FACULTY/STAFF:

Here is a link to the new travel system with instructional documents and videos. [https://cfo.asu.edu/travel-training](https://cfo.asu.edu/travel-training). Please become familiar with the instructions provided for you on the travel website. If you have any further questions, please contact Travel Department at (480) 965-3111, then option “zero” for a live person.

- Within the Travel website, click on **Instructional Documents** and follow them in order.

- **Step #1: APPLY FOR AN ASU TRAVEL CARD** – This card will take the place of travel advances in most cases. Note: There will no longer be travel advances for flights or registration.

  - You will be given one ASU Travel Card, which is loaded with your monthly limit that you request in your travel card application. If you plan to have expenses that exceed your monthly limit (multiple trips / international travel), you can request that your limit be increased to meet those needs. At the beginning of each month, your monthly limit will be restored to the maximum allowed.

- **Step #2: UPDATE YOUR PROFILE** – add as much detail as possible. This information will be used in all future travel when requesting airfare, hotels, etc.

  - After the first travel request you have entered into the new system, you will not need to update your profile again (unless you have information that has changed such as demographic info, credit card info, etc.). Instead, you will go directly to the “Create A Trip Request” instructions.

- **Step #3: CREATE YOUR TRIP REQUEST** – When creating your Trip Request, you will add Beth Fiacco as the Request Signer. If you have not entered an account number, you won’t be able to add Beth as signer. Beth will add the ATO approver name, so you don’t need to add that.

  - If this travel is being funded completely by a NON-ASU source, and is for INSURANCE PURPOSES ONLY, please use account TK51003.

  - Travel requests should reflect your best estimate of **all** trip expenses and have all related documents (if available) uploaded within the request.

- **Step #4: FUNDING APPROVAL** – If you are requesting funding from SoMSS (after depleting your own grant or IIA accounts), you will need to request funding approval from Erin Stephens. When approval is granted, upload (attach) your funding approval email into your travel request.

  - In your inbox, you will right click on the email and choose “Convert to Adobe PDF”. Once this is converted and saved on your computer, you can upload/attach this into your travel request.

- **Step #5: REQUIRED ATTACHMENTS** – Upload into your trip request:

  - Something from the conference showing that you are staying in a conference hotel.

    If you are not attending a conference, then you must stay within the lodging per
diem rates for the city/state/country you are traveling to.

- Upload as many receipts that you have prior to your trip – the more information you provide, the better.

**GRAD STUDENTS:**

Here is a link to the new travel system with instructional documents and videos. [https://cfo.asu.edu/travel-training](https://cfo.asu.edu/travel-training). Please become familiar with the instructions provided for you on the travel website. If you have any further questions, please contact Travel Department at (480) 965-3111, then option “zero” for a live person.

Within the Travel website, click on [Instructional Documents](https://cfo.asu.edu/travel-training) and follow them in order.

- **Step #1: COMPLETE THE SCHOOL OF MATHEMATICAL & STATISTICAL SCIENCES GRAD TRAVEL APPLICATION**, even if you are not requesting funding from SoMSS. Email grad.math@asu.edu if you have any questions on the application or refer to the web page, [https://math.asu.edu/degree-programs/graduate-travel-award](https://math.asu.edu/degree-programs/graduate-travel-award).

  - Submit the [Graduate Education conference travel grant application](https://cfo.asu.edu/travel-training) according to their posted deadline. This completed application form must be signed by your advisor and turned in to the SoMSS graduate office. The graduate committee will be ranking the top two applicants according to the guidelines below and submitting them for funding from the Graduate Education. Please ensure that your applications are on time.

  - After completing the SoMSS Grad Travel application and the Graduate Education Conference Travel Grant application, follow this link to the new ASU travel system / instructional documents and videos. [https://cfo.asu.edu/travel-training](https://cfo.asu.edu/travel-training). Please become familiar with the instructions provided for you on the travel website. If you have any further questions, please contact Travel Department at (480) 965-3111, then option “zero” for a live person.

    - Note: If funding is not approved through the two applications above, you will be personally responsible for the expenses incurred during this travel.

  - First click on the Instructional Documents and follow them in order (Grad students are not eligible for an ASU Travel Card, so you will skip the first step “Requesting An ASU Travel Card”).

- **Step #2: UPDATE YOUR PROFILE** – add as much detail as possible. This information will be used in all future travel when requesting airfare, hotels, etc.

  - Travel requests should reflect your best estimate of all trip expenses and have all related documents (if available) uploaded within the request.

- **Step #3: CREATE YOUR TRIP REQUEST** - When creating your Trip Request, you will add Beth Fiacco as the Request Signer. If you have not entered an account number, you
won’t be able to add Beth as signer. Beth will add the ATO approver name, so you don’t need to add that.

- If this travel is being funded completely by a NON-ASU source, and is for INSURANCE PURPOSES ONLY, please use account TK51003.

- If this travel is using funds awarded by SoMSS graduate program, please use account TK51003. Funding from ASU Graduate Education or GPSA will use a different account and that will be included in your funding award email. Enter those numbers in the travel request and allocate the appropriate funds per award amount.

- After the first travel request you have entered into the new system, you will not need to update your profile again (unless you have information that has changed such as demographic info, credit card info, etc.). Instead, you will go directly to the “Create A Trip Request” instructions.

- **Step #4: FUNDING APPROVAL** - Upload (attach) your funding approval email from your advisor, ASU Graduate Education or SoMSS Graduate Program into your ASU travel request.

  - In your inbox, you will right click on the email and choose “Convert to Adobe PDF”. Once this is converted and saved on your computer, you can upload/attach this into your travel request.

- **Step #5: REQUIRED ATTACHMENTS** – Upload into your trip request:
  - Something from the conference showing that you are staying in a conference hotel. If you are not attending a conference, then you must stay within the lodging per diem rates for the city/state/country you are traveling to.
  - Upload as many receipts that you have prior to your trip – the more information you provide, the better.