

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

**Finance & Operations Travel Policy FO-TR-26**  
**Packaged Travel Services**

Packaged travel services are defined as the purchase of two or more of the following services for a lump sum price which is not itemized by service: meals, lodging, transportation and incidentals.

If these services will be reimbursed from local funds, the employee may be reimbursed for the package price if the travel reimbursement voucher includes documentation of prices obtained for each individual service. The package price must be less than the total of the services purchased separately. A receipt from the seller of the package must accompany the travel reimbursement voucher.

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