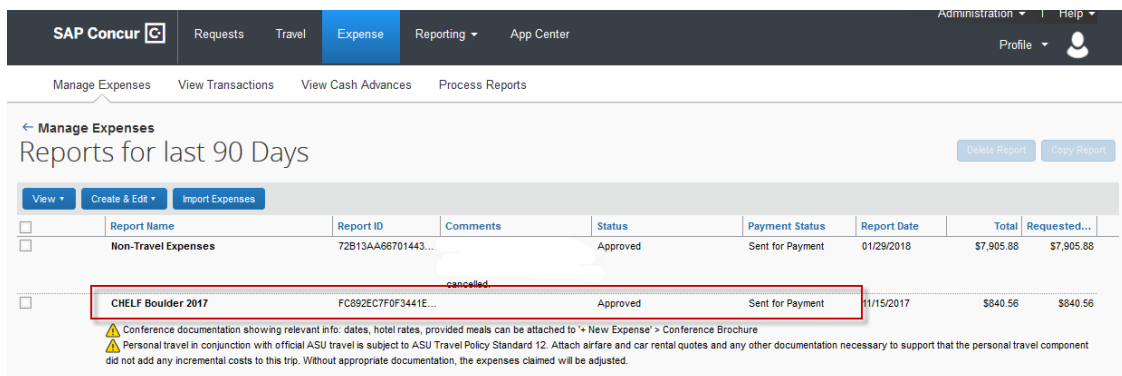
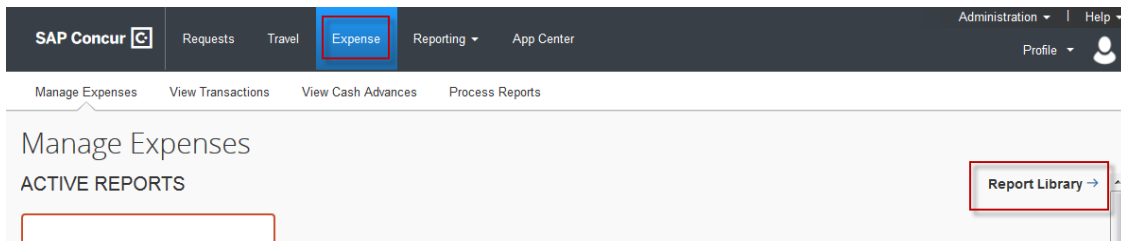


6. Once submitted, click **close**.
 - o You will be sent to the **active reports** page. The expense report's status will reflect that it has been submitted.



Expense Reports

- When it has been approved for payment, the report will not appear on your home page and you can find it from your **report library**.



When your report is approved and you received reimbursement, you can close your trip request. Click **requests**, select the specific request and click **close/inactivate request**.

Expense Reports

Correct and resubmit an expense report returned to you

If a report is sent back to you, you must correct the errors or update information and resubmit for approval

1. From the home page, click the returned report.

The screenshot shows the Concur home page for a user named 'Test'. The top navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', and 'App Center'. A 'Hello, Test' greeting is visible. On the right, there are five summary cards: '+ New', '33 Authorization Requests', '20 Available Expenses', '01 Open Reports', and '23 Cash Advances'. The 'Open Reports' card is highlighted with a red box. Below this, the 'MY TASKS' section shows a list of reports, with one report '04/25 FieldWork 04.14.17 to 4.18.17 \$345.29 Returned' also highlighted with a red box. The 'TRIP SEARCH' and 'COMPANY NOTES' sections are also visible.

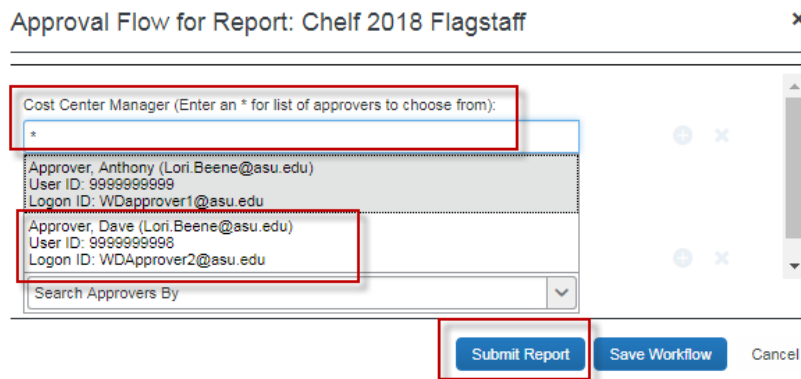
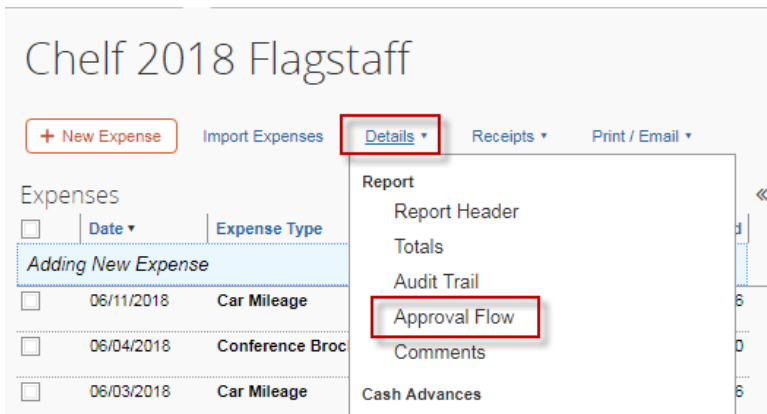
2. To access the approver's comments, click the **details** drop-down and select **comments**.

The screenshot shows the 'FieldWork 04.14.17 to 4.18.17' expense report details page. The top navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', and 'App Center'. Below the navigation, there are tabs for 'Manage Expenses', 'View Transactions', and 'View Cash Advances'. The main content area shows the expense report details, including a list of expenses and a 'Details' dropdown menu. The 'Comments' option in the dropdown menu is highlighted with a red box. Below the expense list, there is a 'Comment History' section with a table showing the following data:

Date	Entered By	Comment Text
01/23/2018	Approver, Test	Please add additional details on the business purpose for the 3 taxi rides.

Expense Reports

3. Address the approver's comments.
4. Re-enter the **cost center manager or grant manager** on the **approval flow** tab.

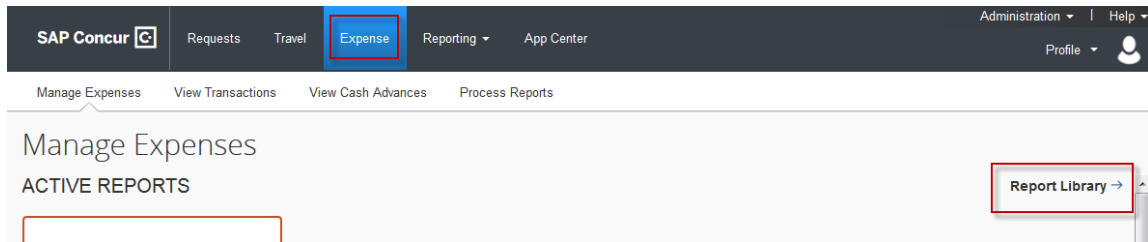


5. Click **submit report**. A pop-up window opens with the **user electronic agreement**.
6. Click **accept and submit**.
7. The pop-up shows the amount of your reimbursement or the amount owed to the university.

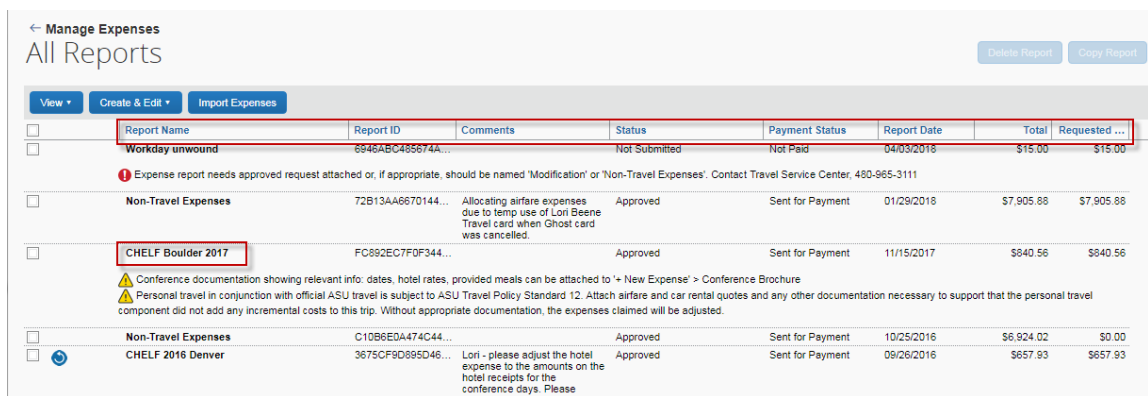
Expense Reports

Find an approved report

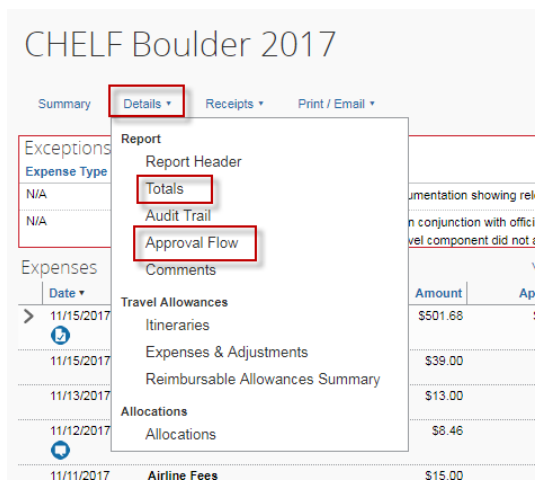
1. When an expense report has been approved for payment, you can find it in your **report library**.



2. Sort the columns by clicking on the blue column name. Click on the report name to open the report.



3. Click on the **details** drop down menu. **Totals** show you the amount to be reimbursed to you or the amount owed to the university. **Approval flow** shows when the report was approved for payment.

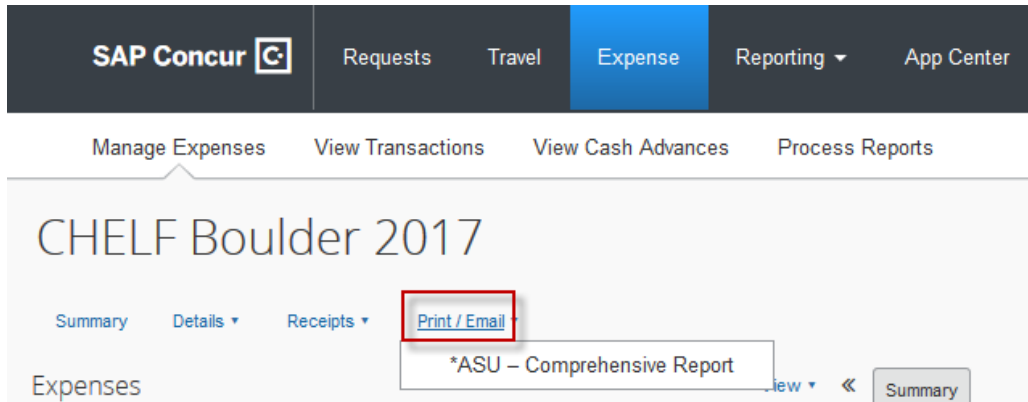


Expense Reports

Print an expense report

To print a report,

1. Click the **print/email** link.



2. Click **ASU – comprehensive report**. A pop-up window displays report details and options to email, print, or to save as a PDF file. Select PDF to print the report and attached receipts. Checking the **show itemizations** box includes any itemizations.



3. Click **close** to exit.

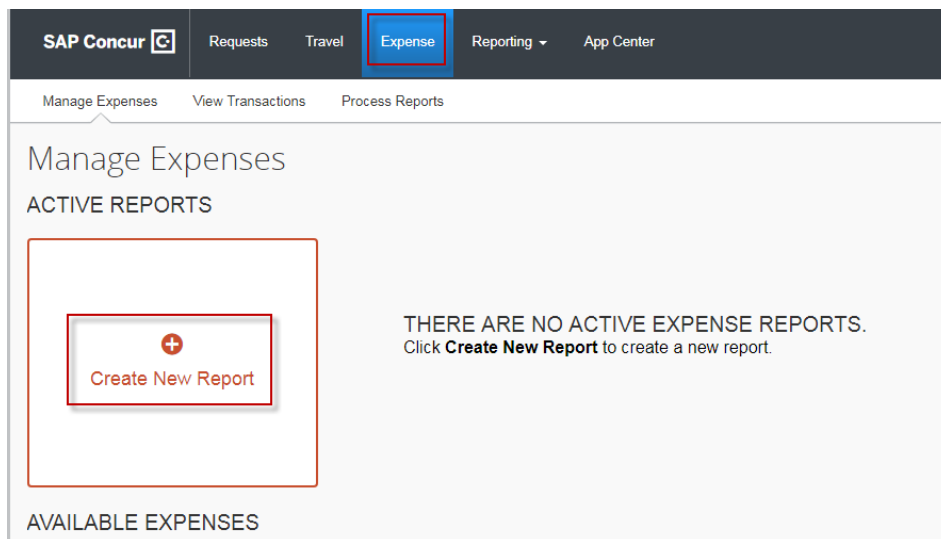
Expense Reports

Complete a non-travel expenses report – process travel card charges unrelated to ASU Travel

Follow these steps to reconcile a transaction for:

- A canceled trip.
- A fraudulent charge and a credit to clear the charge.
- An ASU reimbursable expense that is not related to travel.
- Use of the ASU Travel Card for a personal charge.

1. Click **create new report**.



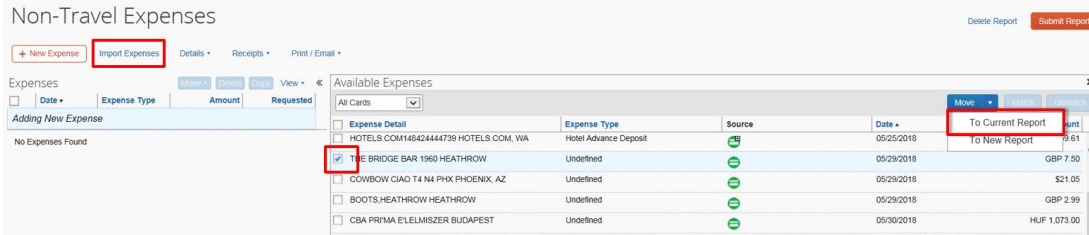
2. Complete the fields in the **report header**.

- The **trip name** must be Non-Travel Expenses. Enter the **trip name** as Non-Travel Expenses, or you will receive an error.
- Select in-state for **trip type**, enter the current date for the **business travel begin date** and **business travel end date**, select other for **business type**, enter N/A for **conference/event host**, select no for **does this trip contain personal travel?**, enter N/A for **public purpose** and add comments for clarification.
- Select a department **project/gift/grant/program** and **cost center**. This is needed to route the report for approval.

3. Click **next**.

4. Click **import expenses** to view a list of Travel Card transactions and move the transaction to reconcile to the expense report.

Expense Reports

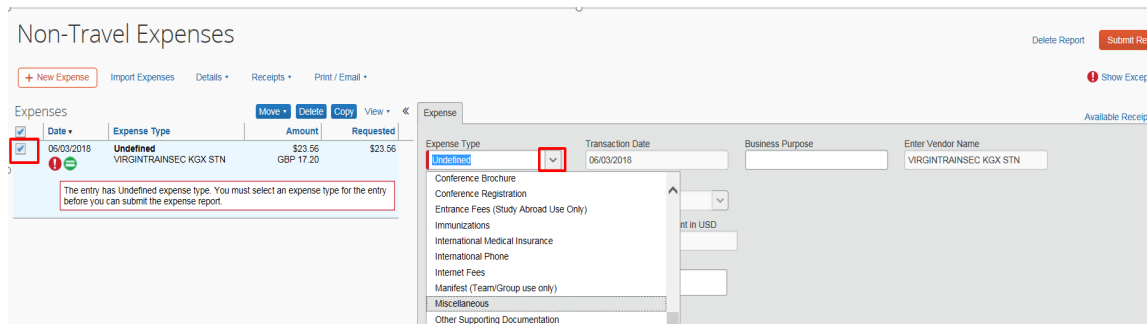


5. When the transaction is moved to the report and showing on the left, click the expense.

For a personal expense, select **unallowable travel card exp** in the **expense type** field from the drop-down.

For a fraudulent transaction and the corresponding credit, select **miscellaneous** in the **expense type** field from the drop-down.

For a transaction that is reimbursable by ASU, select the most appropriate expense type. Complete all fields and attach any documentation or receipts necessary for an ASU reimbursable expense.



6. Add an approver in the **approval flow** by entering an asterisk in the **cost center manager or grant manager** field and selecting the appropriate approver.

Expense Reports

Non-Travel Expenses

+ New Expense Import Expenses Details Receipts Print / Email

Expenses

Adding New Expense

Date	Expense Type
09/04/2017	Unallowable Trav UBER US SEP04
09/04/2017	Unallowable Trav UBER TIP LH7IV

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Cash Advances
- Available
- Assigned

Approval Flow for Report: Non-Travel Expenses

Cost Center Manager (Enter an * for list of approvers to choose from):

- * Approver, Anthony (Lori.Beene@asu.edu)
User ID: 999999999
Logon ID: WDApprover1@asu.edu
- Approver, Dave (Lori.Beene@asu.edu)
User ID: 999999999
Logon ID: WDApprover2@asu.edu

Search Approvers By

Submit Report Save Workflow Cancel

7. Click **submit report**.
8. Click **accept and submit** in the pop-up window.

Expense Reports

Modify an expense report

If a report is not yet approved

1. Click **expense** on the My ASU TRIP homepage.

SAP Concur | Requests | **Expense** | Reporting | App Center | Administration | Help

ASU ARIZONA STATE UNIVERSITY | Hello, Lori

+ New | 36 Authorization Requests | 03 Available Expenses | 03 Open Reports | 02 Cash Advances

MY TASKS

- 38 Open Requests
 - Authorization Requests 36
 - Cash Advances 02
- 03 Available Expenses
 - 09/04 UBER US SEP04 LH7IV \$17.63
 - 09/04 UBER US SEP04 NZIAB \$17.23
- 03 Open Reports
 - 05/03 Modification \$100.00
 - 05/01 Copy of Workflow - Risk \$100.00

2. Select the report to modify.

Manage Expenses | Report Library →

ACTIVE REPORTS

- Create New Report
- CHELF 2018 Flagstaff** (SUBMITTED 05/07/2018)
 - \$15,000.00
 - Approved & In Accounting Review

3. **Recall** the report, make the necessary adjustments and resubmit.

Manage Expenses | View Transactions | View Cash Advances | Process Reports

CHELF 2018 Flagstaff | Recall | Copy Report

Summary | Details | Receipts | Print / Email

Date	Expense Type	Amount	Approved
11/14/2017	Other Accommodations/Airbnb	\$5,200.00	\$5,200.00
11/06/2017	Airline Fees Air New Zealand	\$8,800.00	\$8,800.00

Report Summary

Report Totals	Amount Due Company	Amount Due Employee
	\$0.00	\$4,800.00

Requests (1)

Request Name	Request ID	Amount Approved	Amount Remaining
All Exp Intl Advance >5k Gift	7RCA	\$8,956.34	\$-6,043.66

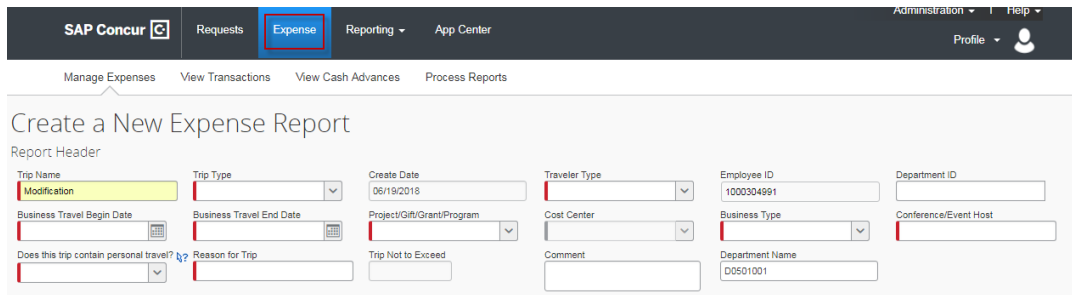
Cash Advances (1)

Cash Advance Name	Request Date	Amount Requested	Starting Balance	Available Balance
All Exp Intl Advance >...	10/05/2017	\$5,000.00	\$5,000.00	\$0.00

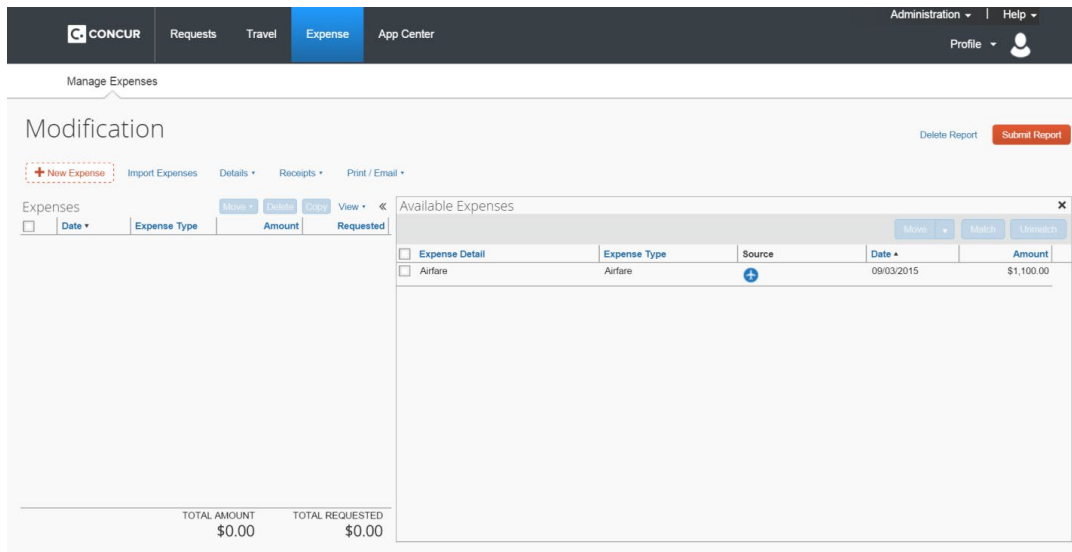
Expense Reports

If the report is already approved and you need to modify it due to a missed expense or correct an error. A modification expense report is required.

1. Click **expense** on the My ASU TRIP homepage.
2. Click **create new report**.
3. Enter **modification** in the **trip name** text field. Entering anything other than modification creates an error that prevents submission.



4. Complete the balance of the fields in the **report header** with the same information that appears in the expense report you are modifying.
5. In the **comment** field, include the four-digit trip ID modified with the report.
6. Click **next**.



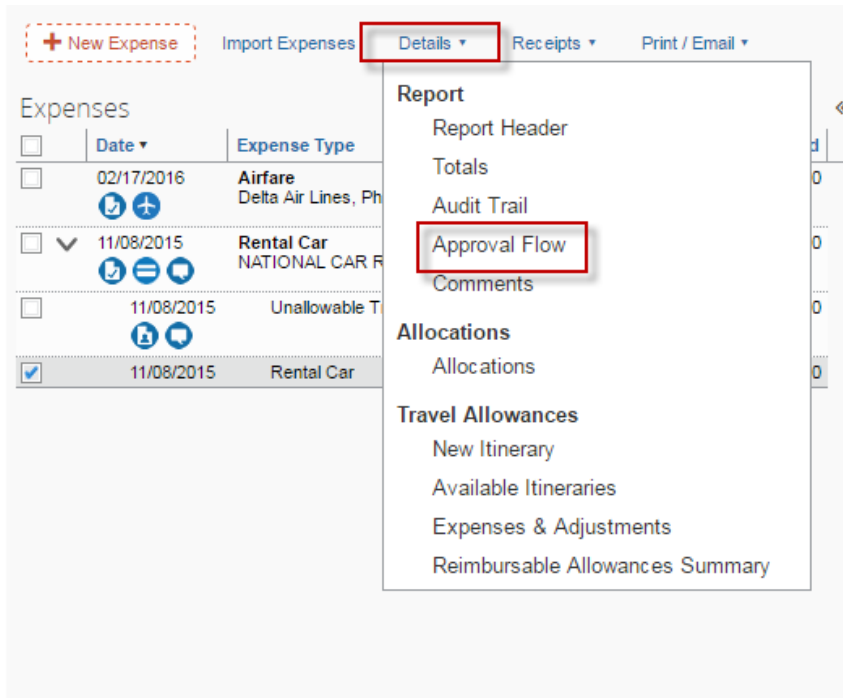
7. The **expenses** page opens.
8. Click **new expense** and create a new expense with the expense type **07 misc. travel expense: other supporting documentation**. Enter zero in the **amount** Field. Click **attach receipt** to attach a copy of the original report you are modifying for approver reference.

Expense Reports

The screenshot shows the 'Modification' page of an expense reporting system. At the top, there are navigation links: 'Delete Report' and 'Submit Report'. Below that, there are tabs for 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. A '+ New Expense' button is highlighted with a red box. The main area is titled 'Expenses' and has a table with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. Below the table, it says 'Adding New Expense' and 'No Expenses Found'. On the right, there is a 'New Expense' form with an 'Expense Type' dropdown. Below the dropdown, there is a section for 'Recently Used Expense Types' and a section for 'All Expense Types'. The 'All Expense Types' section is a list of expense categories, including '01. Airfare', '02. Lodging', '03. Car Rental', '04. Other Transportation', '05. Meals', '06. Fees', '07. Misc. Travel Expense', and '08. Office & General Expense'. Under '07. Misc. Travel Expense', there is a sub-category 'Miscellaneous' which is highlighted with a red box, and under it, 'Other Supporting Documentation' is also highlighted with a red box.

9. Click **import expenses** and drag any travel card expense from **available expenses** not included on the original report.
 - For a travel card transaction left off the original report, but for which an expense was claimed on the original report and marked as out of pocket, assign the travel card transaction as an **unallowable travel card exp**. The traveler was previously reimbursed for an expense paid directly by the university.
 - For a travel card transaction left off the original report, but for which an expense was claimed on the original report and marked as pcard, assign the travel card transaction to the appropriate expense type and attach required receipts. The traveler was not previously reimbursed and the transaction has not been accounted for.
 - For a travel card transaction for a meal that was left off the original report on which daily allowances were claimed, assign the transactions as a **meal on travel card**. The traveler was previously reimbursed for daily allowances and owes money back to ASU for the meal.
 - If a travel card transaction is for an ASU business expense and was omitted from the original report, assign the appropriate expense type and add receipts as required.
10. Click **new expense** to add a missing out of pocket expense and complete fields and receipts as necessary.
11. Click the **details** drop-down menu and select **approval flow**.

Expense Reports



12. Type an asterisk to populate available cost center managers or grant managers and select the appropriate approver.
13. Click **submit report**.
14. Click **accept and submit**.

Canceled Trips

When your trip is canceled

Cancel all reservations. If the reservation was made through My ASU TRIP it can be canceled through My ASU Trip by selecting Cancel from the Upcoming trips tab. Any reservation made outside of My ASU TRIP will need to be canceled directly with the vendor. Airfare needs to be canceled prior to the departure.

The screenshot shows the SAP Concur Travel interface. The 'Travel' tab is selected in the top navigation bar. On the left, there are icons for flight, train, and car. Below these is a section for flight search instructions and a 'Mixed Flight/Train Search' section with buttons for 'Round Trip', 'One Way', and 'Multi City'. The main content area is titled 'Travel Alerts' and contains two informational messages. Below the alerts is a 'Company Notes' section with a red box around 'Upcoming Trips' and a button 'Add new itinerary manually'. A table lists a trip: 'Trip from Phoenix to Los Angeles (MABCNI) To present at ASU LA Event.' with status 'Ticked', start date '02/16/2022', and end date '02/17/2022'. A red box highlights the 'Cancel Trip' button in the table's action column.

Cancel the My ASU TRIP request if it does not contain a cash advance. If the request includes a cash advance, contact myasutrip@asu.edu.

The screenshot shows the SAP Concur Requests interface. The 'Requests' tab is selected in the top navigation bar. The main content area is titled 'Request GG' and shows details for a request: 'Trip Name: IAVM Region 7 Conference', 'Public Purpose/Benefit to ASU: Attend workshops and network wit...', 'Status: Approved', and 'Amount: \$1,201.80'. There are buttons for 'Create Expense Report', 'Attachments', 'Print / Email', 'Cancel Request' (highlighted in red), and 'Close/Inactivate Request'. Below the buttons is a 'Request Header' section with tabs for 'Expense Summary', 'Approval Flow', 'Audit Trail', and 'Travel Advisory'. A warning box contains instructions: 'Book flights in My ASU TRIP after your trip request is fully approved...', 'COVID-19 requirements: Follow current travel guidance.', 'Do not book until your trip request is completely approved.', and 'Have you attached conference documentation showing relevant info, dates, hotel rates, provided meals?'. Below the warning box is a form with fields for 'Trip Name', 'Trip Type', 'Traveler Type', 'Employee ID', 'Department ID', 'Business Travel Begin Date', 'Business Travel End Date', 'Main Destination City', 'Project/Grant/Program', 'Cost Center', 'Does this trip contain personal travel?', 'Business Type', 'Conference/Event Host', and 'Public Purpose/Benefit to ASU'.

Canceled Trips

Incurred expenses for the trip are processed on a Non-Travel Expenses report.

1. If a transaction was paid with an ASU Travel card or the ASU Airfare card and a refund is due, wait for the refund card transaction to post and the 2 transactions should be processed on one report.

	Transaction ...	Expense Type	Amount	Approved ...	Payment Type
	12/23/2021	Airfare	\$-414.79	\$-414.79	ASU Airfare Card
	11/07/2021	Airfare	\$414.79	\$414.79	ASU Airfare Card

2. If the transaction is not refundable, the transaction will be expensed now and if there is credit from a canceled flight the department should track it to ensure it is used for future ASU business travel. For flights booked in My ASU TRIP, the system will display available flight credits to the traveler and when traveling next for the university, the traveler can contact Anthony Travel to utilize the credit.

ASU Arizona State University

TRIP SEARCH

ALERTS

- You haven't signed up to receive e-receipts. [Sign up here](#)
- You have unused tickets**

Carrier	Ticket Number	Credit	Expiration Date	Notes
American Airlines	7684147697	\$171.11	01/04/2023	Please contact your Anthony Travel agent to utilize this credit.

Other

Group travel in My ASU TRIP

Most steps in the [request](#), [book travel](#), and [expense report](#) processes for group travel are similar to the steps for individual travel. There are some unique steps and requirements.

Group travel consists of three or more travelers.

One ASU student, faculty or staff member is responsible for request and report completion. The responsible traveler submits the request and expense report in their name and includes expenses for all members of the group.

ASU faculty or staff members may use their ASU Travel Card for group travel expenses. The ASU Airfare card can be used to purchase airfare for all group members. Regardless if multiple travelers have an ASU Travel Card, **only** the group member who completes the request and expense report can use their ASU travel card for expenses.

ASU faculty or staff members who are the responsible traveler can request a cash advance for group travel expenses that cannot be paid with the ASU Travel Card.

Group travel with a student as the responsible traveler is handled on a reimbursement basis only.

For group travel requests and expense reports:

1. Begin your trip name with group in the **trip name** field.
 - a. Example: GROUP – CSULB debate
2. In the **business type** drop-down menu select **09. team/group**.

Other

Request

Trip Name: **GROUP - CSULB Debate**

Request Header Segments Expenses Approval Flow Audit Trail

Trip Name: **GROUP - CSULB Debate** Trip Type: 1. Out-of-State

Employee ID: 1000715337 Department ID: (E0101300) University Innovation Alliance

Business Travel End Date: 03/10/2018 Main Destination City: Austin, Texas
Travel risk advisory - Low (Level 1)

Does this trip contain personal travel? No

Public Purpose/Benefit to ASU (utilize Comment box for additional)

Highest Location Risk Level: No Risk (Level 0)

Business Type: 09. Team/Group (group claims only)

- 01. Academic Visit
- 02. Conference
- 03. Training
- 04. Meeting
- 05. Community Service Event
- 06. Research Project
- 07. Student Services/Recruitment
- 08. Interview
- 09. Team/Group (group claims only)
- 10. Other

Estimate all of the group expenses in the trip request.

1. Enter the responsible party's estimated meal cost in the daily allowances expense type.
2. Put the rest of the group's estimated meal cost in the non-standard meal allowance expense.

Request 9KFE

Trip Name: **GROUP - CSULB Debate**

Request Header Segments Expenses Approval Flow Audit Trail Travel Advisory

+ New Expense Delete

Date	Expense Type	Amount	Requested

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- 01. Airfare
- Airline Fees
- 02. Lodging
- Other Accommodations/Airbnb
- 04. Other Transportation
- Charter Bus
- Mileage
- Public Transportation
- Taxi
- 05. Meals
- Business Meal
- Business Meal (> 9 Attendees)
- Daily Allowances
- Non-Standard Meal Allowance
- 07. Misc Travel Expense
- Baggage Handling Tips
- Conference Registration
- Entrance Fees (Study Abroad Use Only)
- Immunizations
- International Medical Insurance
- International Phone
- Internet Fees
- Miscellaneous
- Parking
- Service Providers (Study Abroad Use Only)
- Zero Dollar Trip
- 08. Office & General Expense

Request 9KFE

Trip Name: **GROUP - CSULB Debate**

Request Header Segments Expenses Approval Flow Audit Trail Travel Advisory

+ New Expense Delete

Date	Expense Type	Amount	Requested
03/08/2018	Daily Allowances	\$177.00	\$177.00
03/08/2018	Non-Standard Meal Allowance	\$2,655.00	\$2,655.00

Other

Attach a [manifest](#) to the group travel request and the expense report. Document all travelers.

To attach the manifest to your trip request:

1. Click the **attachments** drop-down menu.
2. Click **attach documents**.

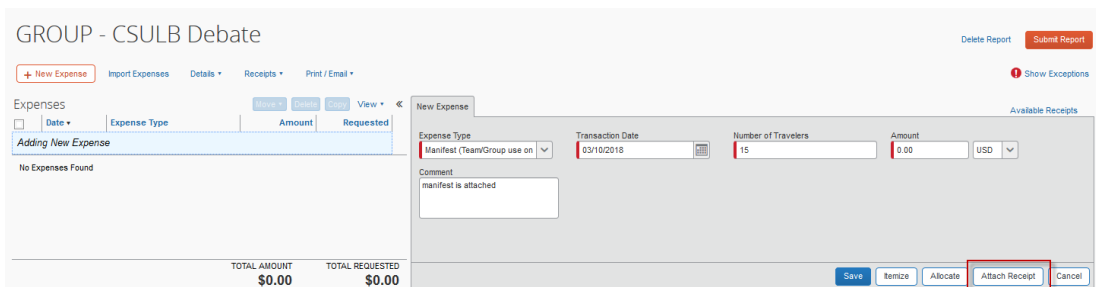


The screenshot shows the 'Request 9KFA' interface. At the top right, there are buttons for 'Cancel', 'Save', 'Attachments', 'Print / Email', 'Delete Request', and 'Submit Request'. The 'Attachments' dropdown menu is open, showing 'Check Documents' and 'Attach Documents' options. Below the menu, there is a status indicator 'Status: Not Submitted'. A warning message at the bottom states: 'Attach manifest listing all traveler names, ASU ID's, and faculty/staff/student designation. Standard form found on page 2 of http://www.asu.edu/fs/forms/manifest.pdf'.

3. In the pop-up window, click **Browse** in the pop-up window.
4. Select the manifest and click **open**.
5. Click **upload**.
6. Click close once the document has uploaded.

To attach the final manifest to your expense report:

1. Select the **manifest** expense type.
2. Add the date and complete the **number of travelers** field.
3. Enter 0 in the **amount** field.



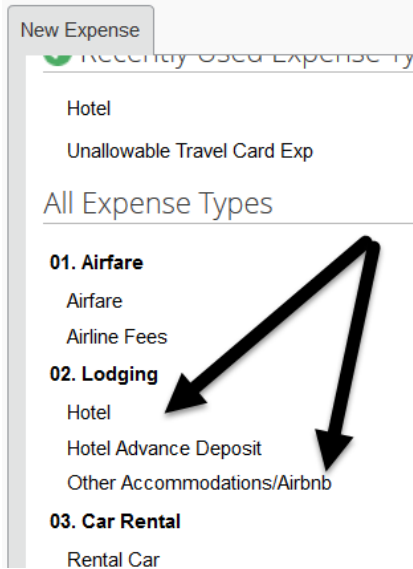
The screenshot shows the 'GROUP - CSULB Debate' expense report interface. The 'New Expense' form is open, showing fields for 'Expense Type' (Manifest (Team/Group use on)), 'Transaction Date' (03/10/2018), 'Number of Travelers' (15), and 'Amount' (0.00). The 'Attach Receipt' button is highlighted with a red box. The 'Comment' field contains the text 'manifest is attached'. At the bottom, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. The 'TOTAL AMOUNT' and 'TOTAL REQUESTED' are both \$0.00.

4. Click **attach receipt**.
5. In the pop-up window, click **browse** in the pop-up window.
6. Select your saved manifest document select **open** and then **attach**.
7. Click **save**.

If the ASU Airfare card was utilized to purchase flights, import the transaction into the expense report. If you do not see the airfare transactions for the travelers, contact the ASU Travel Service Center before submitting the report.

The lodging amount for the entire group can be claimed under the hotel expense type or the other accommodations expense type.

Other



For any questions, [email](#) the Travel Service Center or call at 480-965-3111.

Other

CONCUR mobile app

My ASU TRIP users can access the travel system via the mobile application. The mobile app allows you to take pictures of receipts which populate your **available receipts** for easier expense report completion.

1. Log into your My ASU TRIP **profile**.
2. Click **profile settings**.
3. Under the **other settings** tab, click **concur mobile registration**.
4. Get a link to download the Concur Mobile app.
 - o Android
 - o Apple
 - o Blackberry
5. Create a PIN along with the Concur username listed on the mobile registration page.
 - o Concur username is your asurite@asu.edu.

The image shows a desktop view of the Concur Mobile registration page on the left and a smartphone displaying the Concur Mobile app interface on the right.

Concur Mobile

Manage your expenses and business travel on your mobile device.

To get started, enter your email address below and we will send you a link to download the app.

Or, review your sign-in details:

To sign in to the Concur Mobile app, simply tap on "Company Code Sign In" after downloading the Concur Mobile app and enter your company code. Then follow the instructions per your company procedure for single sign on.

Company Code: NCBRQJ

Alternatively, you can use your Concur username and a Concur Mobile PIN. Enter a new Concur Mobile PIN in the fields below to setup a new one.

Concur Username: _____

Create PIN: PIN may be letters, numbers and special characters such as !, \$, or # but no spaces

Retype PIN:

Download our free mobile app

Icons for Apple, Android, Blackberry, and Windows are shown at the bottom.

The smartphone screen shows the Concur Mobile app interface with the following sections:

- Trips: View your trips
- Expenses: List of your expenses
- Expense Reports: Review and submit your reports
- Approvals: Approve items anywhere, anytime

The bottom navigation bar includes icons for Home, Receipts, Expense, and My Trip.

Other

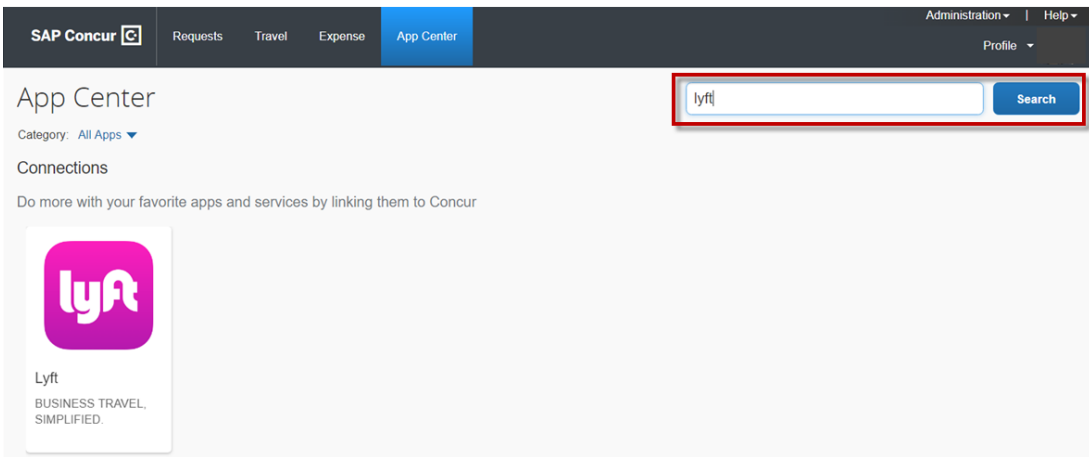
Lyft and CONCUR single sign on

Link your Lyft business profile and My ASU TRIP. Receipts and trip notes will be sent directly to your profile in My ASU TRIP for use when completing an expense report.

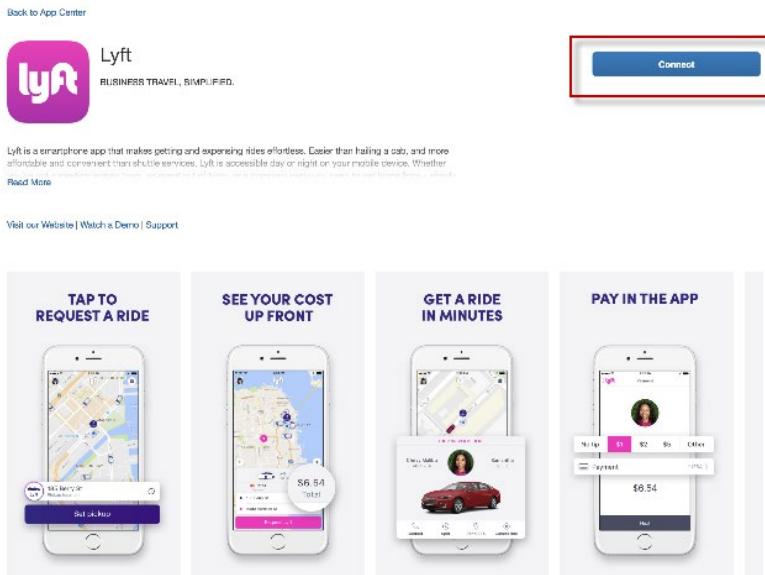
1. Log in to My ASU TRIP.
2. Click the **app center** tab.



3. Search for the Lyft app and select.

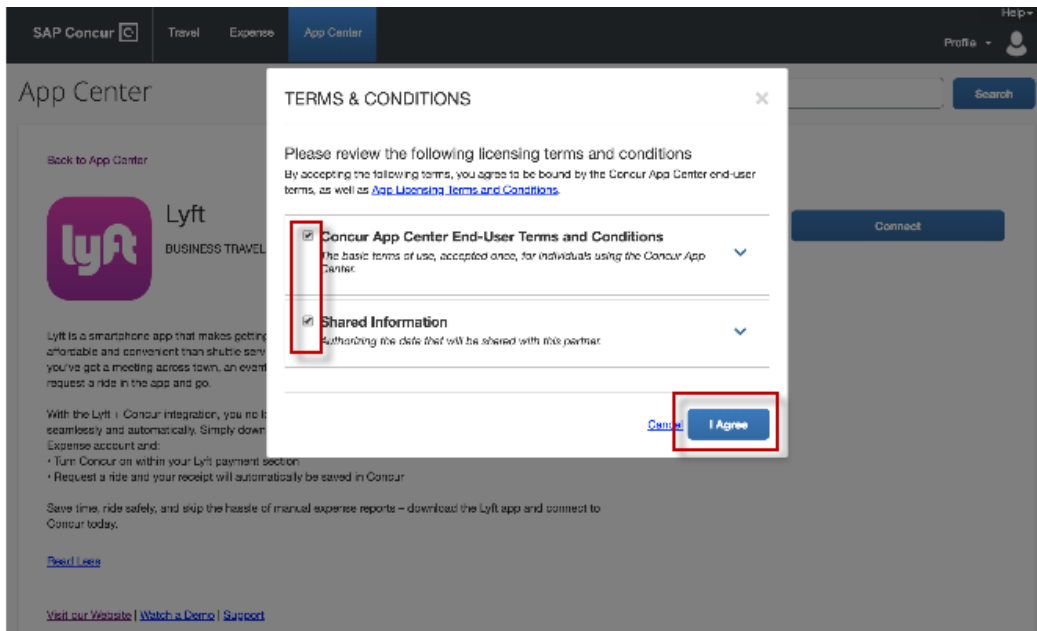


4. Click **connect**.

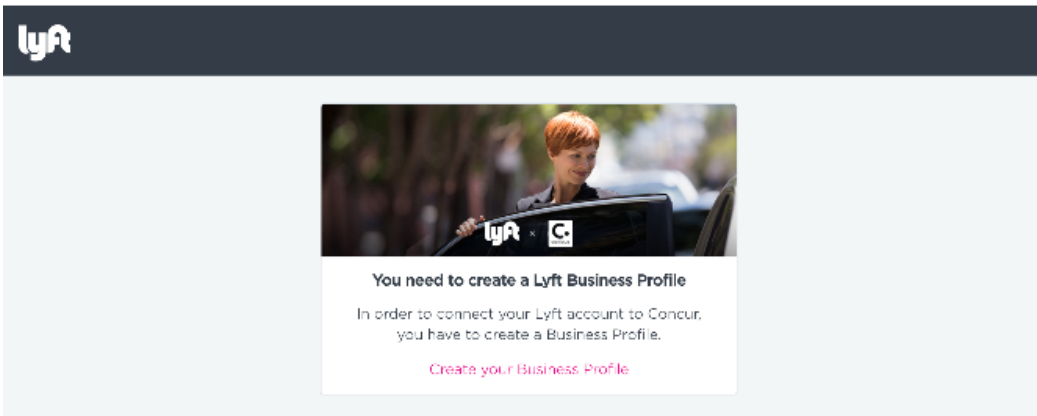


Other

5. Check the accept boxes for Terms and Conditions and Share Information and click **I agree**.



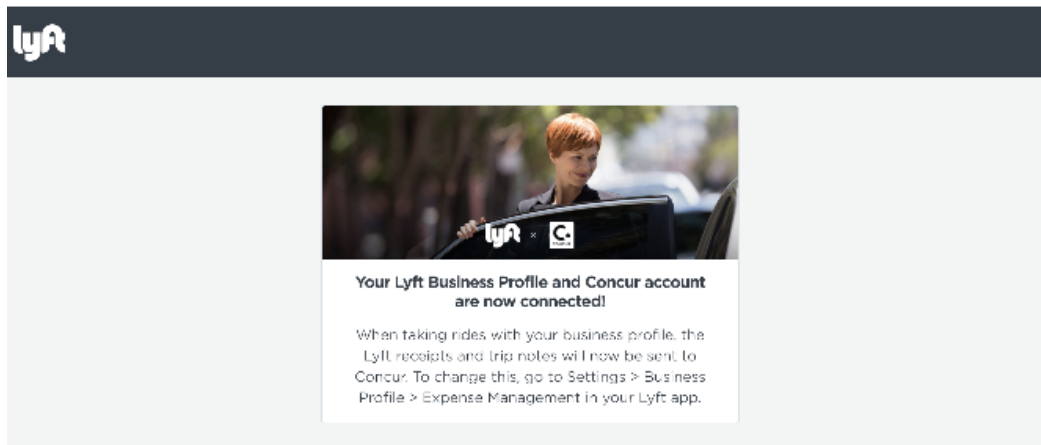
6. Enter in your mobile phone number on the next screen. You'll be sent a verification code via SMS to verify your phone number.
 - If you do not have an existing business profile, you'll be prompted to sign up for one. Click **create your business profile**, enter your work email and follow the steps to complete your business profile.



- If you already have a Lyft business profile, there are no extra steps needed. My ASU TRIP will connect with you Lyft account as soon as you enter in the verification code sent to your phone.

Other

7. After signing in successfully, you'll receive the following confirmation message.



Other

Personal component of ASU travel

If you are adding personal time to your ASU travel, ASU will reimburse you for the ASU business portion of your expenses. ASU will not reimburse you extra costs associated with the personal time.

Do not claim or request expenses for any personal portion of the trip. ASU will not pay for a larger car or hotel room if you bring people on your trip for personal reasons. You will need to opt out of any daily allowance meals on the personal travel days. If you have an airport parking or car rental expense, only claim the portion for the business days.

ASU will not reimburse more for your flight than if the personal time was not included. Attach an airfare quote from the time of booking to your airfare expense type, capturing the cost of a flight without the personal time. The airfare quote is a backup document to show the airfare you are claiming is not more expensive.

If you drive instead of fly, your car mileage expense is limited to the cost of what it would be to fly to your destination. Calculate the maximum miles that can be claimed by dividing the allowed airfare amount by .445. Attach the airfare quote to the car mileage expense as a backup for the amount being claimed.

On the request header of your trip request, **only** list your business trip dates, with the personal days listed in the comment box and does the trip contain personal travel field marked yes.

The screenshot shows a web form for a travel request. At the top, it says 'Request 7RML' and 'Trip Name: Workday Rising 2018'. There are buttons for 'Cancel', 'Save', 'Attachments', 'Print / Email', 'Delete Request', and 'Submit Request'. The status is 'Not Submitted'. The form has tabs for 'Request Header', 'Segments', 'Expenses', 'Approval Flow', and 'Audit Trail'. The 'Request Header' tab is active, showing fields for Trip Name, Trip Type (International), Traveler Type (Staff), Employee ID, Department ID, Business Travel Begin Date (06/08/2018), Business Travel End Date (06/10/2018), Main Destination City (San Francisco, California), Project/Gift/Grant/Program, Cost Center, Does this trip contain personal travel? (Yes), Business Type (10. Other), Conference/Event Host, Reason for Trip, Trip Not to Exceed, and Comment. The comment box contains the text: 'Business dates are 6/8/2018 to 6/10/2018. I will be adding personal time on 6/11 and 6/12'. There are also fields for Highest Location Risk Level and Main Destination Risk Level.

Other

On the expense header, the business trip dates should be listed.

SAP Concur | Requests | **Expense** | Reporting | App Center | Administration | Help | Profile

Manage Expenses | View Transactions | View Cash Advances | Process Reports

Create a New Expense Report

Report Header

Trip Name Workday Rising 2018	Trip Type 2. International	Create Date 05/07/2018	Traveler Type Staff	Employee ID 1000304991
Department ID (D0501001) HR Partners	Business Travel Begin Date 06/09/2018	Business Travel End Date 06/10/2018	Project/Grant/Program (PG02148) ENGR-Shawn Jo	Cost Center (CC0136) ENGR-CIDSE Adm
Business Type 10. Other	Conference/Event Host Concur	Does this trip contain personal travel? Yes	Reason for Trip test	Trip Not to Exceed
<input type="checkbox"/> Environmental Impact Fee (optional)	Comment	Department Name D0501001		

Requests

<input type="checkbox"/> Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/> Workday Rising 2018	7RMJ	No	\$0.00	\$0.00	\$0.00

Other

My ASU TRIP and Workday

My ASU TRIP interfaces with Workday every evening to create Spend Authorizations and Expense Reports.

Requests approved in My ASU TRIP are created as approved Workday Spend Authorizations and create a pre-encumbrance from the Request ID number. For example, request **AVCW** in Workday is listed as **Concur-AVCW**.

The screenshot shows the SAP Concur interface. At the top, there are navigation tabs for 'Requests', 'Travel', 'Expense', and 'App'. Below this, there are links for 'Manage Requests', 'New Request', 'Process Requests', and 'Quick Se'. The main content area displays 'Request AVCW' with a 'Trip Name: CHELF 2018'. There are several tabs: 'Request Header', 'Segments', 'Expense Summary', 'Approval Flow', 'Audit Trail', and 'Travel Advisory'. Below the tabs is a 'Previous Comment' field. The search results section shows the ASU logo and a search box containing 'Concur-AVCW'. The search results are displayed in a blue box with the heading 'Search Results'. On the left, there is a list of categories: Common, Banking, Expenses, Financial Accounting, Grants, Organizations, People, Processes, Procurement, Projects, Revenue, Security, Staffing, and All of Workday. The 'All of Workday' category is highlighted with a red box. On the right, the search results show 'Search Results 1 items' and 'All of Workday' with a red arrow pointing to a link: 'Spend Authorization: Lori Beene on 11/12/2018 for 826.00 USD'. A tip below the results says 'Tip: try selecting another category from the left to see other results'.

Open the Spend Authorization to see the trip name in the justification field, trip dates and whether a cash advance has been issued or is outstanding. If an expense report has been filed, you can open the related report.

Other

View Spend Authorization

Concur-AVCW Actions

Cash Advance Outstanding Balance	Cash Advance Requested	Spend Authorization Total
0.00 USD	0.00 USD	826.00 USD

For **Lori Beene**
Status: Closed

Spend Authorization Information

Company: Arizona State University

Start Date: 11/12/2018

End Date: 11/14/2018

Description: CONFERENCE

Currency: USD

Spend Authorization Details

Reimbursement Payment Type: Direct Deposit

Justification: CHELF 2018

Expense Report(s): [Expense Report: Concur-66A1E322079B4CCBCB5](#)

Cash Advance Repayments: (empty)

Expense Reports approved in My ASU TRIP are created as approved Workday expense reports using the report ID. For example, Report ID **66A1E322079B4CCBCB5** in Workday is **Concur-66A1E322079B4CCBCB5**

SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App. Center | Locate

Manage Expenses | View Transactions | Process Reports

CHELF 2018

Report header for: CHELF 2018

Exceptions	Trip Name: CHELF 2018	Trip Type: 1. Out-of-State	Create Date: 10/19/2018	Traveler Type: Staff
Expense Type: N/A	Employee ID: 1000304991	Department ID: F/S Travel	Business Travel Begin Date: 11/12/2018	Business Travel End Date: 11/14/2018
Project/Grant/Program: (P002914) FS-Temp/ Operations-G	Cost Center: (C02299) FS-Financial Services	Business Type: 02. Conference	Conference/Event Host: Concur Higher Education	
Public Purpose/Benefit to ASU: <input type="checkbox"/>	Leadership Forum Agenda: <input type="checkbox"/>	Trip Not to Exceed: <input type="checkbox"/>	Report ID: 66A1E322079B4CCBCB5	Personal Expenses: 9.50
Report Currency: US, Dollar	Approval Status: Approved	Report Total: 826.28	Amount University Paid: 0.00	Amount Due University: 0.00
Amount Not Approved: 0.00	Amount Approved: 816.78	Amount University Card: 796.28	Total Amount Claimed: 816.78	Department Name: D0206002

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
CHELF 2018	AVCW	No	\$826.00	\$826.00	\$110.04

Other

The screenshot shows the ASU search interface. At the top left is the ASU logo. A search bar contains the text 'Concur-66A1E32'. Below the search bar is a blue header with the text 'Search Results'. On the left side, there is a list of categories: Common, Banking, Expenses, Financial Accounting, Grants, Organizations, People, Processes, Procurement, Projects, Revenue, Security, Staffing, and 'All of Workday'. The 'All of Workday' category is highlighted with a red box. On the right side, under 'Search Results 1 items', the text 'All of Workday' is shown. Below it, a link 'Expense Report: Concur-66A1E322079B4CCBCB5' is displayed. A red arrow points to this link. At the bottom of the search results, there is a tip: 'Tip: try selecting another category from the left to see other res'.

The trip name is in the Memo field. To view the related Spend Authorization, click **Actions** for other data.

The screenshot shows the 'View Expense Report' page. At the top, there is a blue header with the text 'View Expense Report' and 'Concur-66A1E322079B4CCBCB5'. Below the header, there is a table with columns: Personal, Company Paid, Cash Advance Applied, Prior Balance Applied, Reimbursement, and Total. The values are: Personal 9.50 USD, Company Paid 796.28 USD, Cash Advance Applied 0.00 USD, Prior Balance Applied 0.00 USD, Reimbursement 14.50 USD, and Total 820.28 USD. Below the table, there is a section for 'Pay To' with the value 'Lori Beene' and a 'Status' of 'Approved'. There are two expandable sections: 'Expense Report Information' and 'Expense Report Reference Information'. The 'Expense Report Information' section shows: Company: Arizona State University, Expense Report Date: 11/27/2018, Created On: 11/28/2018, and Approval Date: 11/28/2018. The 'Expense Report Reference Information' section shows: Expense Payee Paid: Yes, Reimbursement Payment Type: Direct Deposit, Spend Authorization: Spend Authorization: Lori Beene on 11/12/2018 for 826.00 USD, and Final Expense Report for Spend Authorization: Yes. A red box highlights the 'Memo' field with the value 'CHELF 2018'. A red arrow points to the 'Actions' button in the top right corner of the header.

Other

Approvers can use the Report ID to search for the report in My ASU TRIP.

The screenshot shows the SAP Concur interface. At the top, there are navigation tabs: 'SAP Concur', 'Travel', 'Approvals', and 'Locate'. The 'Approvals' tab is selected. Below this, there are sub-tabs: 'Approvals Home', 'Requests', and 'Reports'. The 'Reports' sub-tab is selected. The main content area is titled 'Expense Report List' and 'All Reports you Approved'. There is a search bar with a 'View' dropdown, a 'Report ID' dropdown, a 'Begins With' dropdown, and a text input field containing '66A1E'. A 'Go' button is to the right of the search bar. Below the search bar is a table with columns: 'Employee Name', 'Report Name', 'Comments', 'Status', 'Payment Status', and 'Rep'. The table contains one row: 'Beene, Lori D.', 'CHELF 2018', 'Approved', 'Sent for Payment', and '10/'. A warning icon and message are at the bottom: 'Conference documentation showing relevant info: dates, hotel rates, provided meals can be attached to '+ New Expense' > Conference Br'.

Academic Employee, Audit Reporting, Department Reporting, and Department Reporting Roll tags can be added by the traveler, delegate, or approver to requests and expense report in My ASU TRIP through the allocation functionality. The Program, Gift, Grant, Program, Cost Center and Trip type from the header are pre-populated and can be changed in the allocation. View [Allocate between funding sources](#) to allocate a request and [Allocate expenses to multiple funding sources or add optional worktags](#) to allocate expenses.

The screenshot shows the 'Allocations' table. At the top, there are buttons: 'Allocate By', 'Add New Allocation', 'Delete Selected Allocations', 'Favorites', and 'Add to Favorites'. The table has columns: 'Percentage', 'Project/Gift/G...', 'Cost Center', 'Department Reporting Roll', 'Department Reporting', 'Audit Reporting', 'Academic Employee', 'Trip Type', and 'Code'. The table contains one row: '100', '(PG00983) CP...', '(CC0100) CP...', 'Department Reporting', 'Department Reporting', 'Audit Reporting', 'Academic Employee', '1. Out-of-State', and 'PG00983-CC01...'.

My ASU TRIP Approvers

To approve for a Project, Gift, or Program within My ASU TRIP an individual must be a Workday Cost Center Manager for the cost center on the header and must have the My ASU TRIP Approver PeopleSoft role.

To approve for a Grant in My ASU TRIP, an individual must be a Workday Grant Manager for the grant on the header and they must have the My ASU TRIP Approver PeopleSoft role.

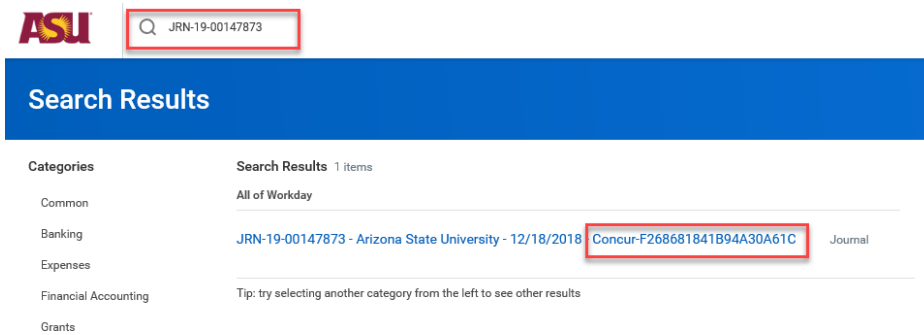
View the directions to apply for a [MyASU Approver role](#). [Contact the ASU Financial Management System Workday team](#) to be added as a Workday approver.

Other

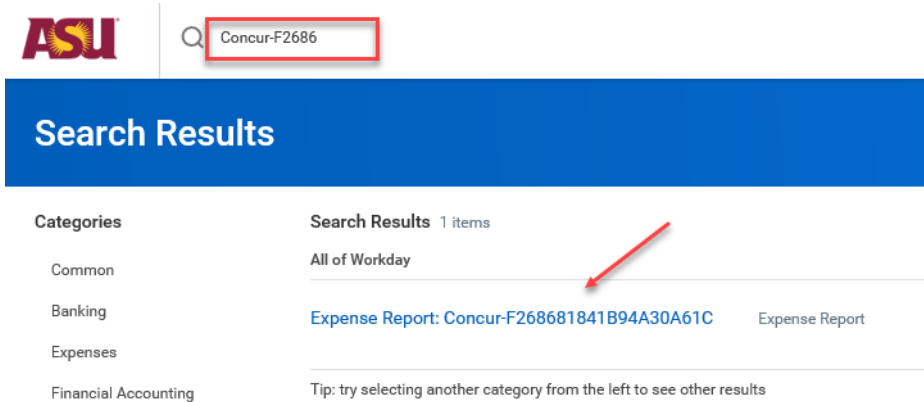
Expense Report Fee and Carbon Offset

The journals post based on the tags on the expense report in the allocation; not the tags on the header. If a report is funded 70/30, the fee is split accordingly to those funding sources. If a grant is a funding source, then the portion of the carbon offset allocated to the grant posts to the responsible account.

The related trip number is referenced in the JRN title if posted by the integration or in the memo field if manually posted.



The screenshot shows the ASU search interface. The search bar contains 'JRN-19-00147873'. Below the search bar is a blue header with 'Search Results'. On the left, there is a 'Categories' sidebar with options: Common, Banking, Expenses, Financial Accounting, and Grants. The main content area shows 'Search Results 1 items' under the 'All of Workday' category. A single result is listed: 'JRN-19-00147873 - Arizona State University - 12/18/2018' followed by 'Concur-F268681841B94A30A61C' and 'Journal'. A red box highlights the search bar and the alphanumeric code. A tip at the bottom suggests selecting another category.



The screenshot shows the ASU search interface. The search bar contains 'Concur-F2686'. Below the search bar is a blue header with 'Search Results'. On the left, there is a 'Categories' sidebar with options: Common, Banking, Expenses, and Financial Accounting. The main content area shows 'Search Results 1 items' under the 'All of Workday' category. A single result is listed: 'Expense Report: Concur-F268681841B94A30A61C' followed by 'Expense Report'. A red arrow points to the alphanumeric code. A tip at the bottom suggests selecting another category.

Other

ASU | JRN-19-00123821

View Journal

Journal: JRN-19-00123821 | Status: Posted | Journal Sequence Number: JRN-2019-000000151900

Journal Entry Information

Journal Entry Details

Memo: \$8 Carbon Offset for November 2018 not posted by integration
External Reference ID: (empty)
Adjustment Journal: No
Create Reversal: No
Balanced: Yes
Total Ledger Debits: 5,040.00
Total Ledger Credits: 5,040.00

As Entered

Journal Entry Lines: 317 items

Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Project
Arizona State University	7207-Miscellaneous Expenses	8.00		Carbon Offset- Expense Report	Concur-8D1475A1B6534250AB14	

System of record

My ASU TRIP remains the system of record for all spend authorizations and expense reports. Receipts and a copy My ASU TRIP documents are **not** available within Workday.

Other

My ASU TRIP requests with cash advances should **not** be split-funded. Workday cannot support split-funded cash advances and will delay the spend authorization and cash advance creation in Workday.

To close a Spend Authorization in Workday, email [MyASU Trip](#) after closing or canceling the request in My ASU TRIP.

Review these reports to find open Spend Authorizations in Workday:

- Find Spend Authorization Lines for Organization | delete dates from spend start date fields
- Outstanding Operational Encumbrances - Departmental use
- Sources and Uses by Ledger Account | Update View by criteria to Worker

Other

Zero Dollar Trips

Prior to travel

Complete a zero-dollar trip request if booking a trip for ASU business for which ASU will not be reimbursing you any expenses. This documents your travel, ensures coverage under ASU's insurance and helps locate you in an emergency.

1. Complete the request header. Utilize a departmental account for approvals.

The screenshot shows the SAP Concur 'Request 9J3A' header form. The status is 'Sent Back to User'. The form includes fields for Trip Name (AICPA Board of Directors), Trip Type (International), Traveler Type (Faculty), Employee ID (ltsuser), and Department ID (D0206002) FS Travel. It also includes dates for Business Travel Begin and End (01/17/2018 and 01/19/2018), Main Destination City (Los Angeles, California), and Account (WW51013) Accounting Services. The Business Type is 'D4 Meeting' and the Conference/Event Host is 'AICPA'. A comment box contains the text: 'in collaboration with JWSPCA and Forward Thinkers. Agenda is attached'. The Highest Location Risk Level is 'Low (Level 1)'.

2. Add the **zero-dollar trip** expense type found under **miscellaneous travel expenses**.

The screenshot shows the 'Expenses' section of the SAP Concur 'Request 9J3A' form. The status is 'Sent Back to User' and the amount is '\$0.00'. A table for adding expenses is shown with columns for Date, Expense Type, Amount, and Requested. To the right, a list of expense types is displayed, with 'Zero Dollar Trip' highlighted in a red box. The list includes categories like Airfare, Lodging, Car Rental, Meals, Fees, and Miscellaneous.

Date	Expense Type	Amount	Requested

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Airfare	05. Meals	07. Misc Travel Expense	08. Office & General Expense
Airline Fees	Business Meal	Baggage Handling Tips	Books & Reference Materials
02. Lodging	Business Meal (> 9 Attendees)	Conference Registration	Courier/Shipping/Freight
Other Accommodations/Airbnb	Daily Allowances	Entrance Fees (Study Abroad Use Only)	Postage
03. Car Rental	Non-Standard Meal Allowance	Immunizations	Printing & Photocopying
Rental Car	06. Fees	International Medical Insurance	
Rental Car Fuel	Credit Card Fees	International Phone	
04. Other Transportation	Currency Exchange Fees	Internet Fees	
Charter Bus	Passport/Visa Fees	Miscellaneous	
Mileage		Parking	
Public Transportation		Service Providers (Study Abroad Use Only)	
Taxi			

TOTAL AMOUNT: \$0.00 | TOTAL REQUESTED: \$0.00

Other

Request 9J3A

Attachments | Print / Email | Cancel Request | Submit Request

Trip Name: AICPA Board of Directors

Status: Sent Back to User
Amount: \$0.00

Request Header | Segments | Expenses | Approval Flow | Audit Trail | Travel Advisory

+ New Expense | Search

Expense Type: Zero Dollar Trip

Comment: Trip expenses are being covered entirely by the AICPA for the annual meeting

Date	Expense Type	Amount	Requested
------	--------------	--------	-----------

TOTAL AMOUNT: \$0.00 | TOTAL REQUESTED: \$0.00

Save | Allocate | Cancel

3. Select an approver on the approval flow tab and click **submit request**.

Close the request when the trip is complete. Do not complete an expense report.

SAP Concur | Requests | Travel | Expense | App Center

Administration | Help | Profile

Manage Requests | New Request | Quick Search

Active Requests (32)

Delete Request | Copy Request | Close/Inactivate Request

View

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	Sent Back to User - User, Test R.	01/19/2018	12/24/2017	\$447.50	\$0.00	\$0.00	
Hotel	9E9N	Approved	12/26/2017	12/18/2017	\$400.00	\$400.00	\$400.00	Expense

Manage Requests | New Request | Quick Search

Request 9J3A

Create Expense Report | Attachments | Print / Email | Cancel Request | Close/Inactivate Request

Trip Name: AICPA Board of Directors

Status: Approved

Request Header | Segments | Expense Summary | Approval Flow | Audit Trail | Travel Advisory

Previous Comment

Entered By Test User: with JWSPCA and Forward Thinkers

Trip Name	Trip Type	Traveler Type	Employee ID	Department ID
AICPA Board of Directors	2. International	Faculty	testuser	(D0206002) FS Travel
Business Travel Begin Date	Business Travel End Date	Main Destination City	Account	Does this trip contain personal travel?
01/17/2018	01/19/2018	Los Angeles, California	(WV51013) Accounting Services	No
Business Type	Conference/Event Host	Public Purpose/Benefit to ASU (utilize Comment box for additional)	Trip Not to Exceed	Comment
D4. Meeting	AICPA	Travel risk advisory - Low (Level 1) to discuss opportunities for intl development		in collaboration with JWSPCA and Forward Thinkers. Agenda is attached
Highest Location Risk Level	Main Destination Risk Level			
Low (Level 1)	Low (Level 1)			

Other

My ASU TRIP icons



The transaction was paid for with the traveler's ASU travel card



The transaction was paid for with the ASU Airfare card



An e-receipt was downloaded directly from the provider



A picture of the receipt was taken through the Concur mobile app



A receipt is attached to the expense. Hover over the icon to view receipt



The expense has been allocated between multiple funding sources



The transaction is for a personal item and reduces the traveler's reimbursement



A comment has been added to the expense



An airfare booking itinerary is attached –not a travel card charge



A hotel reservation is attached –not a travel card charge



A car rental reservation is attached –not a travel card charge



Yellow exception. These are informational and should be reviewed and understood, but do not prevent the submission of a request or an expense report.



Red exception. This exception prevents request and expense submissions. Read the exception for directions on how to clear the exception.



The flight is Fly America Act compliant