

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Travel Policy FO-TR-04**  
**Board of Regents Regulations**

SHSU is subject to the University's Board of Regents Travel Guidelines. The applicable portion of the Regents Travel Guidelines are reproduced here:

**6(12)1 In-State Travel.** *The Components Presidents, or their respective designees, are authorized to approve the instate travel for personnel within their Components.*

**6(12)2 Out-of-State Travel.** *The Component Presidents, or their respective designees, are authorized to approve out-of-state travel for personnel within their Components, provided the travel request is sought and approved by the President or the President's designee in advance of the travel.*

**6(12)3 Out-of-Country Travel and Reimbursements.** *All out-of-country official Component travel and reimbursements (excluding trips to Mexico, Canada, and U.S. territories) require advance by the Component President, and shall be reported annually to the Chancellor and Board. The President's out-of-country-travel and reimbursement require pre-approval by the Chancellor; and Chancellor's out-of country travel and reimbursements require pre-approval by the Board chair. Travel by and reimbursements for regents and system office employees require advance approval by the Chancellor. Before being authorized to embark on such travel, the regent, employee or student must sign a liability waiver and release of claims in favor of the Component, the Board of Regents and their employees.*

**6(12)4 Official Business.** *The allocation of funds for individuals to attend out-of-state meetings shall be restricted to expenditures for official business, and the available funds shall be allocated so as to encourage maximum participation by the faculty and staff.*

**6(12)5 Reported Travel.** *Once each year at the fall Board of Regents meetings, each President shall report the total dollars expended for out-of-state and out-of-country travel by his or her Component from all sources for the just concluded Fiscal Year along with the previous four Fiscal Years. The reports shall be included in the Board Agenda.*

**6(12)6 Exceptions.** *Any exceptions to the above guidelines shall require prior approval of the Board of Regents.*

These guidelines are in addition to State and University travel guidelines. All out of state travel is required to be approved in advance of the date of departure by the University President or his authorized designee. All out of country travel is required to be approved in advance of the date of departure by the University President.

All out of state and foreign travel payments are required to be reported to the Board of Regents in a prescribed format. Exception: Travel paid from Contract and Grant Accounts (321-#'s) is exempt from these reporting guidelines.

SHSU is required to have an "Affirmation, Waiver and Liability Release" form on file for each faculty/staff and student traveling to a foreign destination on behalf of SHSU before approval to travel may be granted.

Any exceptions to these guidelines will require advance approval from the Board of Regents. Also, see "Travel Voucher Form Procedures, How Travel Office Handles Travel Voucher Form, Travel Information Reported to Board of Regents," for further information.

Reviewed by: Norma O'Bannon-Travel Coordinator – 11-01-07  
Next review: 11-01-08