

Student's Trip ID/Travel Authorization Number # _____

Applicant's Information

NAME (LAST, FIRST, MIDDLE INITIAL)		10 DIGIT ASU AFFILIATE ID#
ASU EMAIL ADDRESS		DAYTIME PHONE (WITH AREA CODE)
CONFERENCE LOCATION (CITY, STATE)		CONFERENCE/WORKSHOP DATES
COLLEGE	PROGRAM	DID YOU APPLY FOR ADDITIONAL FUNDING? IF SO:
ACCOUNT SIGNER	BUSINESS MANAGER	TRIP ATO
APPROXIMATE AMOUNT OF ROUND-TRIP AIRFARE AND/ OR REGISTRATION \$	AMOUNT OF DEPARTMENT COST SHARE (IF \$0 LEAVE BLANK) \$	UNIVERSITY ACCOUNT NUMBER (AGENCY/ORG) #
APPLICANT'S SIGNATURE		DATE

Applicant's Advisor/Committee Chair (electronic signature allowed)

PRINT/TYPE NAME	CAMPUS PHONE (WITH AREA CODE)
SIGNATURE (ELECTRONIC SIGNATURE ALLOWED)	DATE

Academic Unit Chair/Director or Graduate Director (electronic signature allowed)

PRINT/TYPE NAME	CAMPUS PHONE (WITH AREA CODE)
SIGNATURE (ELECTRONIC SIGNATURE ALLOWED)	DATE

Prioritization _____ (**attach criteria if not already forwarded to Graduate Education**)

Applications must be prioritized and forwarded to Graduate Education by the academic unit. Applications submitted directly from a student will not be accepted. *Please check with your department for their internal deadlines.*

Travel authorization must be completed prior to submitting the award application at cfo.asu.edu/myasutrip. Please remember you must cancel your travel authorization if you cancel your trip.

Academic units should submit this form electronically (after obtaining required signatures) to: grad-travel@asu.edu.

Application Deadlines:

- Friday, September 1, 2017: for travel October 1, 2017 – December 31, 2017**
- Friday, December 1, 2017: for travel January 1, 2018 – March 31, 2018**
- Thursday, March 1, 2018: for travel April 1, 2018 – June 30, 2018**
- Friday, June 1, 2018: for travel April 1, 2019 – June 30, 2019**

Application Deadlines:

Friday, September 1, 2017: for travel October 1, 2017 – December 31, 2017

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Thursday, March 1, 2018: for travel April 1, 2018 – June 30, 2018

Friday, June 1, 2018: for travel April 1, 2019 – June 30, 2019

Purpose

Travel Awards reimburse graduate students for the airfare and/or registration cost of professional conferences and workshops. Per diem, hotel, and miscellaneous expenses are not permissible.

Contact

grad-travel@asu.edu: Melanie Brown 480-965-5873

Award

Maximum of \$500

Eligibility

Applicants must be regularly admitted graduate students who are in good standing with their academic unit and the Graduate Education. Conference travel must be directly related to the applicant's graduate program of study. Each student may apply for each deadline but will be awarded only up to a max of \$500 per award period for a total of \$1000 per fiscal year (July – June).

No taxis or other local transportation will be reimbursed from these funds. Under very unusual circumstances and upon prior approval, mileage will be reimbursed.

Due to limited funding, Graduate Education can only fund up to two (2) travel applications per program. Non-permissible or non-reimbursable charges will be the responsibility of the academic unit or non-reimbursable.

Application Process

Applications are submitted initially by the student to the student's academic unit for evaluation and prioritization in accordance with the unit's established criteria. Check with your academic department for their internal deadlines. Department chair/director or other person authorized to release departmental travel funds must sign the form. Both [Travel Award Application](#) as well as the required travel authorization listed below for domestic or international travel must be completed prior to your award application.

Complete BEFORE Trip - How to Submit Your Application and Travel Request

Application Instructions

- An application must be submitted no later than 05:00 PM AZ time of the application period deadline. Applications will only be accepted by Graduate Education thru Academic units. We will not accept any applications submitted directly to Graduate Education. Please check with your academic unit as they will have their own internal deadline for candidate selection.
- Deadlines and completed information are essential to processing requests in a fair and timely manner. In order to ensure the integrity of the application process, no exceptions will be made to program guidelines or deadlines. Graduate Education does not fund retroactively. To receive funding, you must apply before you travel.
- **Domestic or International Travel:** Please go to the [ASU Travel page](#) to update your [Travel Profile](#) and then build a Trip Request (as well as the Travel Grant Application, see above). Instructions for updating your Travel Profile and creating a Trip Request can be found on the [ASU Travel Training](#) page.

- When preparing your Concur trip request prior to traveling you will need to add “Melanie Brown” as a travel “expense delegate” under your profile settings. Login to your MyASU and click “My ASU Trip System”. The link will take you to the ASU travel information page. Just click the maroon “here” link near the top of the page. You will be directed to the Concur travel system. Find the “profile” button in the top right corner and click on it. From there click “Profile Settings” and then select Personal Information.
- Now, to add your administrators as delegates, scroll up the webpage. And find and click “Expense Delegate” in the left sidebar. Click “Add” button near left corner. Search again by last name for “Melanie Brown” for Graduate Education. Once all names have been added, check the first three boxes for access. Click save. You have just added your administrators as travel delegates.

A one-day grace period to the application deadline may be allowed for applicants traveling on the last day of a month to attend an event beginning on the first day of the subsequent month.

Reimbursable Expenses

The Travel Grant will cover costs of airfare and or event registration up to \$500 per award period with documented receipts. Graduate Education will not give travel advances for any reason.

Award Notifications

Applicants will be notified of the status of their application no later than the two weeks after the close of a travel award deadline. If an applicant does not receive an email notification, it is the applicant’s responsibility to inquire of his or her application status.

Complete AFTER Trip - How to Submit an Expense Report for Reimbursement

Traveler Responsibilities

It is important that you follow all instructions in the award letter in order to be reimbursed. Please follow your academic unit’s instructions for submitting a travel expense report via MyASU Trip. Keep all original receipts including those for airfare and conference registration. Also keep a copy of any event registration forms, brochure or other proof of registration payment. A copy of your funding award letters must be included in your expense report submittal. Select a miscellaneous expense entry and add each funding letter.

Upon returning from your trip, file your expense report in MyASU Trip. Be sure to enter your reimbursable expenses (up to your total funded amount) under “actual expenses.” You may need to reduce the amounts so that they **do not exceed** the total reimbursable (funded) amount. Receipts should be uploaded into the MyASU Trip portal when filing your expense report.

Expense Reimbursement

- Within 2 weeks of trip completion, traveler should complete the trip expense report by logging into <https://www.concursolutions.com> and uploading applicable receipts. Please contact the graduate support staff member and/or business office in your Academic Unit to assist you complete the final steps of the travel expense report.
- Your Academic Unit Business Office will add the funding account for airfare and registration up to the awarded amount and route the request to Melanie Brown, the Graduate Education account signer, for approval.
- If you need additional assistance to complete your travel expense report you can locate the training videos at <https://cfo.asu.edu/travel-training> . If you have any questions or concerns, please contact the ASU Travel Service Center by [email](#) or at 480.965.3111.
- This process is necessary to reimburse you for travel expenditures. If your trip is cancelled please send an email to grad-travel@asu.edu and cancel your online travel request form.

QUESTIONS? Please email grad-travel@asu.edu or contact Melanie Brown at 480-965-5873.