

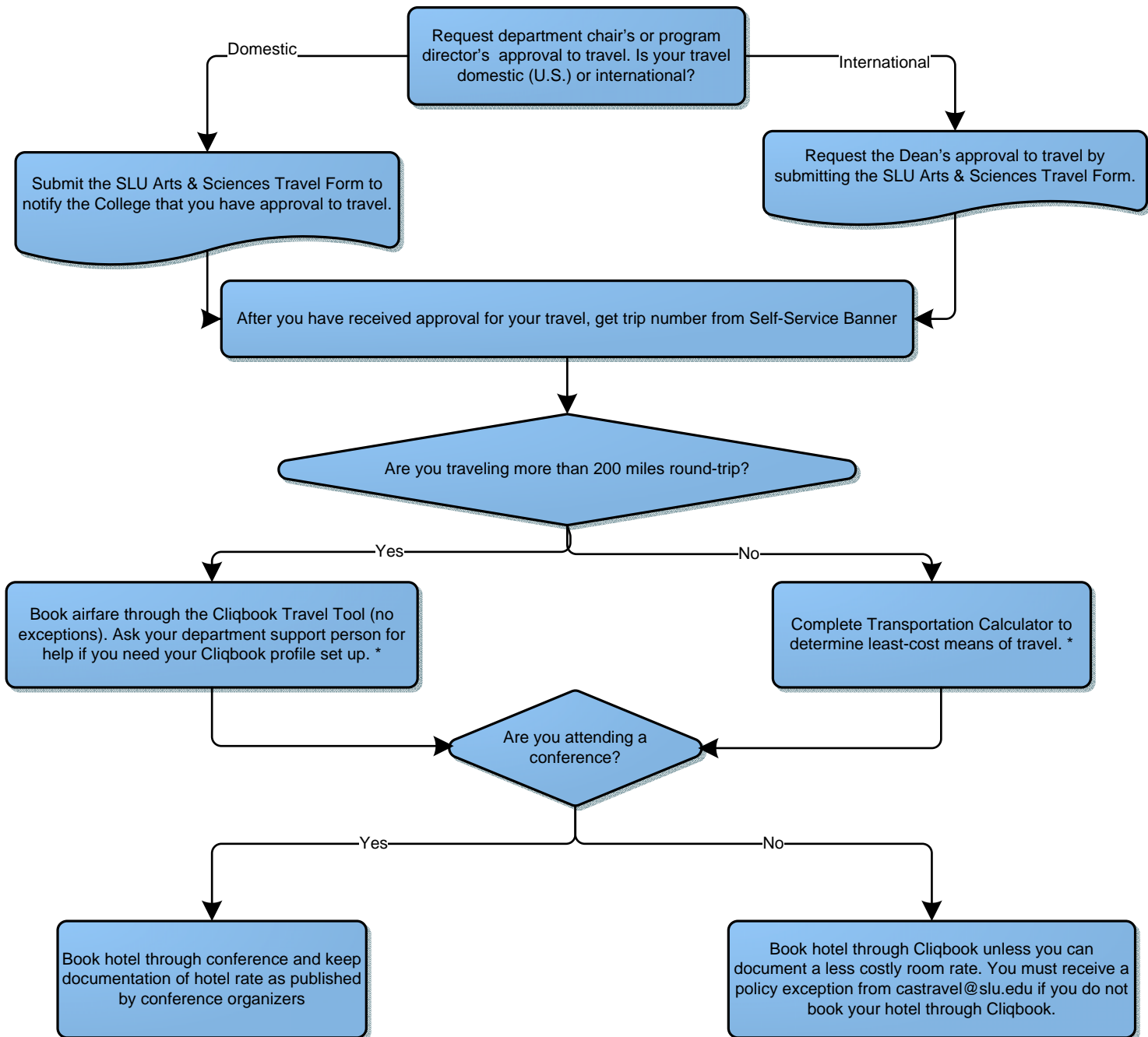
Travel Procedure for Employees

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 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

Submit your Concur travel expense report within 14 days of completing travel. Ask departmental administrative staff for assistance if necessary.

* 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.