



My ASU TRIP | New/Updated Profile Request

Contact the ASU Travel Service Center | Phone: 480-965-3111 | Email : myasutrip@asu.edu

This form is used to create or modify a profile within My ASU TRIP for users that are not loaded from the PeopleSoft Human Resources system, such as students and certain employees. ASU employee profiles synced to PeopleSoft are not created or modified with this form.

User Information

Undergraduate Student Graduate Student Other (Please Specify): _____

Traveler First and Last Name: _____ ASU 10-Digit Affiliate ID: _____

ASURITE ID: _____ ASU Email Address: _____

Mail Code (For reimbursement checks): _____ Profile Effective Date: _____

Location: Tempe Polytechnic Downtown Phoenix West Thunderbird

Other (Please Specify): _____

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

Sponsoring HR Department Code (Ex. B1717): _____ Department Name: _____

Cost Center Plus Program, Gift, Grant or Project Worktag: _____ Check for Cash Advance Availability

Business Reason for My ASU TRIP Profile

Approval and Contact Information

Department Contact: _____ Phone: _____

Cost Center Manager Signature: _____ Date: _____

Cost Center Manager Printed Name: _____

Return the completed form to the ASU Travel Service Center. Allow 5 business days for processing.