

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

Finance & Operations Travel Policy FO-TR-33
Student Expenses

Travel Application and Travel Voucher forms may not be processed in the name of a SHSU student. If the student is traveling alone as part of his/her curriculum, the student expenses will be reimbursed on a purchase voucher. The student must follow the same travel guidelines as an employee.

If the student is on SHSU payroll at the time of travel and the travel is **required by job**, refer to the same guidelines as those for a SHSU employee, since the student will be regarded as an employee for travel purposes.

Student travel expenses may be reimbursed to the SHSU faculty/employee who accompanies the student and who pays for the student's expenses. These reimbursements must be from sources other than state appropriation.

If a student travels alone, or only with other students, reimbursement of travel expenses are not handled on Travel Application or Travel Voucher forms. Other procedures may apply. Call the Travel Office for further information.

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

Next review: 11-01-08