

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

**Finance & Operations Travel Policy FO-TR-08**  
**Conservation of Funds**

A state agency shall minimize the amount of travel expenses paid or reimbursed by the agency. The agency shall ensure that each travel arrangement is the most cost-effective considering all relevant circumstances. The agency shall use teleconferencing and other telecommunications technologies to the maximum extent possible to reduce the agency's travel expenditures. If a more expensive mode of transportation is used to get to duty point, the voucher must include

A state agency may pay or reimburse a travel expense only if it is related to necessary functions of the agency.

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