

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

Finance & Operations Travel Policy FO-TR-07
Conference Room Rate

The President's Cabinet approved the reimbursement on local accounts of full hotel room rate when the traveler attends a conference, stays at a conference site hotel, and obtains the conference rate for the room.

The Travel Office will need verification of the rate included in the travel voucher package. This may be accomplished by including a copy of the notice of the meeting, which indicates the name of the hotel and the conference room rate.

Grant accounts and state accounts do not qualify for this provision. The limit is \$85.00 per night in state or the federal rate for the area out-of-state.

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