

**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