

## College of Arts and Sciences Travel Policy Guidelines

	<b>Pre-Travel Arrangements</b>	<b>Travel Pre-Approval *</b>	<b>Trip Number</b>	<b>Book through Cliqbook</b>	<b>Post-Travel Reimbursement</b>	<b>Submit expenses on Concur</b>	<b>Submit expenses on DPV</b>	<b>Submit eSee DPV Student Travel Cover Page</b>	<b>Submit expenses to GSA</b>	<b>Submit expenses on CAS conference award worksheet</b>
SLU Employee	Yes	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 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; expenses are submitted through Concur.

++ Graduate students not on assistantship submit expenses on DPV.

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