Travel Procedure for University Guests
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 making travel arrangements for your guest:

- Request department chair’s or program director’s approval for guest travel. Is your guest’s travel domestic (U.S.) or international?

- Submit the SLU Arts & Sciences Travel Form to notify the College that your guest have received approval to travel.

- 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 Hotel Ignacio unless not available.

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

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

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

- At completion of guest’s visit
  Submit DPV 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.