

CISA Travel Guide

1. Research your destination and identify safety requirements and protocol (see [Travel Guidance](#))
2. Collect applicable documentation which may include:
 - A. Conference brochure showing location, dates, schedule, and meals included
 - B. Letters of invitation, award letters, etc.
 - C. [Supplemental Travel Information Form](#) (for international travel)
 - D. GEO approval - Complete [Student International Travel Registration](#) at least 2 weeks prior to start of trip (for student international travel and faculty traveling with students)
 - E. [Travel Manifest](#) (for Team/Group travel)
 - F. For Field Trip:
 - a. Risk Management approval from [Field Trip Review](#)
 - b. One [Indemnity Release Form](#) for each participant
 - c. Detailed itinerary
 - d. Class roster

3. Complete the **CISA Travel Request Form** on the [Finance and Business Support](#) page (Sign into the page in the top right corner if access is denied.) at least 10 days before travel start date
 - A. Submitting the form will create a Wrike ticket which will reviewed by the Finance team and sent for approval(s) if needed.
 - a. School Director and SASA Faculty Head Approval needed for:
 - i. Domestic and International Travel
 - ii. Student Travel
 - iii. Field Trips
 - iv. Use of Professional Development/Travel Funds
 - v. Class Coverage Plan
 - B. Finance team will update you on the progress of your request and approval(s)

*** Steps 4 – 11 are for travel that requires the use of My ASU TRIP/Concur

4. Finance team member will create a new Trip Request in your Concur profile.
 - A. Add the Finance staff members listed below as delegates in your Concur profile (see page 5 of the [My ASU Trip Manual](#) for instructions)
 - a. Gabriella Glennen
 - b. Nicole Giver
 - B. If needed, a new My ASU Trip/Concur Trip Request will be started with:
 - a. Trip Request Header
 - b. Attachments uploaded from Wrike ticket (including approvals)
 - c. Edited Approval Flow
5. Finance team member will contact you when the My ASU Trip/Concur Trip Request is ready for you to complete and submit
 - A. Please note: Per ASU policy you must have an authorized Trip Request marked “Approved” in My ASU Trip/Concur before booking travel arrangements.
6. Complete My ASU Trip/Concur Request-

- A. Add your Expected Expenses (see page 38 in the [My ASU Trip Manual](#) for instructions).
 - a. Do not include any expenses associated with personal time (see page 137)
 - b. Trips with no cost to the university are Zero Dollar Trips (see page 146)
 - B. Submit your My ASU Trip/Concur Trip Request
 - a. Do not make travel arrangements until your Trip Request has been Approved and authorized in My ASU Trip/Concur
 - b. You will receive updates as your Trip Request moves through the review process, your Finance team delegate will assist if the report is “Sent Back”
- 7. Make Travel arrangements **after** My ASU Trip/Concur Request is listed as “Approved”
 - A. Reference [My ASU Trip Manual](#) for detailed instructions (starting on page 52)
 - B. To access the ASU Airfare (Ghost) Card, you must book through My ASU Trip/Concur or directly with Anthony Travel. You may also use your ASU Travel Card or personal credit card to book through My ASU Trip/Concur or through another booking platform.
 - C. Conference registration fees can be paid by P-card (please contact your Finance team delegate for assistance)
 - D. For additional assistance with bookings, call Anthony Travel at 1-844-682-5052
 - E. International travelers **must** manually enter their flight and hotel itinerary if not booking through My ASU Trip or Anthony Travel [Instructions to manually enter itineraries in Concur](#)
- 8. Collect required receipts during travel
 - A. Hotel folio(s) / invoice(s) must include:
 - a. The traveler's name
 - b. The name and address of the lodging establishment
 - c. Check-in and check-out dates
 - d. Itemized expenses, i.e., room charges, applicable taxes and fees, room service, movie fees, telephone, expenses, internet service fees, etc.
 - e. Proof of payment (last four digits of your credit card)
 - B. Out of pocket expenses over \$50 (a picture of receipt is adequate)
 - C. Add translation notes to any receipts not printed in English
- 9. Complete Expense Report
 - A. Must be submitted within 20 days of end of trip
 - B. Instructions can be found starting on page 77 of the [My ASU Trip Manual](#)
 - C. Exception to any travel policy requires an explanation within the comment section of the expense detail page.
 - D. [Contact your Finance team delegate for review and Approval Flow editing](#)
 - E. Submit Report
- 10. Receive reimbursement once Expense Report is marked “Sent for Payment”
 - A. Payments are sent via the method you have on file with ASU (direct deposit or check)
 - B. Will be a separate payment from regular paycheck
- 11. Close the Trip Request for the associated travel **after** payment is received