Out of Town Travel Policy

Responsible Parties

<table>
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<tr>
<th>Prepared By</th>
<th>Document Version details</th>
<th>Phone Number</th>
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<tr>
<td>Katherine Krajcovic</td>
<td>Version 1.0</td>
<td>314-977-7223</td>
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Effective Date:                           Last Updated:       April 29, 2009

Divisions or Departments Affected:        Saint Louis University

Approved By:                              Approval Date:     

Audience

This document applies to all Saint Louis University ITS Subunits.

Responsibilities

Executive Sponsor:       Saint Louis University, ITS Division
Key Stakeholders:        Saint Louis University, Saint Louis University Information Systems
Document Owner:          Saint Louis University ITS Business Office/Office of the CIO
Document Management:     Saint Louis University ITS Business Office/Office of the CIO is responsible for the publication, notification and maintenance of this document. CIO is responsible for approving all changes to this policy.
Implementers:            All Saint Louis University ITS Subunits and personnel are responsible for ensuring that the requirements in this document are implemented

Document Change Record

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Revision Chart

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<td>K. Krajovic (Office of the CIO/Business Office)</td>
<td>Initial Version</td>
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Scope
This policy covers out of town travel as it relates to training for the Saint Louis University ITS organization, including all ITS subunits.

Purpose
The purpose of this policy is:
1. Define essential and critical out of town training and travel requests
2. Provide guidelines and step by step instructions on requesting necessary, out of town travel

Definitions
The following are definitions of commonly used terms for which the general meaning may not be known or understood by the campus community:

- **Banner Self Service** – Online tool used to obtain trip number.
- **Concur** – AMEX online booking tool.
- **Essential Training** – Mandatory training necessary to perform critical job functions.
- **Per Diem** – The daily maximum to expenditure as it relates to lodging and meals.
- **Training Request Form** – Form found on the ITS Website which must be completed, reviewed and approved prior to registration for training.

Policy
The Saint Louis University Out of Town Travel policy is designed to ensure the most cost efficient use of the travel budget. Prior to registering for any out of town training or other travel requirements, the following procedure must be completed, in this specific sequence:

1. Complete the on-line Training Request Form (https://sites.google.com/a/slu.edu/its/training-and-communications/training-request-form)
2. The Training Request Form must include comprehensive completion of the justification section of the form detailing why the training is necessary and critical. The justification should include the relevance to current job responsibilities and functions related to support of critical enterprise services.
3. All out of town training requests must be first reviewed and approved by the appropriate ITS Director and formally submitted, reviewed and approved by the Vice President and Chief Information Officer.
4. Once approval has been received, please following instructions on the Business and Finance website (http://www.slu.edu/x27620.xml) to obtain a trip number via Banner Self Service. Access to the Concur tool aka AMEX online booking tool will also be necessary to book travel.

These steps are critical when determining the necessity for out of town travel for training:
- Is the training essential and necessary to improve or perform job functions?
- Have all online training options for this particular training been exhausted?
- Will this training provide enhancement to support critical enterprise services?
- Description of how the expertise obtained from this training will be propagated to other ITS team members for the purpose of cross-training and eliminating single points of failure.

If out of town travel is deemed necessary and appropriate and proper approval is obtained from the Vice President and Chief Information Officer, the requester of the training will be tasked with formally presenting learned materials and associated tools to ITS upon return. The rule will include that no more than one (1) person be granted the approval to travel for the purpose of out of town training per event.
example, if a group of one plus (1+) persons request out of town travel to the same training event, only one (1) person will receive approval and will be tasked with cascading the information to the team upon return.

Per the Saint Louis University Travel policy, any out of town travel requires the traveler to obtain a trip number to be used on the AMEX travel website. All Per Diem and all travel guidelines must be followed in accordance with the Saint Louis University Travel Resources website.
Questions About This Policy
If you have questions about this policy, please contact the Office of the CIO.

Failure to follow this policy can result in disciplinary action as provided in the Staff Employee Handbook, any Student Worker/Intern employment information, and Faculty Handbook. Disciplinary action for not following this policy may include termination, as provided in the applicable handbook or employment guide.

Approval and Amendments
Changes to this Policy may be necessary from time to time. At a minimum, the Policy will be reviewed and approved annually. All changes to this Policy will be approved by the Chief Information Officer and Office of General Counsel. Policy Documentation, including a record of all changes to the charter, will be maintained by the Quality Assurance Office and available for inspection.

Other Policies Referenced
- For additional information on Travel Resources, please visit the Saint Louis University Travel Resources website at: http://www.slu.edu/services/busfin/main/pages/travel/travel_resources.html

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