



My ASU Trip Travel System

- **My ASU Trip**
- **Concur Background**
- **Anthony Travel**
- **ASU Travel Card**
- **ASU Travel Service Center and Delegates**
- **Faculty Travel Committee**

- July 1, 2015 – ASU implemented Concur’s travel management system.
- To date nearly 30,000 travel reports have been successfully processed.
- Over 8,100 faculty, staff, and students have used the system.
- Continually evaluating My ASU Trip for improvement and welcome constructive input.

Concur provides an end-to-end travel solution.

Hundreds of universities utilize Concur, along with the Federal Gov't (including DOD) & most of Fortune 500.

Colorado, Texas A&M, Princeton, Vanderbilt, Harvard, Notre Dame, Michigan, Penn State, Purdue, Oklahoma, Clemson

A Travel Advisory Group was formed to:

- make key configuration decisions
- provide representation from all colleges and VP offices, including Provost's Office, EOSS, OKED, Study Abroad, SDA, and President's Office

- ASU contracts with Anthony Travel to
 - provide full travel agency services to the ASU community
 - book flights, hotels, car rentals
- Can assist if travel plans are interrupted (if you book with Anthony or through My ASU Trip)
- There is no cost to traveler for services provided by Anthony Travel

Travel card program implemented in conjunction with My ASU Trip.

- Credit cards used solely for ASU travel expenses
- Issued to an individual faculty or staff member
- Expenses directly paid by ASU and charged to departmental accounts
- Simplifies the My ASU Trip expense report process

The ASU Travel Service Center serves campuses by:

- answering travel questions and working directly with travelers or delegates to guide them through the My ASU Trip process
- assisting with Travel Card issues

Travelers can assign specific delegates to process on their behalf. Delegates are assigned in the traveler's Concur profile and can:

- prepare and submit trip requests, book travel, prepare travel expense reports
- upload and access receipts
- view all requests and expense reports

- Small working group
- Faculty and travel support staff
- Review MyASU Trip functionality
- Evaluate faculty input
- Meet with ASU Travel regularly

ASU Travel Service Center: 480.965.3111

Email: myasutrip@asu.edu

Anthony Travel: 480.739.9145

Email: ASU@anthonytravel.com