

Latest Announcements

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As of September 1, the updated ASU System travel procedures are now in effect. The most significant change you'll notice is that **receipts are no longer required for individual meal reimbursements**.

Please review the highlights below and follow the complete guidelines when traveling on university business.

WHAT'S CHANGED?

While receipts are no longer required, employees should be aware of the following:

- **Claim only your actual meal expenses**, up to the applicable per diem.
- Do not claim the maximum per diem unless those costs were actually incurred.
- The final reimbursement amount is at the **department's discretion**.
- While not required, you are encouraged to retain itemized receipts in case they are requested by management or, if traveling on a grant, by the sponsor.

POLICIES THAT STILL APPLY

These rules still apply to travel:

- First- and last-day reimbursement is limited to **75%** of the daily per diem.
- Tips shall not exceed **15%**.
- Alcohol is **not** an allowable expense.

IMPORTANT EXCEPTIONS

Itemized receipts are still required for:

- Student meals;
- Official function meals (generally non-travel);
- All other travel expenses (lodging, transportation, registrations, etc.).

SUBMITTING REIMBURSEMENT REQUESTS

Below are guidelines for submitting travel in Concur:

- Submit your travel reimbursement request in Concur **within 15 working days after the trip ends**, including any required receipts and documentation.
- If you cannot meet this deadline, submit a written extension request to Travel Services **before** the 15-working-day deadline.
- Without an approved extension, **you will be personally responsible** for travel costs.

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