

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

Finance & Operations Travel Policy FO-TR-01
SHSU Travel Policies

In accordance with the travel policy approved by the Board of Regents, the following policies will apply for administrative officers, faculty and staff at Sam Houston State University:

- (1) All Travel Requisitions for travel should be endorsed by the proper administrative officers and approved by the Office of the President before the trip is taken. The University President may delegate his responsibility for approving in-state and out-of-state travel to another person. Therefore, an authorized designee of the University President may sign these forms on behalf of the University. A written list of these authorized designees is on file in the Travel Office for reference purposes. The approval of travel that is not prior to the date of travel must be forwarded to the appropriate Vice President and the Vice President for University Advancement. A letter of justification must be attached.
- (2) It is the responsibility of Department Directors, Deans and/or equivalent Administrative Officers to ensure that funds are available in their respective accounts to cover Travel Applications being submitted for approval.
- (3) Travel applications for out-of-state travel should be submitted at least (30)-thirty days prior to anticipated date of travel in order to ensure approval from the University President. The University President will only approve the out-of-state travel request of those reporting directly to him, all others will be approved by their appropriate Vice President and/or Dean.
- (4) All travel outside the United States must have advance written approval of the University President prior to trip in order to be reimbursed. Foreign travel needs the Texas State University System Request For "Chairman of the Board of Regents Approval and Release of Liability and Assumption of Risk for System Employees Traveling to Foreign Countries" form filled out and submitted with travel application (30) days prior to date of trip, when requesting reimbursement from state appropriated funds.
- (5) Travel should not involve more than three (3) consecutive school/work days off campus in normal situations. However, approval for travel in excess of three days may be requested, provided a written justification for the extended absence accompanies the Travel Application. Travel applications – in the Division of Academic Affairs, department chairs are authorized to approve being away from campus for more than three weekdays.
- (6) The purpose of travel must be directly related to the goals and objectives of the University. The first and every successive endorser of the travel must vouch for the necessity and authenticity of the trip. The request for reimbursement must state the duties performed and how they benefit the University.
- (7) Authorized out-of-state travel should include the designation of an alternate claimant if appropriate.
- (8) It is the responsibility of a person traveling on a federal grant to ensure that grant guidelines are in agreement with University Travel Guidelines and to coordinate all travel information through the Office of Contracts and Grants.
- (9) All travel should comply with the Rules and Regulations as set forth by the State of Texas.
- (10) SHSU travel policies apply to all University-related travel, regardless of whether or not University, reimbursement is made from a state, local, or grant account. All travel for employees and prospective employees is processed by reimbursement basis utilizing a Sam Houston State University travel voucher.

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Reviewed by: Norma O'Bannon-Travel Coordinator – 10-1-11
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