

MAKING SENSE OF GRADUATE STUDENT TRAVEL – SAMPLE SCENARIOS
College of Arts and Sciences
January 2011

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:
 - A copy of the GSA cover sheet and worksheet, and the department worksheet
 - 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.