SCENARIO 1: John is a graduate student in the Department of English. He will be attending a conference. His funding is coming only from GSA.

- Travel pre-approval from CAS is not required. Trip number is not required. Booking travel through Cliqbook is not required.
  - Please note that it is recommended that all graduate students receive travel approval. If University funding becomes available from non-GSA sources and travel pre-approval was not received, students must obtain a policy exception, which may delay reimbursement.
- Reimbursement/award will not be processed through Concur.
- Paperwork is submitted as indicated on the GSA website upon completion of the trip. Nothing will be routed through CAS.
- Award will be made by GSA through Student Financial Services.

SCENARIO 2: Mary is a graduate student in the Department of Mathematics and Computer Science. She will be attending a national convention for mathematicians. Her funding is coming from GSA and the department, all paid upon completion of the trip.

- Since partial funding is coming from the department/College, she will need pre-approval from CAS.
- Neither a travel profile or trip number are needed.
- Reimbursement award will not be processed through Concur.
- Paperwork for GSA is submitted as indicated on the GSA website upon completion of the trip.
- A second copy of the receipts and a scanned copy of the CAS Graduate Student Conference Award Application form (found on the A&S website) should be sent to: castravel@slu.edu. The award from the department is processed separately from the GSA award.
- Since GSA funding is being sought, it would be helpful to include a copy of the GSA request or a note indicating the amount of funding coming from GSA.
- Please also include a copy of the CAS pre-approval with the receipts submitted to A&S.
- Awards from GSA and the department will be processed and awarded separately through Student Financial Services.
SCENARIO 3: Sue is a graduate student in the Department of Communication Sciences and Disorders. She will be presenting at a conference. Her funding is coming from GSA and the department, with the department pre-paying the conference registration fee.

• Since partial funding is coming from the department/College, she will need pre-approval from CAS.
• Since the department is pre-paying the registration fee, the student will need a trip number.
• Pre-payment should be processed on a Travel Advance Prepayment Expense Request (TAPER).
• Since no part of the booking or reimbursement is being processed in Cliqbook or Concur, she does not need a travel profile.
• Remaining reimbursement awards will not be processed through Concur. If no additional funding is coming from the department, remaining processing will be with GSA only.
• Paperwork for GSA is submitted as indicated on the GSA website upon completion of the trip.
• A second copy of the receipts and a scanned copy of the CAS Graduate Student Conference Award Application form (found on the A&S website) should be sent to: castravel@slu.edu. The award from the department is processed separately from the GSA award.
• Since GSA funding is being sought, it would be helpful to include a copy of the GSA request or a note indicating the amount of funding coming from GSA.
• Please also include a copy of the CAS pre-approval with the receipts submitted to A&S.
• Awards from GSA and the department will be processed and awarded separately through Student Financial Services.

SCENARIO 4: Frank is a graduate student in the Department of Chemistry. He will be presenting at a conference. His funding is coming from a grant only.

• Since the grant is housed in the College, he will need pre-approval from CAS.
• Since his travel needs to hit the grant as travel, the trip will need to be processed through Concur. He will need a travel profile and trip number.
• Airfare and hotel will need to be booked through the University’s travel tool. He will need to submit the SLU Transportation Calculator if he is driving a personal vehicle.
• Processing follows standard University travel policies for employees.
• Please include a copy of the CAS pre-approval with the receipts submitted with the Concur trip report.
• Reimbursement will be processed and awarded through Concur.

SCENARIO 5: Beth is a graduate student in the Department of Biology. She will be attending a conference. Her funding is coming from GSA and a grant. [Before making any travel arrangements in this scenario, please think carefully about how reimbursements will be allocated,
keeping in mind that airfare, non-conference hotel, and automobile rentals charged on grant funds must have been booked through Cliqbook, according to University travel policies.]

- Since the grant is housed in the College, she will need pre-approval from CAS.
- Since her travel needs to hit the grant as travel, **the portion of the trip to be charged to the grant will need to be processed through Concur.** She will need a travel profile and trip number.
- If airfare and hotel are to be charged to the grant, they will need to be booked through the University’s travel tool.
- Paperwork for GSA is submitted as indicated on the GSA website upon completion of the trip.
- Travel expenses to be charged to the grant should be submitted through Concur.
- It would be helpful to include a copy of the GSA request with the receipts submitted through Concur.
- Please include a copy of the CAS pre-approval with the Concur report.
- Award from GSA will be processed and awarded through Student Financial Services.
- Reimbursement from the grant will be processed and awarded through Concur.

**SCENARIO 6:** George is a graduate student in the department of Theological Studies. He is attending a conference. His funding is coming only from a department fund, all paid upon completion of the trip.

- Since funding is coming from the department/College, he will need pre-approval from CAS.
- Neither a travel profile or trip number are needed.
- Travel arrangements do not need to be made through Cliqbook.
- Reimbursement award will not be processed through Concur.
- A copy of the receipts and a scanned copy of the CAS Graduate Student Conference Award Application form (found on the A&S website) should be sent to: castravel@slu.edu.
- Please also include a copy of the CAS pre-approval with the receipts submitted to A&S.
- Award will be processed and awarded through Student Financial Services.

**SCENARIO 7:** Patrice is a graduate student in the department of Political Science. She is attending a conference. His funding is coming only from a department fund, with the department pre-paying her airfare through Cliqbook.

- Since funding is coming from the department/College, she will need pre-approval from CAS.
- Since the department is pre-paying the airfare, the student will need a travel profile and trip number.
- Additional travel arrangements, such as hotel reservations, do not need to be made through Cliqbook.
• Reimbursement award will not be processed through Concur.
• A copy of the receipts and a scanned copy of the CAS Graduate Student Conference Award Application form (found on the A&S website) should be sent to: castravel@slu.edu. Since the airfare was pre-paid, it should not be included on the Award Application.
• Please also include a copy of the CAS pre-approval with the receipts submitted to A&S.
• Award will be processed and awarded through Student Financial Services.

SCENARIO 8: Keisha is a graduate student in the department of Psychology. She is presenting a paper at a conference. Her funding is coming from GSA, her department, and a grant, with the grant pre-paying her airfare through Cliqbook.

• Since the grant and department are providing funding, she will need pre-approval from CAS.
• Since her travel needs to hit the grant as travel, the portion of the trip to be charged to the grant will need to be processed through Concur. She will need a travel profile and trip number.
• If airfare and hotel are to be charged to the grant, they will need to be booked through the University’s travel tool.
• Paperwork for GSA is submitted as indicated on the GSA website upon completion of the trip.
• A copy of the receipts and a scanned copy of the CAS Graduate Student Conference Award Application form (found on the A&S website) should be sent to: castravel@slu.edu. Since the airfare was pre-paid, it should not be included on the Award Application forms for GSA or the department.
• Travel expenses to be charged to the grant should be submitted through Concur. Please include with the receipts submitted through Concur:
  o A copy of the GSA cover sheet and worksheet, and the department worksheet
  o CAS pre-approval
• Awards from GSA and the department will be processed and awarded through Student Financial Services.
• Reimbursement from the grant will be processed and awarded through Concur.