



My ASU TRIP | New/Updated Profile Request

Contact the Travel Service Center | PHONE: 480.965.3111 | EMAIL: myasutrip@asu.edu

This form should be used to create or modify a profile within My ASU TRIP for users that are not employees such as students and Courtesy Affiliates. ASU employee profiles are synced to the PeopleSoft Human Resources system and cannot be modified with this form.

User Information

Undergraduate Student Graduate Student Courtesy Affiliate Other (Please Specify): _____

User Name: _____ **Affiliate ID:** _____

ASURITE ID: _____ **Email Address:** _____

Profile Effective Date: _____ Profile End Date (If Known): _____

Travel Settings

The following fields are used to establish the traveler in the proper travel group and policy.

Location: Tempe Polytechnic DT Phoenix West Thunderbird
 Other (Please Specify): _____

User Group: ASU General Athletics (Only for users traveling for Sun Devil Athletics)

Sponsoring Department Code: _____ Sponsoring Department Name: _____

Primary Travel Account (Ex WV11003): _____ Check for Cash Advance Availability

Business Reason for My ASU TRIP Profile

Approval and Contact Information

Department Contact: _____ Phone: _____

Account Signer Signature: _____ Date: _____

Account Signer Printed Name: _____

Return the completed form to the ASU Travel Service Center

Mail Code: 5912

Fax Number: 480.965.8174

Email: myasutrip@asu.edu