Hosted By
Business Operations Team

School of Electrical, Computer, & Energy Engineering

QR Code for Meeting Attendance

Agenda

Human Resources
- Student Hires: Offer Letters and Timelines
- Business Ops Duties/Assignments

IT Overview
- IT Policy
- Training and Important Information

Purchasing and Additional Services
- Purchase & Reimbursement Requests
- FedEx Shipping & Printing Service
- Key Requests & ISAAC Access (Key Fob System)
- Conference Room Reservations

Travel Process
- Domestic & International
- TAR Form & Concur Request
- After Travel Procedures

ECEE Business Office

Location: GWC, 208

Office Hours: 8:00am- 4:00pm Monday - Friday

Mail Code: 5706

Physical Address: 650 E Tyler Mall, GWC 208 Tempe, AZ 85281 -5706

Shipping Address: 734 W ALAMEDA DR (ALMDBR), ALAMEDA

RECEIVING, Tempe, AZ 85282

Services Provided by ECEE Business Ops Team

- Order and purchase requests
- Order follow-up
- Reimbursements
- Review and Approves Travel Request/Travel Expense Reports
- FedEx Labels/Schedule a Pickup
- Printing Services
- HR Processes and Payroll

Human Resources

This section will cover

- Business Ops Duties/Assignments and Support
- Student Hires: Letters and Timelines
- Requirements for hires, Background checks I-9 verifications and Employment Verification
- FAQs

Presented By Adriana Nieves, Department HR Manager

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The Business Ops Team

Business Operations Specialist/Specialist Sr. are assigned to each faculty and manage all:

- GRA/GSA positions
- Hourly student hires
- All Non-Faculty Hires

Managed by Team email:

- Homework Graders, Lab Graders, TAs and UGLA's: Contact ECEE Graders Team at eceegrader@asu.edu

Managed by Specific Specialist

- Dean's/Fulton Fellows (1st Year) UGF, Postdocs, AP, and Non-tenure hires: Loren Benally

business specialist assignments can be found https://ecee.engineering.asu.edu/business/ below instructions of each tab.

When to Reach Out to your Specialist

Here are the most common scenarios:

➢ Received an Incorrect Offer Letter

➢ Offer Letter Not Received

➢ Discrepancy in Pay or Have not been Paid

➢ Social Security Employment Verification Letters

Hiring: What to Expect & Timeline

- **Approximate Timeline**- 2 weeks from initial contact
- **Offer letters**- Details of the job
- **Background Check Requirements** -impact start date as they can take up to a week for results.
- **I-9Verification** – this is a two-step process (72 hours)
- **Entering Time**: Only hourly students should enter time

Important:

You should not begin work until you have an offer letter that has been issued.

W-2s, 1095s & pay slips since & full compensation history From 2021-2024

- W2: Log in to Workday, select View Profile, then Personal in the maroon sidebar and select the Documents tab.

- Pay slips and 1095-C forms: <u>Request HR online support.</u>

- Compensation history: Log in to My ASU to view your Compensation history dashboard under My Employment.

- Contact the Office of Human Resources with questions: toll-free 1-855-278-5081 or 480-727-9900

Helpful Links

- Payday calendar 2025
- Payday calendar 2026

ISSC Links

- Visas
- Social Security Number Application Process
- On Campus Employment - F1/J1

FAQs for HR

1. Why isn't my tuition waiver showing in MyASU?
   - Tuition waivers will only reflect in your My ASU after the semester has started
2. When do I get paid?
   - You are paid on a biweekly bases, please review the payroll calendar for the appropriate year. Currently, you can review Payday calendar 2025
3. How do I know if I have to enter time for my position?
   - GRAs/GSAs/Post Docs do not have to enter in daily hours for their position
4. *How do I take care of my I-9 verification?
   1. There is a task in your Workday inbox asking you to fill out I-9 Part 1 information in the Equifax system.
      - If the Workday is not working, please use this link.
   2. The 2nd part of your I-9 is also a task in your Workday inbox.
      - You must schedule an appointment via the task in Workday. If it does not populate, you may find the calendar link here.
   - ❖ NOTE: It must be completed within **72 hours** of receiving the Workday notification in your inbox and part 1 must be completed prior to part 2.

IT Overview

- IT Policy
- Training and other important information

Presented By Scotty Solomon, Business Operations Specialist.

[ASU IT Policy](#) (ACD 125 & Implementation Guidelines)

- All work, including lab research and computing, must comply with **ASU IT Policy ACD 125**.
- Policies cover:
  - **Responsible use of IT resources** (university-owned computers, lab systems, cloud storage).
  - **Data security and compliance** with federal/state regulations.
  - **Prohibited activities** such as unauthorized access, sharing sensitive data without permission, or installing unapproved software.

Why This Matters for EE Lab Research Assistants

- **Compliance**: Following IT and security policies keeps both you and the lab in good standing with the university.
- **Data Integrity**: Ensuring your experiments, simulations, and results are securely stored and backed up avoids setbacks.
- **Cybersecurity**: Labs often deal with proprietary or sensitive data (e.g., sponsored projects, intellectual property), so protection against leaks or hacks is essential.
- **Professional Communication**: Using official ASU systems ensures nothing gets lost and helps with formal correspondence.

Training and Useful Information

Information Security Training

- Mandatory for all students, faculty, and staff handling university data.
- Training includes:
  - Recognizing **phishing attempts** and other cyber threats.
  - **Safe password practices** (e.g., two-factor authentication).
  - **Proper handling of research data**, including sensitive or export-controlled data.
- Helps ensure lab members **don't accidentally compromise research systems**.

Data Management & Backup

- **You are responsible for your own research data.**
- ASU provides **OneDrive through Office 365**:
  - Recommended for storing and backing up lab notebooks, code, and results.
  - Accessible anywhere, secure, and integrates with ASU accounts.
- Prevents data loss from hardware failures in lab computers.

Email & Communication

- Official communication must go through **ASU email systems**.
- Options include **Exchange** (Outlook) and **Gmail (ASU-specific)**.
- Important for lab communication, submitting paperwork, and receiving official notices.

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Useful Links

- IT deskside support: https://links.asu.edu/it

- Software and hardware reviews:https://links.asu.edu/it
  - Request type: "Security";
  - Then Security Request: "FSE Security Review":

- For Initial ISAAC Door Access requests:https://fultonapps.asu.edu/isaac/

- For ISAAC issues, questions, or requests: https://links.asu.edu/it

Purchasing and Additional Services

This section will cover
Key Requests
ISAAC Access (Key Fob System)
Printing
Purchase Request
Reimbursement Request
FedEx Shipping
Conference Room Reservation

Presented By Talia Medina, Business Operations Specialist Sr.

Key Request

Key request – If you need a new key, or you need to transfer a key to your name, your PI should create an IT ticket at https://links.asu.edu/it to process this request, you will need PI Approval & an account number for the $7.00 per key.

Key requests could take several weeks to complete. Once the key has been made, you (the person who submitted the request) will get an email saying that the key is ready and how to pick it

ISAAC Access (Key Fob Request)

- Please visit the Fulton ISAAC Access request page to request classroom/building access.
  - Click **+New Request** to start your request
  - Select the Building and Room number(s)
  - Click Submit

Printing Request (Instructional Use Only)

- Email eceeopsadmin@asu.edu Attached document(s)

1. Number of copies you need

2. If the items need to be collated and stapled

3. Deliver location
   a) Will you be picking them up in the office, or do they need to be delivered directly to the professor?

4. Include any other additional details that are important to know for the request.

Note: Any promotional printing, needs to be done through the Purchase Request Process. (i.e banners, pamphlets, signage)

How to find the ECEE Business Service webpage

Purchasing, travel, reimbursements, shipping and conference room requests

Below are guidelines and links for faculty, staff and students to request a purchase, request travel on behalf of the university, to receive a pre-approved reimbursement, to request shipping through FedEx or book a conference room.

For additional help, please contact eceeopsadmin@asu.edu.

Purchasing	⌄
Reimbursement	⌄
FedEx shipping request	⌄
Travel	⌄
Conference room request	⌄
Capstone Senior Design purchase request	⌄
FURI/MORE order request	⌄

All ECEE Business Ops forms can be found at
ECEE Business Services website. Click here to start

Click the '+' icon to expand and review the **desired request instructions**, which include a hyperlinked document and detailed guidance

Tips for Purchase Request

1. A supplier quote must be attached to the request, when applicable.

2. If no supplier quote is attached to the purchase form, then the supplier catalog # with description, quantity, etc., should be entered on separate lines on the purchase form.

3. Business purpose: must be clearly stated and provide details the benefit of the purchase.
   - Example of a Good BP: Biohazard containment system needed to store and organize project samples in Biodesign lab B353.
   - Examples of a Bad BP: We need a Biohazard containment system
   - Grant Business Purpose: if the purchase is being made through a grant, please provide details as to how the purchase benefits the grant specifically

4. When submitting, assign your faculty advisor as 'Participant 2' and their business specialist: financial focused as 'Participant 3' for routing. A list of faculty and business specialist assignments (subject focused) can be found below the instructions.

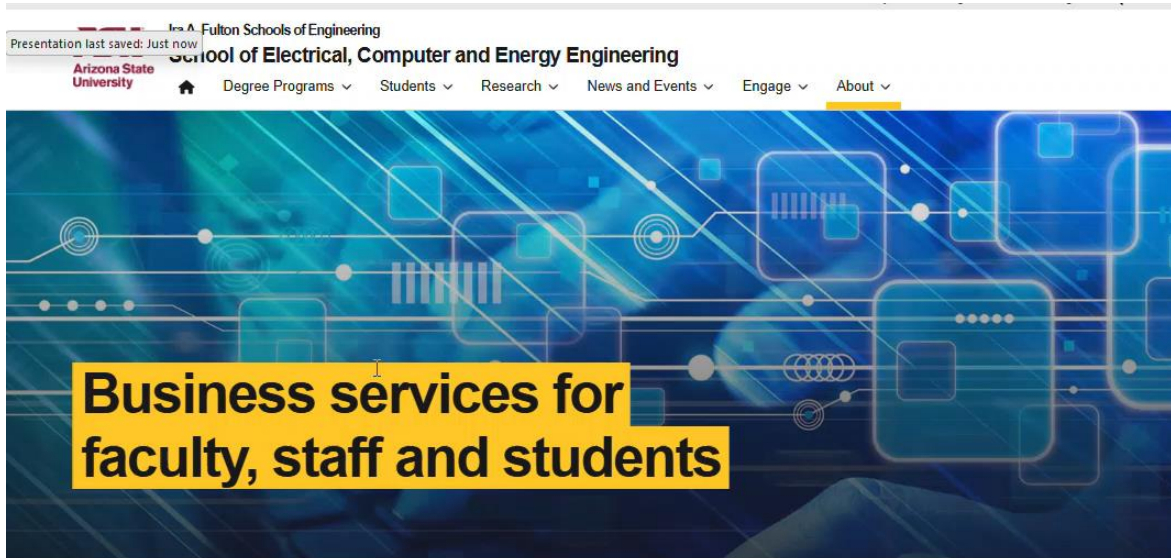| Faculty advisor	Faculty advisor email	Business specialist: Finance focused	Business specialist email	Business specialist: HR focused	Business specialist email
Aberle, James	aberle@asu.edu	Talia Medina	trmedina@asu.edu	Loren Benally	lcbenall@asu.edu
Alkhateeb, Ahmed	alkhateb@asu.edu	Sabrina Beck	sbeck@asu.edu	Katarina Velez	katarina.miller@asu.edu

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Unique Purchase Request

- **Gas:** An ECEE Purchase Request form is still needed to order gas. You can not place this order on your own. To place the order a lab room number is needed.

- **Computer Hardware/Software:** All hardware and software purchases require additional review and approval by the IT department before proceeding with the request.

- **Orders over 25K:** When requesting to purchase an item over 25K, additional quotes from other suppliers will need to be provided, to confirm that a search for the best price and/or best quality was completed.

- **Orders over 100k**: Please contact your PI's Business Ops specialist for additional forms and details on the process

Tips for Reimbursement Request

1. A Detailed receipt is always needed.

2. Reimbursements over 1K should be avoided. A strong justification as to why a reimbursement over 1k was needed will be required.

3. No Chems, No Gems, No Gift Cards, No Amazon. If it sparkles, needs CEM approval, ships Prime, or swipes like a card — it's not reimbursable.

4. Request a reimbursement asap. Requests over 60 days old will be processed through the employee's payroll and will be considered taxable income.

5. Business purpose: must be clearly stated and provide details the benefit of the purchase.
   - Example of a Good BP: Registration for Joe Smith to attend annual Nature Conference in Baltimore, MD. Dr. Smith will present his NIH grant research on Identification of Tuberculosis Vaccines in Exosomes.
   - Examples of a Bad BP: Registration to attend conference
   - Grant Business Purpose: if the purchase is being made through a grant, please provide details as to how the purchase benefits the grant specifically

6. When submitting any ECEE Ops form, assign your faculty advisor as 'Participant 2' and their business specialist: financial focused as 'Participant 3' for routing. A list of faculty and business specialist assignments (subject focused) can be found below the instructions.

Faculty advisor	Faculty advisor email	Business specialist: Finance focused	Business specialist email	Business specialist: HR focused	Business specialist email
Aberle, James	aberle@asu.edu	Talia Medina	trmedina@asu.edu	Loren Benally	lcbenall@asu.edu
Alkhateeb, Ahmed	alkhateb@asu.edu	Sabrina Beck	sbeck@asu.edu	Katarina Velez	katarina.miller@asu.edu

Conference Room Request

Information Needed to complete a room request:

- Purpose of the room request:

- Date

- Start, time and duration

- Will it be reoccurring, if so how frequently

- Number of seats needed

- Conference Room number (If applicable)

- The ASUrite or ASUID of people who need access to the room

- When submitting, assign your faculty advisor as 'Participant 2' and their business specialist: financial focused as 'Participant 3' for routing. A list of faculty and business specialist assignments (subject focused) can be found below the instructions.

Room Rules

1. No conference room reservations can cross two semesters between normal business hours (Monday – Friday 8:00 am to 5:00 pm).

2. The Room Requester is responsible for leaving the conference room in the same setup it was in originally (4 tables in a row, 2 chairs to a table, facing the whiteboard in the front of the room). Also, please understand as the room requester it is your job to clean up after you and your attendees – wipe down tables, pick up the floor, and let us know if we need to have staff come vacuum the room.

3. GWC 487: This room holds up to 70 people and should only be booked for large gatherings like faculty meetings, seminars, workshops, and special events.

4. No reoccurring meetings in GWC 487. Special circumstances need additional approval from the ECEE Business Ops Department, Business Ops Manager.

FedEx Shipping Request

FedEx Shipping Request Guidelines (ECEE Account)

Complete the form for each package.

Use separate forms for multiple packages.

For oversized packages, shipping costs will be calculated using FedEx's dimensional weight calculator.

Once approved, drop off your package at GWC 208 (Mon-Fri, 1:00 pm cutoff).

Use a desktop or laptop to fill out the form; phone browsers are unreliable.

After submitting, assign your faculty advisor as 'Participant 2' and their business specialist: financial focused as 'Participant 3' for routing. A list of faculty and business specialist assignments (subject focused) can be found below the instructions.

Faculty Advisor	Faculty Advisor Email	Faculty Business Specialist	Business Specialist Email
Aberle, James	aberle@asu.edu	Loren Benally	lcbenall@asu.edu
Alkhateeb, Ahmed	alkhateb@asu.edu	Katarina Velez	katarina.miller@asu.edu

Useful links and information

ECEE Business Office Forms: https://ecee.engineering.asu.edu/about/business/

For Initial ISAAC Door Access requests: https://fultonapps.asu.edu/isaac/

For ISAAC issues, questions, or requests: https://links.asu.edu/it

Software and hardware reviews:https://links.asu.edu/it

    Request type: "Security";Then Security Request: "FSE Security Review"

FAQs for Purchasing

1. Why do I, as the importer, need to pay a tariff?

- You, as the importer, must pay a tariff because it is a tax levied by the U.S. government on imported goods.

2. Can I order a chemical from a non ASU supplier?

- If the supplier is not set up as an active vendor in PaymentWorks we are not able to place the chemical order. ASU does have a wide variety of chemical suppliers. Some of them are

3. Can I use my personal card to purchase items?

- Yes, you can if the item is urgent. Preferably less than 1k and is not on the restricted list.

4. How can they purchase equipment?

- Submit a purchase request through the ECEE Business Ops website, https://ecee.engineering.asu.edu/about/business/

Travel

This section will cover

Travel Process

Domestic & International

Flying vs Driving

TAR Form & Concur Request

How to access MY ASU Trip/Concur

After Travel Procedures

Presented By Scotty Solomon, Business Operations Specialist

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My ASU TRIP

Domestic and international travel

My ASU TRIP is an end-to-end travel system for ASU faculty, staff and students to create domestic or international trip requests, book travel and submit expense reports. The system is used for all trips with an overnight stay or airfare.

Find the latest travel guidance on the **Travel guidance webpage**.
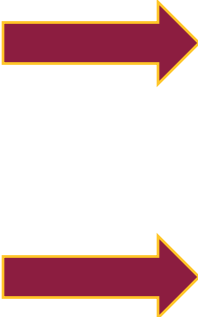
Are you traveling for ASU and want to learn the current ASU travel requirements? Join the ASU Travel Service Center team for a Lunch and Learn – Traveling for ASU information webinar. Sessions are held often. Find the latest dates and register through Career EDGE .

Booking questions:
Anthony Travel
480-739-9145
1-844-682-5052
email

Policy, trip request, and expense report questions:
ASU Travel Service Center
480-965-3111
email

Department resources

International travel

My ASU TRIP access

My ASU TRIP manual

Travel card

Travel guidance

Traveler resources

U.S. Passport Office

Travel Announcements

How to access MY ASU Trip/Concur

Driving vs Flying

If driving for personal reasons, pull a RT flight comparison
- ➢ You can claim mileage up to the cost of the cost of the flight.
- ➢ Can only claim the mileage, fuel is not reimbursable. Minimal amount is allowed to be claimed for parking.

- ➢ If driving for business purposes, add a business justification
  - ➢ Rental car is allowed if the business purpose cannot be accomplished with a personal vehicle.
  - ➢ Must be an ASU Authorized Driver.

What is Concur Travel and What is In-State Travel

Concur Travel is
- ➢ Any travel with Airfare or an overnight stay

In-state travel is considered
- ➢ More than 50 mile from ASU duty post.
- ➢ Includes an overnight stay.

International Travel

- ➢ Any students or faculty traveling with students (group travel) must register travel with the *Student International Travel Registry.*

- ➢ Student Internation Travel Registration System

- ➢ Submit travel at least 2 weeks prior to travel.

- ➢ Any travel approved 60+ days prior to travel date, ITAC will review 30 days prior to travel.

- ➢ GEO will not approve Concur request if international travel is not approved by ITAC.

GEO- Global Education Office

ITAC- International Travel Advisory Committee

How to create a TAR form

Required for GRA/GSA/Post Doc Travel

Airfare and/or an overnight stay is considered travel and must go through Concur

TAR form *AND* Concur request must be approved prior to travel

Access Travel Authorization Request Form here

Travel

The travel form MUST be used by all students, research employees and post docs requesting business travel on behalf of the university.

All travel with an overnight stay needs to be completely approved **PRIOR** to making any purchases for the trip.

The travel form is used to request travel authorization for university business **BEFORE the start of travel.** The form should be filled out as much as possible before routing to the appropriate faculty advisor for their approval and their associated business specialist for processing.

INTERNATIONAL TRAVEL ADDITIONAL REQUIREMENTS: Students **MUST** register their international travel in the Student International Travel Registration System to obtain all required approvals. The approval must be attached to the ECEE travel form.

If a rental vehicle is requested, the traveler must be an authorized driver for ASU and provide justification for the need of a rental vehicle for their trip. If the traveler is not authorized, they must complete the Authorized Driver Program.

After your travel request has been fully approved in My ASU Trip, you may book and purchase airfare, lodging, rental cars and other business travel through the travel system (Concur), Anthony Travel, and/or through another booking platform. If booked on another platform, the traveler must manually enter the flight, hotel and rental car itineraries in Concur so the university may fulfill its duty of care responsibility to ASU travelers. Instructions on manually entering itineraries in Concur can be found in the ASU itinerary guide.

Please contact the faculty advisor's business specialist for assistance or reference the **My ASU TRIP Manual** (PDF) for assistance with entering a travel request and/or completing an expense report.

Fill out the travel form. Use a desktop or laptop computer, as the form doesn't work well on phone browsers.

After completing the form, click submit, assign "participant 2" as your faculty advisor, and assign "participant 3" as the faculty advisor's business specialist when prompted for routing. Their emails are shown below.

Faculty advisor	Faculty advisor email	Business specialist: Finance focused	Business specialist email	Business specialist: HR focused	Business specialist email
Aberle, James	aberle@asu.edu	Talia Medina	trmedina@asu.edu	Loren Benally	lcbenall@asu.edu

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Information needed to completed TAR (Travel Authorization Request) form

- Name, ASU ID#
- Destination City/State or City/Country
- Travel start and end dates
  - ASU allows 1 day for travel on both departure and arrival day
  - ASU allows 2 days for travel on international flights
  - Date of personal travel, if any
    - Flight comparison for RT PHX-Destination for business days only
- Name of Conference/meeting
- Event host
- Website
- If applicable-any other funding (Grad College, GSG (previously GPSA), Conference Award)
- Estimated costs
  - Airfare
  - Mileage
  - Lodging – name of hotel
  - Registration
  - Misc. Expenses (poster printing, Ubers, airport parking, etc.)
  - Rental Car- business justification required
    - *Must complete "Authorized Driver Training" prior to travel*
- Grant Travel- how does this travel benefit/support research on the grant
- Program Travel- how does this travel benefit ASU

- Attach conference landing page, conference brochure or invite to support travel days
- Attach registration page to show costs of registration
- Attach conference accommodations/lodging page indicating conference hotel and cost

- List PI as Participant 2 and Business Operations Specialist and Participant 3
- *Once approved, you will need to enter your Concur request*

ECEE TRAVEL AUTHORIZATION REQUEST FORM
(SUBMIT COMPLETED FORM BEFORE TRAVEL BEGINS)

Traveler's Name: *   Traveler's ASU ID: *
Travel Destination (City/State OR City/Country): *
Business Travel Start and End Dates: *
Personal Travel Start and End Dates (if applicable):
(Personal travel requires a comparison airfare quote for business travel dates at time of ticket purchase. Attach comparison quote to Concur travel request)
FACULTY ONLY – How are classes being covered during the academic year?

CONFERENCE TRAVEL:
Conference Name:
Conference/Event Host:
Conference Website:
For Conference Travel, please attach:
1) Conference landing page, conference brochure and/or invitation to participate at conference.
2) Conference registration page showing costs to register.
3) Conference accommodation/lodging page indicating conference hotel(s) and rates for ATO approval.
Have You Applied for Other Travel Funding (i.e. - ASU Grad College. ASU GPSA. Conference Travel Award)?
(Y/N):   If Yes, Please Specify:

COST ESTIMATE:
- AIRFARE: $_____ (Per university policy – Do not purchase airfare BEFORE you receive the final approval from the ASU Travel Center. Airfare purchased outside of Concur must be manually entered prior to start of travel in Concur https://www.asu.edu/fs/travel/itinerary-guide.pdf
- MILEAGE (if driving personal vehicle) $_____ (Attach Google map showing mileage to/from travel destination)
- LODGING: * $_____ (Conference lodging and non-conference lodging may be purchased outside of Concur system and if so, please manually enter lodging itinerary prior to start of travel in Concur https://www.asu.edu/fs/travel/itinerary-guide.pdf
  - HOTEL NAME:
    *Non-conference lodging or sponsor recommended lodging must be within the per diem rate. If not, please attach justification and/or documentation to this form.
- REGISTRATION: $
- MEALS (Concur daily allowance will be used unless otherwise indicated) $
- MISC ITEM: $_____ For: _____   MISC ITEM: $_____ For: _____
- RENTAL CAR ESTIMATE: $_____ (Completion of Authorized Driver Program required).
  Link to Authorized Driver Training. RENTAL CAR JUSTIFICATION REQUIRED:

1. GRANT FUNDED TRAVEL: EXPLAIN HOW THIS TRIP BENEFITS AND SUPPORTS THE RESEARCH CONDUCTED ON THIS GRANT?

2. PROGRAM/GIFT FUNDED TRAVEL: EXPLAIN HOW THIS TRIP BENEFITS ASU?

Cost Center & Account #:_____ PI Name:_____

PI Authorization Signature:_____

Navigate the Concur Home Page

Creating Concur Request

Once your TAR form has been approved, you will need to complete the Concur request. Once the request has been approved, you will be fully authorized to travel.

➤ **My ASU Trip Manual has step by step instructions on completing your request. My ASU TRIP**
➤ **Start your request- header information can be found on your TAR form. (Dates, funding, etc.)**
➤ **Enter only business dates, personal dates if any, should be listed in the comment section.**
➤ **Enter expenses listed on your TAR form.**
➤ **Attach your approved TAR form, conference brochure, and flight comparison if required.**
➤ **If a cash advance is needed, it must be requested before the trip request is approved (you can request 75% of the request amount, minus airfare and conference registration. Minimum amount allowed is $200).**
➤ **Undergraduate students will need to request a Concur profile.**
➤ **Request should be submitted to the faculty Business Operations Specialist.**

➤ **Once request is approved, you may purchase airfare, reserve lodging, etc.**
➤ **It is recommended that airfare be purchased in Concur but is not required. There is no out-of-pocket expense when purchasing in Concur as there is an airfare card in every Concur profile.**
➤ **Rental cars should be reserved in Concur. Contracted vendors are Enterprise, National and Hertz. If not reserved in Concur, be sure to use the State of Arizona contract as our contract will include insurance. On international car rentals you should always purchase the liability insurance.**
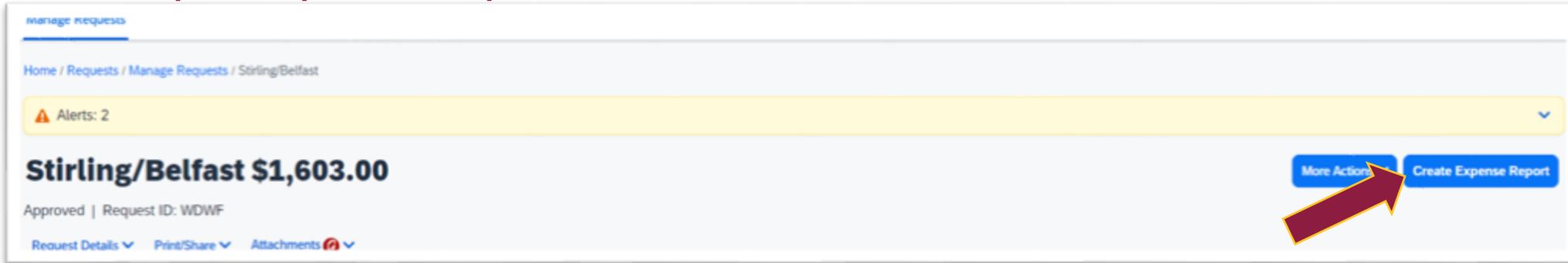➤ **Lodging can be reserved in Concur or directly with the hotel. To use a conference rate, you will need to reserve directly with hotel/conference organizer.**
➤ **Try to keep hotel rate under the daily allowed amount. If over the allowed amount, you will need to provide a justification. Conference hotel rates are allowed/exception.**

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After Travel

Expense reports are due within 30 days after the end of travel.

➢ **My ASU Trip Manual has step by step instructions on completing your report. My ASU TRIP**
➢ **Start expense report from request:**

Manage Requests

Home / Requests / Manage Requests / Stirling/Belfast

⚠ Alerts: 2 ⌄

Stirling/Belfast $1,603.00
[More Actions] [Create Expense Report]

Approved | Request ID: WDWF

Request Details ⌄   Print/Share ⌄   Attachments 🔒 ⌄

Policy Required Receipts:

➢ **Airfare (Name, dates, destination, class of service.)**
➢ **Lodging**
　➢ **Name of Traveler**
　➢ **Hotel Name & Address**
　➢ **Check-in and Check-out Dates**
　➢ **Itemized Expenses**
　➢ **Proof-of-payment**
➢ **Rental Car**
➢ **Business Meals**
➢ **Out-of-Pocket Expenses over $50.00**

Expense Report Notes:

➢ **Enter your itinerary first! Use the city your lodging is located, not the location you flew into.**
➢ **Opt out of any provided meals (hotel, conference, flight, business meals)**
➢ **Daily allowances are reduced to 75% on departure and arrival days**
➢ **Include to/from on all Taxi/Uber/Lyft rides**
➢ **Uber/Lyft reservations, XL, and/or SUV will *require business justification*.**
➢ **Tipping is limited to no more than 20%**
➢ **Flights purchased in Concur with the airfare card must be added to the report. It will not reimburse the traveler, but all airfare card purchased flights will need to be reconciled.**

*All receipts MUST show proof-of-payment

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Useful links and information

My ASU TRIP
ECEE Business Office Purchasing, Travel and Reimbursements
Student Internation Travel Registration System
Per-Diem Allowances
ASU Travel Policy
Print My Concur Invoice
ASU Authorized Driver Training

Please remind your travelers to **contact Anthony Travel directly if there are any issues with their airfare** after the airfare has been booked/purchased in CONCUR. This could be necessary either before the trip starts or during their trip. This would include situations like needing to make changes to their flight, if a flight was canceled, if their flight was delayed and they missed their connecting flight, etc. ASU travelers should be working directly with Anthony Travel to resolve any issue with their airfare instead of trying to fix the issue on their own with the airlines.

Anthony Travel
Business Hours (Mon – Fri 8am – 5pm PST)
Phone: 480-739-9145
After Hours Emergency Domestic
Phone: 800-342-9008
After Hours Emergency International
COLLECT: 817-358-8606
DIRECT: 682-233-1914

FAQs Travel

1. Can I drive my personal car instead of flying because I really, really want to?

   • You need a good justification to drive your own car, like cost, medical issue, transporting equipment/materials. Also, the cost of your milage and the average cost of the flight will be reviewed. The lowest cost of the two will be the reimbursement amount. A flight cost comparison is needed upon submitting your request.

2. Can I share a hotel room with a student funded by separate grant account?

   • Yes, you can, documentation from PI/Faculty associated with the grant stating either that they approve the entire cost, or that they would rather the cost be divided among the travelers staying in the room is required with the request. If dividing the cost, a detailed hotel receipt showing the paid amounts is required upon returning from your trip.

3. Can I use my personal card to purchase my flight or car rental?

   • Yes, you can use a personal card for a flight or a car rental. For the flight, as a GRA/GSA/Post Doc we recommending using the booking option in My ASU TRIP as it will link and track your reservations. A credit card is still needed when booking through My ASU TRIP.

4. How do I enter my travel itinerary so that the daily allowances show up?

   • To add an itinerary to your expense report: 1. Click the Travel Allowance drop-down menu. 2. Select Manage Travel Allowance.

   • If you booked your flight using My ASU TRIP, the itinerary may have been created for you. 1. Click Import Itinerary.

ASU Ira A. Fulton Schools of Engineering
Arizona State University

Open
Q & A

Thank you for attending

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