

# SMS Travel Guide

All international, out-of-state, and in-state travel with an overnight stay needs to be requested through [My ASU TRIP](#).

[Instructional documents](#) for using My ASU TRIP, [video walkthroughs](#), and [FAQs](#) are all available on [ASU Travel's website](#). This guide is intended to share insights about the process that we have learned, and it does not replace the information found on their website.

## Getting Started with My ASU TRIP

1. **In-Person Training** – Check the [ASU Travel website](#) for dates.
2. **Obtain a Travel Card** – [How to Apply for a Travel Card](#) and [Travel Card FAQs](#)  
The travel card is a credit card that ASU faculty or staff can use for all of their ASU travel expenses, including hotels and meals. This is optional but highly recommended, as it will make your travel reimbursement process much easier.
3. **Update your My ASU TRIP Profile** – [How to Update Your Profile](#) and [Video Walkthroughs](#)

## Travel Process for Each Trip



1. **Create a Trip Request** – [How to Create a Trip Request](#) and [Video Walkthroughs](#)
  - Per ABOR policy, the trip request *must* be submitted *before you leave for your trip*. If you do not submit a request before your trip, you will not be covered by ASU's insurance and you risk not being reimbursed for your trip.
  - If you are attending a conference, please see Conference Brochure below. If you are driving a personal vehicle and requesting mileage reimbursement, see Mileage below. If your trip includes business and personal travel, please see Personal Travel below.
  - Before submitting your request, go to the Approval Flow tab.
    - **Account Signer:** Ziva Lackoff (MP1, MP5, or MP9 accounts) or Sarah Montgomery (MPS or IIA accounts)
    - **ATO:** Marie Lawrence
2. **Book Your Travel** - [How to Book Travel](#) and [Video Walkthroughs](#)
  - You may book your travel through My ASU TRIP or directly with the airline/hotel/rental car company. In the School we have found that rates on My

ASU TRIP are the same or lower than on external sites, and it makes your travel claim process easier.

- *Note:* If you book your flight outside of the My ASU Travel system, [email](#) your travel itinerary to ASU Travel before your trip begins and add your email address to the subject line so ASU can locate you in case of emergency.

3. **Enjoy Your Trip – Be sure to save your receipts!**

4. **Complete an Expense Report - [How to Complete an Expense Report](#) and [Video Walkthroughs](#)**

- The trip request and expense report modules are separate, which unfortunately means you may have to enter information or attach documents again.
- Forward any itineraries or emails you receive for your airfare, hotel, etc. to [plans@concur.com](mailto:plans@concur.com). This will make it much easier to import your expenses rather than manually entering everything.

5. **Close the Request - [How to Close a Request](#)**

### **Attending a Conference – Conference Brochure**

- If you're attending a conference, select Conference for the Business Type. You will see a yellow yield sign with a message that says "Please attach the conference brochure..."
- A conference brochure is a PDF that has (1) the conference name, (2) the dates of the conference, and (3) the location. You can use the conference webpage if it contains this information.
- Attach a PDF of the webpage, not the URL. Webpages aren't always maintained after a conference, and we need a record of the conference information in case your trip or account is audited.

**Before Your Trip (Trip Request)** – To upload the conference brochure to the trip request before your trip:

1. Click on Attachments, then Attach Documents.
2. Click on Browse, locate the document on your computer, and click Open.
3. Click Upload. Once the file uploads, click Close.
4. You will still see the warning message "Please ensure your conference brochure is attached," even after you've attached your brochure to the request. This is a reminder for the approvers to make sure it's attached.

**After Your Trip (Expense Report)** – The trip request and expense report modules are separate, so unfortunately attachments to the trip request don't carry forward to the expense report. You need to attach your conference brochure to the expense report as well.

1. In your expense report, go to the expense screen and click on either the Conference Registration or Lodging expense.
2. Click Attach Receipt in the bottom right-hand corner.

3. If you've already uploaded a receipt for that expense, a pop-up window will ask if you'd like to append the document to your existing receipt. Click Yes.
4. Click on Browse, locate the document on your computer, and click Open.
5. Click Upload. Once the file uploads, click Close.
6. You will still see the warning message "Please ensure your conference brochure is attached," even after you've attached your brochure to the request or report. This is a reminder for the approvers to make sure it's attached.

### **Driving a Personal Vehicle – Claiming Mileage**

- Whenever you drive to your destination, the mileage reimbursement should be less than the cost of airfare. If not, there needs to be some reasonable explanation (e.g. a car is needed to transport people or materials, the destination is X miles from the nearest airport).
- If you're driving to your destination and claiming mileage, look up an airfare quote 21 days before your trip and save it as a PDF. This should be the lowest priced coach airfare for your travel dates/times. You'll need to attach it to your trip request and your expense report.

**Before Your Trip (Trip Request)** – To upload the airfare quote to the trip request before your trip:

1. Click on Attachments, then Attach Documents.
2. Click on Browse, locate the document on your computer, and click Open.
3. Click Upload. Once the file uploads, click Close.
4. If the airfare quote is less than your estimated mileage, include the justification/explanation in the comments.
5. You'll see the warning message "ASU will reimburse the lesser of coach airfare or car mileage using the most direct route. Please provide a 21-day advance purchase airfare quote for comparison," even after you've attached the quote. This is a reminder for the approvers to make sure it's attached. Yes, it's annoying.

**After Your Trip (Expense Report)** – The trip request and expense report modules are separate, so unfortunately attachments to the trip request don't carry forward to the expense report. You need to attach the airfare quote to the expense report as well.

1. In your expense report, go to the expense screen and on your Mileage expense.
2. Click Attach Receipt in the bottom right-hand corner.
3. If you've already uploaded a receipt for that expense, a pop-up window will ask if you'd like to append the document to your existing receipt. Click Yes.
4. Click on Browse, locate the document on your computer, and click Open.
5. Click Upload. Once the file uploads, click Close.
6. If the airfare quote is less than your estimated mileage, include the justification/explanation in the comments.

## Personal Travel

Often ASU employees will combine business and personal trips. It's reasonable to arrive the night before the conference or leave the morning after, but any additional days are considered personal travel.

As an example, a traveler is going to Washington, DC from June 1 through 8. The conference is June 2 through 5, so June 6 through 8 are personal travel days. If your trip includes any personal travel, please:

1. Select "Yes" from the drop-down menu under "Does this trip contain personal travel?"
2. Enter the dates of the personal travel in the comment box. (In this example, the traveler would enter "Personal travel 6/6 through 6/8.")
3. Search Expedia or Orbitz for an airfare quote for the business-only portion of the travel. (In this example, the traveler would search for a round-trip airfare quote leaving June 1 and returning June 5.)
4. Save the quote as a PDF, and attach it to the trip request. ASU will reimburse for the airfare paid or for the quoted airfare excluding the personal travel dates, whichever is less.
5. Make sure not to claim meals or other incidentals on personal travel dates.

## Smart Traveler Enrollment Program (STEP)

Individuals who are traveling internationally may want to enroll in the U.S. Department of State's Smart Traveler Enrollment Program (STEP). The program offers the traveler:

- Important information from the U.S. Embassy regarding safety conditions of the destination country
- Ability for the U.S. Embassy to contact you in an emergency, whether a natural disaster, civil unrest, or family emergency
- Assistance contacting family and friends in the event of an emergency

The program is free and takes only a few minutes to [enroll](#).

## Per Diem Meal Expenses

<https://cfo.asu.edu/travel-perdiem>

If a meal is provided at no cost on a plane, at a conference or claimed on a business meal form, then the allocated per diem for that meal cannot be claimed for reimbursement. **The traveler must be at least 50 miles from their duty post and in an overnight travel status at 6:00 a.m. to claim breakfast, 12:00 p.m. to claim lunch, and 6:00 p.m. to claim dinner.**

Foreign meal and incidental expenses (M&IE) rates can be broken down at the rate of 20% for breakfast, 25% for lunch, and 55% for dinner.

## **Lodging Rate Exceptions**

Long-Term Travel: If an employee is on official university business in-state for longer than 30 days at a location outside the 50-mile radius from their residence and duty post, no more than \$20 per day may be reimbursed for per diem and no more than \$39 per day for lodging and per diem. The traveler may claim the maximum amount established by the appropriate provost/vice president on a case-by-case basis depending upon the location. This amount is established when the travel request is approved.

