

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

Finance & Operations Travel Policy FO-TR-34
Student Group Policy

Direct billing will be allowed for student group travel. A travel application must be on file with required bids in order to process the direct billing of hotel, airfare, or car rental.

Definition of student group: One or more staff of faculty accompanying one or more students. If the individuals are traveling as a group, if any of the travel arrangements are made for the group rather than individually and if SHSU will be paying or reimbursing the cost of any of the travel expense, the following policy shall apply.

The SHSU employee making the travel arrangements for the group will obtain one of the following requirements for lodging:

1. Three bids: documented and included with the travel application. Bids totaling less than \$5,000.00 may be documented by listings the company bidding, the person giving up the bid, and the amount of the bid. The employee obtaining the bids is required to sign the list affirming that the information is correct. Bids of \$5,000.00 or more must be submitted in writing by the bidding company and the bids must be submitted with the travel application.
2. Lodging obtained at the state contract rate at a hotel listed in the Texas State Travel Directory.
3. Lodging obtained at the conference rate in the conference/host hotel. Verification must be included with travel application/voucher, which indicates the name of the hotel, conference room rate, and whether the rate is single or double occupancy.

If not using a state contract rate, three bids are required for airline and car rental companies, which must be documented and included with the travel application. Bids totaling less than \$5,000.00 may be documented by listing the company bidding, the person giving us the bid, and the amount of the bid. The employee obtaining the bids is required to sign the list affirming that the information is correct. The bidding company must submit bids of \$5,000.00 or more in writing and the bids must be submitted with the travel application.

Travel applications for the group travel, must be approved by the department Director, the appropriate Dean, and the appropriate Vice President. The University President must also approve foreign group travel.

The SHSU faculty/employee traveling with a student group is responsible for advising all persons making the trip of SHSU travel guidelines and making car pool arrangements for the entire group with at least four persons per vehicle. This faculty/employee is also responsible for handling student expenses, securing necessary receipts, etc., and completion of a Travel Voucher form upon conclusion of the trip in order to obtain reimbursement for travel expenses incurred.

Meal allowances may be arranged for a group of students, but call the Travel Office in advance of the trip for guidelines on this procedure.

Any exceptions to this policy must have approval of the appropriate Vice President, in advance of the travel, with appropriate written documentation attached.

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