Travel Procedure for SLU Graduate Students
College of Arts and Sciences, Saint Louis University
Effective January 7, 2013

Note: Please see the CAS Travel Policies and Procedures website (www.slu.edu/x50058.xml) for detailed information

Before you travel

What type of funding are you receiving?

- GSA only
- Grant funding

Are you traveling more than 200 miles round-trip?

- Yes
  - Book airfare through the Cliqbook Travel Tool (no exceptions). Ask your department support person for help if you need your Cliqbook profile set up. *
  - Complete Transportation Calculator to determine least-cost means of travel. **

- No
  - Get trip number from Self-Service Banner
  - Proceed with making travel arrangements. You are not required to receive travel pre-approval; you are not required to book travel through Cliqbook; you do not need a trip number. *

Are you attending a conference?

- Yes
  - Book hotel through conference and keep documentation of hotel rate as published by conference organizers

- No
  - Book hotel through Cliqbook unless you can document a less costly room rate. You must receive a policy exception from castravel@slu.edu if you do not book your hotel through Cliqbook.

During travel

Save receipts if you intend to be reimbursed for actual meal expenses (up to the U.S. government per diem for your destination)

When you return from travel

Students receiving only GSA and/or departmental or College funds: Submit your expense reimbursement form to GSA according to the instructions on the GSA conference award site. For departmental/College funding, send a copy of your GSA reimbursement request, including all receipts, to castravel@slu.edu.

Students receiving any funding on a grant or sponsored program: Submit your Concur travel expense report within 60 days of completing travel. Ask departmental administrative staff for assistance if necessary. Students also receiving GSA funding must also submit a GSA funding request.

* Exception: Students who will have any travel expenses pre-paid by the University, for example airfare or conference registration, must obtain a trip number.

** Saint Louis University will reimburse the least expensive means of travel for trips under 200 miles. If you choose to rent a car or drive your own car on a trip longer that 200 miles, the University will reimburse the lowest cost means of travel as calculated on the Transportation Calculator. When claiming personal mileage, you must provide a printed map indicating mileage from your starting point to your destination. You may choose a means of travel that is not least cost, but will be reimbursed only the lowest cost amount.