

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

**Finance & Operations Travel Policy FO-TR-24  
Out of State**

See following pages. Out-of-state meal and lodging rates may be accessed at Internet address,  
[www.gsa.gov](http://www.gsa.gov)

[Click on per diem rates](#)

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