

No Cost to ASU Trip (Formerly known as “Zero TAR”)

Pre-Approval:

- 1.) When filling out the Pre-Approval Header, be check the “**No Cost to ASU**” box and select a fund/org related to your department.
- 2.) No funds will be used for this trip since it is checked as “**No Cost to ASU**”.

 Pre-Approvals For Roscoe Ram

Trip Name	<input type="text" value="Ram - Austin, TX 08/10/19"/>
Business Start Date	<input type="text" value="08/10/2019"/> 
Business End Date	<input type="text" value="08/11/2019"/> 
Business Purpose	<input type="text" value="To attend a state commission meeting."/>

Trip Name should follow this format: Last Name - Destination Departure Date (Example: Smith - Las Vegas, NV 7/8/19).

Travel Type	<input type="text" value="In State"/>
Trip Type	<input type="text" value="University Business"/>
How many people will be attending this event?	<input type="text" value="Individual Travel"/>
Destination	<input type="text" value="Austin, TX - 73344"/>
Student(s) Traveling?	<input type="text" value="No"/>

No Cost to ASU 

Will there be personal time during this trip?

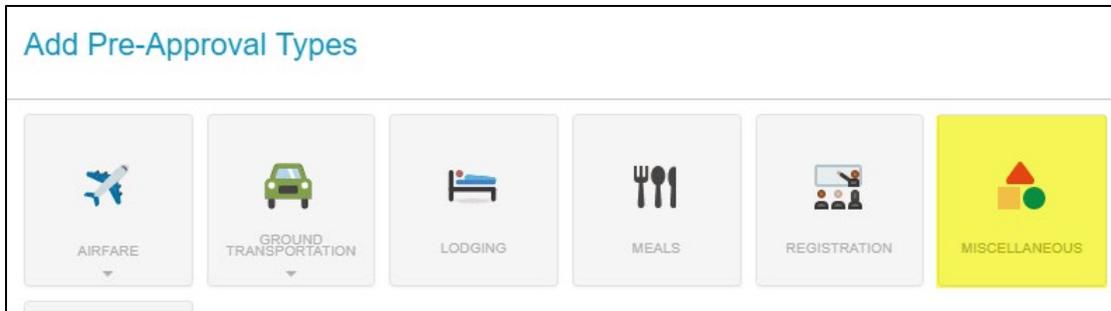
Is this expense for a prospective employee?

I understand that I should keep all receipts for auditing purposes.

Check with Financial Manager to find funding allocation for this trip.

Allocations

3.) In the “Add Pre-Approval Types” pane, select the “Miscellaneous” expense tile



NOTE: If at any time you do not see the “Add Pre-Approval Types” pane, select the PLUS icon in the left-hand pane to open the “Add Pre-Approval Types” pane.



- 4.) Since this is a trip with no reimbursement requested, leave the amount as \$0.00 and
- 5.) Note in the “Additional Comments” section this is a “No Cost to ASU” trip.
- 6.) Select “Other” in the “What was this charge for?” dropdown menu.
- 7.) Click “Save”.

The screenshot shows the "Miscellaneous" expense form. It includes a "Cancel" button and a "Save" button. The form fields are:

- Estimated Amount: 0.00 USD
- Additional Comments: This is a No Cost to ASU trip, and I do not need to be reimbursed for this trip.
- What was this charge for?: Other
- GL_ACCT: 7105

8.) Submit Pre-Approval.

Expense Report:

No further action needed by the traveler since this is a “No Cost to ASU” trip.