

Update Profile (<i>ONE TIME</i>)	
1	Click Profile in the upper right corner of home page. Then, click Profile Settings .
2	Click Personal Information .
3	Verify your name matches the information on your driver's license or passport. If changes are necessary contact myasutrip@asu.edu .
4	Enter work and home address, if desired.
5	Enter work or home phone number under Contact Information. Note: [Required**] does not disappear when phone number is entered.
6	Under Email Address Click How do I verify my email address? and follow instructions.
7	Complete Emergency Contact section.
8	Complete Travel Preferences section. Travel Preferences are optional. TSA Secure Flight: Gender and Date of Birth are required. TSA Precheck, passports and visas are optional.
9	Click Save . Note: [Required**] does not disappear when data is entered and birthdate displays as xx/xx/xxxx.
10	In Credit Cards Section, add ASU Travel Card information (or personal card information, if desired) and Save .
To Add a Delegate(s)	
Optional: Under Expense Settings on left side of Profile page, click Expense Delegates . Add delegate(s), check boxes and Save .	

Create Request (<i>PRIOR TO EACH TRIP</i>)	
1	Under +New , click Start a Request .
2	Complete fields in Request Header tab.
3	Click Segments tab.
4	Click icons to add <i>estimates</i> for airfare, railway, and hotel expenses. Click Save after each segment.
5	Click Expenses tab to add other <i>estimated</i> expenses, such as daily allowances. To add an expense, click + New Expense then click expense type. Complete fields and click Save . For meals, click Daily Allowances and Save . The daily allowance estimate is based on the dates and destination on Request Header tab. Use Non-Standard Meal Allowance to alternately add a manually calculated estimate. If no expenses are to be reimbursed by ASU, select Zero Dollar Trip under 07. Misc Travel Expense. Even though no expenses will be claimed, the Request assists in Traveler Location Services before and during travel in the event of natural or civil emergencies and after travel in the event of possible exposure to health risks.
6	From Attachments blue drop down, Attach Documents required by department i.e. if attending a conference, attach conference agenda(s) and hotel information. Note: Attachments need to be pdf, png, jpeg, jpg, tif, tiff or html and are limited to 5MB.
7	Click Approval Flow tab. Add account signer by typing an asterisk (*) into Account Signer field and selecting approver. (If unsure of appropriate approver, contact department administrator.)
8	Submit Request (orange button upper right corner)

Booking Travel in My ASU Trip
Click Travel in the top menu bar of the home page. Select the booking you are trying to complete from the icons on the left side of the page.
Mixed Flight/Train Search . Select Round Trip, One Way or Multi City . If desired, call Anthony travel, 480-739-9145 or 1-844-682-5057 (toll free) for assistance with multi-city travel.
Pick-up/Drop-off car at airport to search for a rental vehicle if needed.
Find a Hotel to search for a hotel. Hotels with conference rates must be booked through the hotel or conference registration site, not through My ASU TRIP.
Complete the booking. When purchasing <i>airfare</i> , the system defaults the payment type to the ASU ghost card which bills the university directly for the flight. If you want to pay with your ASU Travel Card (ASU's preferred method of payment) or if you want to pay with a personal card and be reimbursed after your trip completion, select/enter credit card info in Select Method of Payment section.
Enter the unique four-digit Request ID for the trip. The ID (Ex. 9QQV) is found in the upper left corner of a Request and is listed in Active Requests from the Request tab. Click Next Click Purchase Ticket
After the booking is complete, your trip details and status will be listed via this path Travel > Trip Library .
Contact Anthony Travel for assistance with changes to your booking before or during travel.

Create Expense Report from Approved Request	
1	Click Requests (in top row), use blue View drop down on left side and select All Requests . Click blue Expense on far right of appropriate request. Review, update, if necessary and click Next .
2	Create an itinerary from Details Drop Down, click New Itinerary, Add Stop for each destination you spent the night. Click Save after each stop. After final stop click Next (twice).
3	Check to exclude any meals provided by others or that occur outside of business travel status.
4	Click Create Expenses .
5	Click Import Expenses under trip name. Drag and drop ASU travel card transactions and booking itineraries to the report.
6	View by expense type. Click View drop down (found above listed expenses on the right) and select Expense Type under Group By.
7	To update the Expense Type to accurately reflect the nature of expense, click the expense and change Expense Type . Mark non-business meals purchased with the travel card as Meals on Travel Card . Personal expenses, alcohol or expenses reimbursed by others are Unallowable Travel Card Expenses .
8	To add out of pocket expenses click +New Expense . Select Expense Type, complete fields and Save or Itemize on bottom right corner.
9	Itemize is required for hotels. For hotels, note that first screen refers to nightly charges; second screen refers to non-recurring charges.
10	Attach scanned receipts for all Airfares, Hotels, Car Rentals, & Business Meals; out of pocket expenses > \$50; and department required documentation. To attach receipt, click the Expense, click Attach Receipt on bottom right corner click Browse , locate the file and Open , then Attach .

11	Review any exceptions. Yellow exceptions need to be reviewed, but do not prevent submission. Red exceptions need to be resolved prior to submission. For assistance, ask department contact or call ASU Travel Service Center 480-965-3111.
12	From Details drop down under trip name, review Totals . 'Amount due Employee' will be reimbursed to you. 'Amount Owed Company' is amount you owe to ASU. Click Close .
13	From Details drop-down menu click Approval Flow to add account signer. Type an asterisk (*) into Account Signer field and select approver. If unsure of approver, contact department administrator.
14	Submit Report (orange button, upper right corner).
15	Accept & Submit . Totals will show 'Amount Due Employee' or 'Amount Owed Company'.
Adjust and resubmit a report sent back to you	
1	From Open Reports on the home page, open a report to be resubmitted by clicking the report name.
2	From the Details drop down menu, review Comments . Make any requested changes; add a comment if needed.
3	Click Approval Flow in the Details drop-down menu. Add account signer by typing an asterisk (*) into Account Signer field and selecting approver. (If unsure of appropriate approver, contact department admin). Submit Report (orange button, upper right corner).
4	Accept & Submit . Totals will show 'Amount Due Employee' or 'Amount Owed Company'. Close .



Quick Reference Guide

For assistance with requests and expense reports, contact the ASU Travel Service Center at 480-965-3111 or myasutrip@asu.edu

Contact Anthony Travel with booking questions at 480-739-9145, toll-free at 844-682-5052 or ASU@anthonytravel.com

Department Contact _____

Account _____

Account Signer _____

Account _____

Account Signer _____