Travel Procedure for Employees
College of Arts and Sciences, Saint Louis University
Effective April 4, 2016

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

Before you travel

1. Request department chair’s or program director’s approval to travel. Is your travel domestic (U.S.) or international?
2. Submit the SLU Arts & Sciences Travel Form to notify the College that you have approval to travel.
3. After you have received approval for your travel, get trip number from Self-Service Banner.
4. 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. *
   - No: Complete Transportation Calculator to determine least-cost means of travel. *
5. 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

Submit your Concur travel expense report within 14 days of completing travel. Ask departmental administrative staff for assistance if necessary.

* 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.