

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

Finance & Operations Travel Policy FO-TR-12
Exceptions to Travel Policy

Approval of travel that does not follow any travel policy has been delegated by the University President, to each Vice President for his/her division and the Vice President for University Advancement. Any exception must be addressed and approval requested by claimant to the appropriate Vice President/Executive Director. Attach documentation of approval to exception to the travel voucher. Individuals reporting directly to University President will need his approval.

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