

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

Finance & Operations Travel Policy FO-TR-31
Required Use of Contracts for Car Rental, Hotel and Airfare

Institutions of higher education are required to use the contracts for travel when the services are purchased with General Revenue or Educational and General Revenue Funds. This information may be found in the Texas State Travel Directory. Those traveling on local or grant funds may utilize the contracts, but are not required to do so. Be sure and check the contract rates to verify you are receiving a lower rate, if you do not use the contract.

Contract rates may be accessed at the Internet address, www.window.state.tx.us/procurement/prog/stmp

The contracts must be used unless an approved exception condition exists.

When a contractor is not used one of the approved exception conditions must exist and the exception must appear on the travel voucher.

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