

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

Finance & Operations Travel Policy FO-TR-22
Multiple Advance or Reimbursement

A state employee may not accept a reimbursement of advance for a travel expense from more than one source. An employee who anticipates receiving or actually receives a travel expense reimbursement or advance from a person other than a state agency may seek an advance or reimbursement for the expenses from a state agency only to the extent the amount of the person's advance or reimbursement is less than the amount of the expense incurred.

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