

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

**Finance & Operations Travel Policy FO-TR-10**  
**Coordination of Travel**

**"Four-Per-Car Rule" - (Per State of Texas Travel Allowance Guide, Page 72)**

State employees must coordinate travel when two, three, or four state employees employed by the same state agency travel on the same dates with the same itinerary to conduct the same official state business.

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