

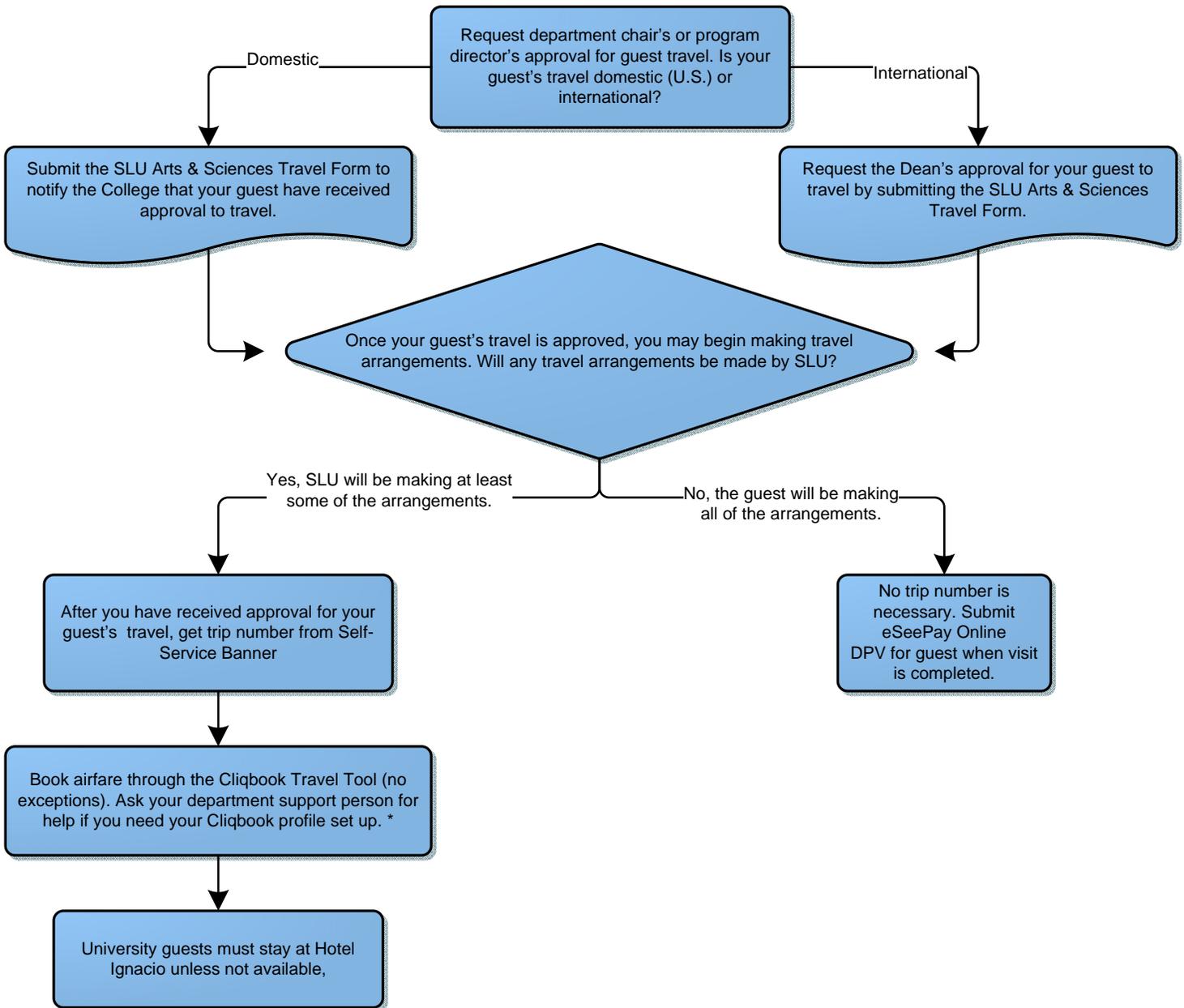
Travel Procedure for University Guests

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



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 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.