

# Business and Finance Division

SAINT LOUIS UNIVERSITY

## Required Approvals/Exceptions

### Pre-trip Authorization Approval Requirements

Type	Travel Approver	Dean or AVP	Sponsored Programs
Domestic Travel	X		
International Travel	X	X Requires documentation acknowledging pre-approval (form or e-mail)	
Travel Charged to a Sponsored Program Fund	X Requires review of Sponsored Program Travel Check List		X If any item on check list is in question
Travel on behalf of another University department/unit	X Requires approval of the funding department in addition to the supervisor of the home department		

### Exceptions to Travel Policy Approvals/Justification Requirements

Exception:	Dean/AVP or Designee
Not booking through Cliqbook Online Booking(excluding conference hotel bookings)	X
Not selecting within \$100 of the Lowest Available Fare	X with <a href="#">Reason Code</a> and explanation
Exceeding SLU Hotel Per Diem	X with <a href="#">Reason Code</a> and explanation
Booking conference hotel at a higher rate than lowest published	X With documented cost justification
Requesting a car size upgrade	X with <a href="#">Reason Code</a> and explanation
Mileage reimbursement for personal vehicle when traveling 200 miles or more roundtrip in lieu of rental car or airfare	X with documented cost justification using <a href="#">Transportation Calculator</a>
Expense report submitted 60 days or more after expense date or end of travel	X

**Note: All required documentation must be submitted with the Travel Expense Report in Concur. All exceptions to the policy will be included in reports available to University executives/managers.**