



In Person Travel

Application must be submitted two months in advance to ensure approval based on University and CDC guidelines

Only registration fees, air transportation and hotel/lodging are funded

Processed only as a reimbursement – make sure all purchases are made by the student (not an organization or another individual)

We can only award hotel and air fees that are at most one day before and one day after your event or conference

- Example: Your conference is from 17th-18th. We can award air travel from AZ to conference destination for the 16th or 17th. We can award air travel from conference destination to AZ for the 18th or 19th. We can award hotel/lodging at conference destination for the 16th, 17th, 18th and 19th.

Process

1. Submit application two months in advance
2. If approved, student will receive a travel award letter through email
 - a. Failure to adhere to the terms and conditions in the travel award letter constitute grounds to rescind the grant
3. Once a Concur Profile is active for the student, an email will be sent to the student that they are to follow the instructions from their travel award letter
4. Student must create a Trip Request in Concur prior to traveling (a minimum of 10 days before leaving)
 - a. Book your travel outside of the system, DO NOT book any travel within Concur
 - b. Include proof of payment for anything you plan to be reimbursed for
 - c. Include conference brochure or screen shot of the conference website, must show the conference name, location, and dates
5. Student will receive confirmation that their trip request has been approved
6. Student travels on their trip
7. Within 10 days of returning from their trip, student must submit their final expense report in MY ASU Trip
 - a. Instructions will be sent to them the day they return from their trip
 - b. It is highly recommended that you set yourself a reminder for a day or two after you return to complete this step!
 - c. Awards will be reallocated to another student if receipts are not received in this time period
 - d. All receipts and flight itineraries must clearly display proof of payment (i.e. CC VISA XXX \$300.00 Jane Smith)