

# Business and Finance Division

SAINT LOUIS UNIVERSITY

## Saint Louis University American Express Business Travel Policy Exception Reason Codes

### Request for Exception to University Policy

When a traveler is requesting an exception to the University policy for airfare, hotel or car rental, one of the following reason codes/descriptions should be used when booking the reservation along with appropriate explanations and documentation as noted below. The Travel Class approver will review the request, obtain additional approvals as necessary and either deny or approve the request. **When an exception is approved, the traveler must submit the Travel Request Detail from their Trip Library as documentation of the approved exception.**

### Management Reports

All pre-approved exceptions to the University travel policy for airfare, hotel, and car rental will be tracked in management reports provided to Deans, Directors, Vice Presidents and the President. Trends by departments and individual travelers will be noted.

### Airfare Reason Codes

The traveler is required to select an appropriate reason code if he or she has not selected the lowest logical airfare offered or if the fare was not booked at least 14 days in advance. Ten dollars (\$10) is the maximum additional amount over the lowest logical airfare as defined by the University policy that may be pre-approved without a business reason or without the traveler paying the excess.

Code	Description	Use When:	Approval/Documentation
DT	Lowest Airfare Declined – Traveler declined times	The travel times of the lowest available fare conflicts with the traveler's business schedule	The traveler must document the reason in order to select another economy class fare. Examples: <ul style="list-style-type: none"><li><i>The lowest fare leaves while I am still in clinic, so will need to take the later flight</i></li><li><i>The lowest fare will not get me to my meeting on time, so will need to take the early flight</i></li></ul>
PU	Lowest Airfare Declined – Traveler requested to pay additional cost	The traveler is reserving an upgrade or different carrier and agrees to pay the additional cost	The traveler must document that they agree to pay the difference between the lowest available fare offered and the higher cost fare. Examples: <ul style="list-style-type: none"><li><i>I prefer to fly business class and will pay the \$212 additional cost</i></li><li><i>I prefer not to fly with United and will pay the \$53 additional cost to fly with American Airlines.</i></li></ul>
DP	Lowest Airfare Declined – Traveler declined penalty fare	The traveler is reserving a no penalty fare to have the flexibility of changing the reservations without receiving a penalty for changes	The traveler must document that this alternative will be more cost effective. This situation would be rare because generally the incremental cost of a fully refundable fare is greater than the \$100 cancellation/reissue fees from airline carriers.

## Airfare Reason Codes (continued)

Code	Description	Use When:	Approval/Documentation
CR	Lowest Airfare Declined – Traveler declined connection flights	The additional time of the layover of lowest available fare conflicts with the traveler's business schedule	The traveler must document the reason in order to select the higher fare non-stop flight. Examples: <ul style="list-style-type: none"> <li>• <i>Allowed by policy – doesn't save at least \$200/adds more than 2 hours to the flight time</i></li> <li>• <i>The lowest fare connection flight will not get me to my meeting on time</i></li> </ul>
AD	Lowest Airfare Declined – Traveler declined alternate airport	The traveler is requesting a specific airport due to closer proximity to meeting location	If the overall cost when combined with ground transportation is higher at the alternate airport offered, the traveler must document that this alternative will be more cost effective. Example: <ul style="list-style-type: none"> <li>• <i>The incremental cost for shuttle/taxi to/from my meeting site from this airport would be over \$50, which is more than the \$40 additional cost of the fare selected.</i></li> </ul>
AF	Airfare not booked at least 14 days in advance of departure	The travelers selected the lowest fare, but it was booked less than 14 days in advance	The traveler must document the reason the airfare is being booked less than 14 days in advance. Examples: <ul style="list-style-type: none"> <li>• <i>Just learned of this recruitment opportunity yesterday</i></li> <li>• <i>The nature of this grant stipulates that we respond to their requests on short notice</i></li> </ul>
AP	Lowest Airfare Declined & Airfare not booked at least 14 days in advance of departure	The traveler is declining the lowest fare, <b>and</b> has booked the airfare less than 14 days in advance	The traveler must document the reason they are not selecting the lowest available fare <b>and</b> the reason the airfare is being booked less than 14 days in advance. Example: <ul style="list-style-type: none"> <li>• <i>Responding to an urgent request by one of our partners and must reach the destination by noon tomorrow. This ticket will be fully reimbursed by this third party.</i></li> </ul>

## Hotel Reason Codes

Code	Description	Use When:	Approval/Documentation
HC	Hotel Cost Exceeds SLU Per Diem* Exception – Conference hotel	The traveler is attending a conference and the hotel is booked through Amex because it is less than the conference negotiated rate	The traveler must note the conference negotiated rate
HD	Hotel Cost Exceeds SLU Per Diem* Exception – Per Diem rate not available	The traveler selected the lowest hotel rate available; unable to find a hotel within the Per Diem for that city during that time period.	The traveler must ensure that appropriate search parameters were used. If reservation is being made less than 14 days in advance, the must document the reason.
HP	Hotel Cost Exceeds SLU Per Diem* Exception – Specific exception allowed by SLU policy	The traveler selected a hotel within a closer proximity to the meeting location and the overall cost is less when combined with ground transportation.	If the overall cost when combined with ground transportation is higher at the hotel(s) offered within the allowable per diem, the traveler must document that this alternative will be more cost effective. <ul style="list-style-type: none"> <li><i>The selected hotel will allow me to take public transportation to my meeting site and will be less costly than the hotels within the SLU per diem when combined with the cost of a daily taxi fare for over ten miles each way.</i></li> </ul>

\*SLU Hotel Per Diem is defined as the US Government per diem plus 20%.

## Car Reason Codes

Code	Description	Use When:	Approval/Documentation
CL	Car Company Exception – lower rate confirmed	The traveler confirms a lower rate on a non-preferred rental.	If a non-preferred rental company is offering a special rate less than the negotiated rate(s) the traveler may select the non-preferred vendor and indicate lower cost as the reason. <b>Important:</b> When comparing rates, note the quoted <b>Total cost</b> in addition to the quoted <b>daily rate</b> as some non-preferred car company's offer a lower rate for the first day only and then a much higher rate for subsequent days.
CA	Car Type Exception – Specific exception allowed by SLU policy	Larger car type confirmed due to the number of travelers sharing a car or transporting large bulky materials.	If the traveler is requesting an upgrade to the car type, they must document the reason. Example: <ul style="list-style-type: none"> <li><i>A full size car is needed because there will be a total of four faculty members traveling to this conference.</i></li> </ul>