

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

Finance & Operations Travel Policy FO-TR-27
Prospective State Employees

A state agency that provides advance authorization for a prospective state employee to visit the agency for an interview or other employment evaluation may:

- **reimburse the prospective state employee for a travel expense incurred as a result of visiting the agency**

A state agency shall treat a prospective state employee as a state employee for the purposes of reimbursing a travel expense of the prospective state employee. The amount of the payment or reimbursement is limited to the amount that may be reimbursed for travel expenses incurred by any individual who holds the position for which the prospective state employee is being considered. A prospective state employee is not exempt from hotel occupancy taxes. Those taxes may be reimbursed as an incidental expense.

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