Request approval to travel. Is your guest’s travel domestic (U.S.) or international?

Submit the Online Domestic Travel Approval Request Form

Once your guest’s travel is approved, you may begin making travel arrangements. Will any travel arrangements be made by SLU?

Yes, SLU will be making at least some of the arrangements.

After you have received approval for your travel, get trip number from Self-Service Banner

Book airfare through the Cliqbook Travel Tool (no exceptions). Ask your department support person for help if you need your Cliqbook profile set up. *

University guests must stay at Water Tower Inn or Hotel Ignacio unless both hotels are booked,

No, the guest will be making all of the arrangements.

Complete the International Travel Approval Form and email it to castravel@slu.edu

No trip number is necessary. Submit eSeePay Online DPV for guest when visit is completed.

During guest’s visit
Save receipts for meals and other expenses for reimbursement.

At completion of guest’s visit
Submit ETERV if guest had reimbursable expenses related to trip. If there were no expenses on the trip number other than airfare, contact univtravel@slu.edu to cancel the 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.