

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

Finance & Operations Travel Policy FO-TR-19
Lodging

SHSU does not prepay or direct bill lodging for an employee or prospective employee. Each employee or prospective employee may make his own lodging arrangements according to his own situation. Upon conclusion of travel, the actual **lodging receipt** is required to be attached to the Travel Voucher form to request reimbursement for this item. Contract hotel rates may be accessed at www.window.state.tx.us/procurement/prog/stmp.

The amount of lodging claimed for reimbursement is required to be for single person occupancy only. Rates allowed are based on single person occupancy. The receipt must show "single room rate" which is the amount charged for one-person occupancy. If this information does not appear on the lodging receipt, the claimant is required to add a note to the receipt itself as follows:

"Single room rate - \$85 per day."

Rates:

In Texas - single person lodging may be claimed for reimbursement not to exceed the amount of actual expense or \$85 per day, whichever is less.

Outside Texas - single person lodging may be claimed for reimbursement not to exceed the amount of actual expense or the amount allowed for the area being visited, whichever is less. See Internet address: <http://www.gsa.gov> Click on per diem rates.

Lodging may not be claimed by a SHSU faculty/employee/student if incurred within Huntsville.

Lodging may not include any personal items, such as telephone, meals, laundry, etc. Only the actual room cost is considered when determining the amount to claim for lodging reimbursement, which is shown, on the back of the Travel Voucher.

SHSU may not reimburse lodging expenses incurred on a calendar day that did not involve an overnight stay away from Huntsville unless the expenses incurred were incurred for a proper business reason. A justifying statement must be included on the Travel Voucher form.

Lodging expenses incurred at a location other than a commercial lodging establishment may not be reimbursed.

Hotel tax is considered a separate reimbursable item. Do not include it in the lodging total.

Lodging Receipt -- An official hotel receipt (which is the final bill) is required to be attached to the Travel Voucher form. This receipt is required to itemize all expenses on a daily basis and state single person rate per night. Remember to deduct lodging tax, phone calls, meals, etc. from the lodging amount when reporting this expense on the Travel Voucher form. Remember--if the hotel has express check-out," be sure to obtain a final bill from the hotel (either pick it up while there or have it mailed later). The final bill must show the amount paid and include a detail accounting of expenses incurred (i.e., defining each item charged on the bill), which must agree with the amount paid by the claimant.

Without a final bill showing a breakdown of expenses, a claimant may not request reimbursement for the lodging expense. The receipt must also show a daily breakdown of expenses per person when the room is shared and identify the name of each person with whom the room was shared.

Special Provisions Applying to Actual Expenses for Meals and Lodging -In some instances a claimant may be reimbursed for more than the normal amounts allowed for meals and lodging. When a trip is in accordance with special provisions as stated on the form, "Authorization to Incur Actual Expenses for

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Meals and Lodging," a claimant may complete this form and submit it with the Travel Application form for the same trip.

In order to obtain approval, this Authorization form must be processed in advance of the trip.

The Travel Office will submit the Authorization form to the SHSU President for approval. Upon approval by the SHSU President, a confirmation copy of the Authorization form will be sent to the claimant by the Travel Office.

Upon conclusion of the trip, the claimant will be required to submit receipts with the Travel Voucher form to substantiate the actual expenses for meals and lodging incurred.

A copy of the Authorization form is required to be attached to the Travel Voucher form when it is submitted to Austin for processing. The Travel Office will make the copies needed in order to comply with this requirement.

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