

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

**Finance & Operations Travel Policy FO-TR-23**  
**Non-Reimbursable Auto Expense**

If a claimant has mechanical trouble with his personally owned automobile while traveling on a SHSU-related business trip, he is not entitled to receive meals, lodging, or mileage reimbursement during the period when SHSU business is interrupted.

If a claimant stays with his personally owned automobile while it is being repaired, he is not entitled to receive meals or lodging reimbursement for that period during which the car is being repaired, unless the claimant continues on SHSU business by other means of transportation.

Once the car is repaired and the claimant continues on SHSU business, he may resume claiming meals, lodging, and mileage reimbursement.

When traveling on an SHSU-related business trip by means of a personally owned vehicle, gasoline expenses, and automobile repair costs incurred for that vehicle are not reimbursable.

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