Create a Modification Expense Report

After completing an expense report, you may need to modify it to account for a missed expense or to correct an error. To do so, a modification expense report is required.

1. Contact the ASU Travel Service Center and request that they turn on the modification option for you. This will enable you to create a modification expense report without an approved trip request.

2. From the My ASU TRIP homepage, click Expense.

3. Click **Create New Report**.

4. Enter “Modification” in the **Trip Name** field.
   ** Entering anything else in this field will create an error preventing submission.

5. Complete the **Report Header** with the same information that appears in the expense report you are modifying.

6. In the **Comment** field, include the four-digit Trip ID that is being modified with this report.

7. Click **Next>>**.

8. Click **Next>>** twice in the pop-up window that appears to bypass the itinerary screens.
9. Click Cancel to exit the pop-up window.

10. The Expenses page will appear. Click Import Expenses and drag any travel card expense(s) from Available Expenses or click New Expense to add a missing out of pocket expense.
    **Do not duplicate any expenses that were previously claimed in the original expense report.

11. Click the Details drop-down menu and select Approval Flow.

12. Type an asterisk to populate available account signers and select the appropriate account signer.

13. Click Submit Report.

14. Click Accept & Submit.