

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

Finance & Operations Travel Policy FO-TR-18
Lease of Apartment or House

Per State of Texas Travel Allowance Guide, Page 64

General provisions

A state agency may reimburse a state employee for the expense of leasing an apartment or house if:

- The employee leases the apartment or house from a commercial lodging establishment; and
- The employee is listed as a tenant on the lease; and
- The purpose of leasing the apartment or house instead of renting a room at another type of commercial lodging establishment is the conservation of funds; and
- The agency reasonably anticipates at the time the lease is signed that the employee or other state employees will be using the apartment or house while conducting official state business throughout the term of the lease; and
- The agency reasonably anticipates at the time the lease is signed that the apartment or house will be used for at least one month; and
- The agency would not be prohibited from reimbursing the employee for lodging expenses if the employee has instead rented a room from a different type of commercial lodging establishment.

If the comptroller determines that a state agency or a state employee has violated one or more of the preceding conditions, the comptroller may notify the state auditor and other appropriate state officials. In addition, the comptroller may prohibit the agency and its employees from subsequently leasing apartments and houses.

If considering the above, please contact the Travel Office at, ext. 4-1023, or acc_nab@shsu.edu for a complete set of guidelines

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