



Use this form to **create or modify** a My ASU TRIP profile for students who **do not** have a My ASU TRIP profile.

User information

Undergraduate student

Graduate student

Other | please specify

Traveler first and last name

10-digit affiliate ID

Asurite ID

ASU email address

Mail code | for reimbursement checks

Profile effective date

Location:

Downtown Phoenix

Polytechnic

Tempe

Thunderbird

West

Other | please specify

User group:

ASU general

Athletics | for users traveling for Sun Devil Athletics

Sponsoring HR department code | Example: B1717

Department name

Cost center plus program, gift, grant or project worktag

Check for cash advance availability

My ASU TRIP profile business reason

Approval and contact information

Department contact

Phone

Cost center manager printed name

Date

Cost center manager signature

Return this **completed form** to the **ASU Travel Service Center**. Allow five business days for processing.