My ASU Trip System – GPSA Travel Instructions
Updated: 07/2015
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ASU’s travel authorization system was updated in June of 2015. Applicants that applied on 7/7/2015 and forward are required to complete travel authorization documentation per the required steps below. Failure to do so will lead to applicant ineligibility.

Note: The new system is **100% ONLINE** – we will no longer be accepting and paper travel authorization forms, or paper receipts for travel.

A core component of this new process is notating properly on the GPSA ZoomGrants application **if you are applying travel funding from another ASU source (e.g. Grad Ed, your department, etc.)** It is the requirement of the graduate student to do this. This is a new requirement moving forward because of the level of coordination required amongst departments when a student is receiving funding for the **same trip** from multiple sources.

If you have questions about the GPSA Travel Grant program, please reach out to gpsa.travel@gmail.com. Please review the attached screenshots and instructions before reaching out with questions regarding proper submission of the application.

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**STEP 1: LOG-IN TO THE MY ASU TRIP SYSTEM**

The My ASU TRIP system is accessible directly from your My ASU homepage. Students that are employed by the university (RAs, GAs, TAs, and any department staff) were all added to the system automatically during the transition.*

Log-in to your My ASU homepage with your Asurite ID and password, and click on your **STAFF** tab. Under “X” click on **Travel**. There will be a direct link that says *My ASU TRIP system*. Click the link and you will be automatically directed to the MY ASU TRIP webpage.

Click the **HERE** button at the top of the page to access the My ASU TRIP system.
*For all students that are not employees of the University:* You will need to be added to the system manually by the travel department staff. To do so, please fill out the requested form here and submit the completed form to the appropriate party (as noted on the form).

**STEP 2: SET UP YOUR MY ASU TRIP PROFILE & CONFIRM YOUR EMAIL**

If you see this screen, you have successfully logged in to the My ASU Trip system.

You must confirm your email address BEFORE submitting any claims.

Go to your **PROFILE** (top right corner of your homepage, next to the widget) and click **Setup/Settings** in the drop-down menu. Click on the **Personal Information** tab on the **Profile Options** page.
Once in the **Personal Information** section, scroll down to the **Email Addresses** portion. You will see that your email address is likely **Not Verified**. Click the **Verify** link to send a verification email.

A box will appear that asks you to copy the **code sent to your email**. Enter the code and you should see the arrow turn to **green** and a message will pop up letting you know your email has been verified.

Confirm all additional information in your profile is correct and up-to-date before beginning your application.
**STEP 3: ADD GPSA AS A DELEGATE**

In order for GPSA to validate your travel, you MUST add Stacy Porche, GPSA’s Business Specialist, as a **DELEGATE** in your profile. This allows us to verify and confirm funding if you are awarded.

Go to your profile and click “**Request Delegates**” under “**Request Settings.**” You will have to click “**Add**” to add Stacy Porche as a delegate. Search Stacy Porche by name and click to select her as a delegate.

Once you have added Stacy as a delegate, **you must make sure she has all delegate administrative privileges** – this allows her to process your application.

You must check the following **three** boxes:
- ✔ Can prepare
- ✔ Can submit requests
- ✔ Can view receipts

**PLEASE DO NOT CLICK “RECEIVE EMAILS”,** or Stacy will receive an email every time an applicant updates their application. Your screen should look like the screenshot below.

**YOU MUST CLICK “SAVE” TO SAVE YOUR DELEGATE CHANGES.**
*Those of you that are also applying for GradEd funding for the same trip will also have to add Melanie Brown as a delegate. Follow the same steps above to add Melanie Brown.

**STEP 4: SUBMIT YOUR TRIP REQUEST**

Once you have verified your profile information you are ready to submit a trip request for travel. Return to the My ASU TRIP homepage and under the Requests tab select New Request. (You can also access this via the + sign on the homepage that says NEW).

**PLEASE NOTE:** You can book your travel outside of this system, and upload trip information, receipts, etc. Additionally, you can search and book travel inside this system if you are approved— the benefit to booking travel within My ASU TRIP is that all information is automatically uploaded and post-travel information (e.g. receipts, invoices) are uploaded automatically. This is personal preference, and based on the student’s wants/needs.
You will see various colored icons for travel logistics (E.g. Flight, Lodging, Transportation, etc.) All logistics for which you are requesting funding need to be notated in the system. You will also complete your Per Diem information in this system based on your city of travel.

Section 1: REQUEST HEADER

Enter in the required information. For Traveler Type select Graduate Student.

Under the Account # select AF51090 for GPSA Funding.
An example of what the completed **Request Header** page will look like:

You will also be required to attach the **conference brochure**. Do so via the **Attachments** tab. Failure to do generates an error message, like the one seen below in the red box.

You will also see that entering your information generates a **REQUEST ID #** (Ex: 37D7 below). This is the Request ID # you will include in your **ZoomGrants** application.

**Section 2: SEGMENTS**

The segments portion of the My ASU Trip application will be specific to your travel. If you book travel through the system, this should be uploaded automatically. If you book travel outside the
system, you will need to upload this information into the Segments section (e.g. flight costs, lodging costs, transportation costs, etc.) Remember to SAVE your information as you continue.

Example of a flight/hotel segment:
Section 3: EXPENSES

After you’ve entered in your segment information, your expenses tab should automatically generate the figures for your hotel, flight, etc.

Because GPSA requires information about your **PER DIEM costs** as well, you will have to add this to the expense tab. Do so by clicking on “Daily Allowances” under meals. By selecting your city of travel, it will automatically generate a per diem. This is the per diem amount you will include on ZoomGrants. If done correctly, you will see it added to your expense tab on the left.
Note: Your expenses will be automatically calculated in the system. By following the steps listed above to add Stacy as a delegate, she will be able to add herself as an ATO and update your funding approval amount based on the amount you were awarded from GPSA (e.g. the max amount of $950).

**Section 4: APPROVAL FLOW**

You will need to add **Stacy Porche**, the GPSA Business Manager, as an account signer. To do so click the + symbol and then click the drop down arrow to search by “Last Name” (Porche).

Stacy’s information should populate in the box. Click on it and click **save**.

Note: Your ATO will be automatically added in the system. By following the steps listed above to add Stacy as a delegate, she will be able to add herself as an ATO after you’ve submitted your application.
Once all of this information is entered in correctly, click **SUBMIT REQUEST**.

You will be directed to the screen below and should see this pending request in your queue.

**NOTE:** You are still required to submit an application on ZoomGrants, GPSA’s application portal. The MY ASU Trip travel request is not your actual application.

Please reach out to [gpsa.travel@gmail.com](mailto:gpsa.travel@gmail.com) with any questions about the GPSA portion of this process.