

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

Finance & Operations Travel Policy FO-TR-11
End of Fiscal Year Deadlines

The fiscal year for the State of Texas is September 1 through August 31. Since the end of the fiscal year falls on August 31, travel taking place between two fiscal years will require two Travel Applications and two Travel Vouchers with expenses prorated to when they were actually incurred. Please contact the Administration Accounting Office to advise the status of any outstanding Travel Applications which should have encumbrances cleared.

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