

**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