

College of Arts and Sciences Travel Policy Guidelines

	Pre-Travel Arrangements	Travel Pre-Approval *	Trip Number	Book through Clickbook	Post-Travel Reimbursement	Submit expenses on Concur	Submit expenses on DPV	Submit eSee DPV Student Travel Cover Page	Submit expenses to GSA	Submit expenses on CAS conference award worksheet
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.