

**Dean’s Office Travel Request Form**

Requests must be submitted to your supervisor for review at least two weeks prior to the start of your trip. After supervisor approval, submit to Mindy Knicely for budget review. When fully approved, submit a trip request in My ASU TRIP/Concur. Any required [approvals](#) must be attached to trip request. Ensure your request and attachments include how you plan to travel safely. Your trip must be fully approved in Concur before anything can be booked. This means all unit/dean/travel/risk management must approve. If you have not received an email verifying request approval, you are not approved to book!

- Current [ASU Travel Guidance](#). Information changes frequently; it is important to review prior to your trip request.
- The College [travel policies and information](#), [ASU Travel Policy](#), and [additional traveler resources](#).
- Airfare **can** be booked through My ASU Trip/Concur. Airfare requires cost estimate at time of request. If your trip includes personal travel you must include a cost comparison showing the airfare for the business days vs. the extended airfare. A cost comparison is also required for round trip vs. one-way (if switching airports, already traveling, etc.) and flying vs. driving if trip is out-of-state and driving has no business purpose.
- Lodging requires cost estimate at time of request. Lodging and per diem rates by location are [here](#). If your lodging will exceed this rate, you must provide additional justification as to why that location is necessary. Daily meal per diems are reimbursed at 75% on travel days and 100% on business days. Provided meals must be excluded from the reimbursement. Lodging, rental cars and other business travel arrangements should be booked through My ASU Trip/Concur unless there is a business reason to do so otherwise.

**Traveler Details:**

Name and Date	
Business Purpose	
Why is trip needed now?	
Destination (City/State/Country)	
Trip Start and End Date	
Is Personal Travel Included	
Safety Precautions Taken	

**Trip Expenses:**

Airfare	
Lodging	
Per Diem	
Taxi/Uber/Parking	
Registration	
Other (include details)	
Total	

**Department Details:**

Cost Center/Program Account	
Supervisor Approval	
Budget Approval	
Dean Approval (If over \$5,000/International*)	

\*For international travel, work with your dean/VP to secure provost or executive vice president written approval.

By submitting this request, you agree to comply with the rules and regulations of the University.

**Office of the Dean**