

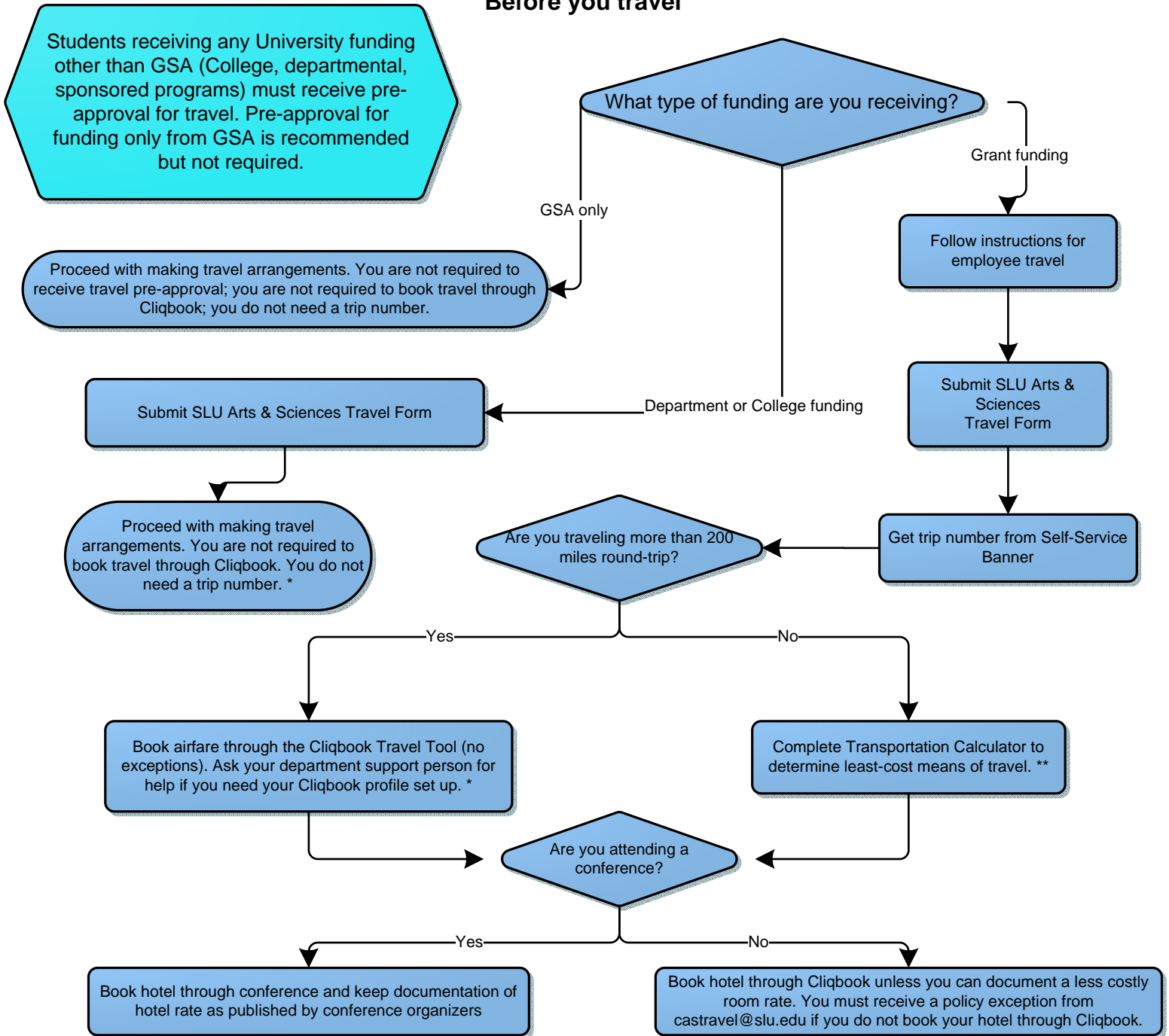
# Travel Procedure for SLU Graduate Students

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](http://www.slu.edu/x50058.xml)) for detailed information

## Before you travel



## 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

**Students receiving only GSA and/or departmental or College funds:** Submit your expense reimbursement form to GSA according to the instructions on the GSA conference award site. For departmental/College funding, send a copy of your GSA reimbursement request, including all receipts, to [castravel@slu.edu](mailto:castravel@slu.edu).

**Students receiving any funding on a grant or sponsored program:** Submit your Concur travel expense report within 60 days of completing travel. Ask departmental administrative staff for assistance if necessary. Students also receiving GSA funding must also submit a GSA funding request.

\* Exception: Students who will have any travel expenses pre-paid by the University, for example airfare or conference registration, must obtain a 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 than 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.