

College of Arts and Sciences Travel Policy Guidelines

	Pre-Travel Arrangements	Travel Pre-Approval *	Trip Number	Book through Cliqbook	Post-Travel Reimbursement	Submit expenses on Concur	Request expense reimbursement the funding unit (may require onboarding as Supplier)	Submit Student Travel Cover Page	Submit expenses to GSA	Submit expenses on CAS conference award worksheet			
SLU Employee	Yes	Yes	Yes		Yes								
SLU Guest	Yes	Yes	Yes			Yes							
Graduate student - GSA funding only	No **	No	No					Yes					
Graduate student - University + GSA funding	Yes	No	No					Yes	Yes				
Graduate student - University funding only	Yes	No	No						Yes				
Graduate student - Sponsored program (+ GSA funding)	Yes	Yes	Yes		Yes +	Yes ++		(Yes)					
Undergraduate student	Yes	Yes +++	No			Yes	Yes						

*For all travel requiring pre-approval, the approval of the chair or director of the unit providing funding is needed for domestic travel; the dean's approval is needed for international travel.

** Pre-approval is recommended, but not required, for graduate students receiving only GSA funding, in case non-GSA University funding becomes available.

+ Graduate students on assistantship should request a Concur profile be created, if one does not exist; expenses are submitted through Concur.

++ Graduate students not on assistantship request expense reimbursement from the funding unit and may need to be onboarded as a University Supplier.

+++ Undergraduate group travel does not require individual Trip Numbers for students; undergraduate individual travel does require a Trip Number.

Detailed University policies and procedures are available on the Business & Finance website.

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