How to Access Travel Profile and Select a Manager

1. Open the My ASU portal and navigate to the "Profile" section.
2. Within the "Profile" section, look for the "My Travel Profile" option.
3. Click on "My Travel Profile" to access your travel profile details.
4. Select a manager from the list provided by clicking on their name or email.

Access My ASU TRIP now!

My ASU TRIP: Easy as 1, 2, 3...

STEP 1: CREATE YOUR TRIP REQUEST

STEP 2: BOOK YOUR TRAVEL

STEP 3: COMPLETE YOUR EXPENSE REPORT

myasutrip.asu.edu
Welcome to My ASU TRIP!
Questions? Review travel help guides or contact the ASU Travel Service Center for assistance at 1-480-965-3111 or myastrip@asu.edu.

Important Notes for Travelers and Trip Arrangers:
Prior to making any online travel reservations, please make certain that your first, middle, and last names shown in your traveler profile are identical to those on the photo identification that you will be presenting at the airport.

Profile Options
Select one of the following to customize your user profile:

- Personal Information
  Your home address and emergency contact information.

- Company Information
  Your company name and business address or your remote location address.

- Credit Card Information
  You can store your credit card information here so you don't have to rewrite it each time you purchase an item or service.

- E-Receipt Activation
  Enable e-receipts to automatically receive electronic receipts from participating vendors.

- Travel Vacation Reassignment
  Going to be out of the office? Configure your backup travel manager.

- Request Preferences
  Select the options that define when you receive e-mail notifications with pages that appear when you select a certain action, such as Submit or Print.

- Mobile Registration
  Set up access to Concur on your mobile device.
Please add Kristin Rondeau or search Krondeau to add for your manager. Click Save