

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

**Finance & Operations Travel Policy FO-TR-39**  
**Travel Advances**

Travel Advances will be issued to employees of Sam Houston State University who are currently on the SHSU payroll under all of the following conditions:

1. Funds are being requested for a trip involving SHSU students or for a trip which is to be reimbursed from grant funds.
2. The trip will be reimbursed from funds other than state appropriation.
3. An approved travel application has been received by Administrative Accounting.
4. The employee has no outstanding prior travel advance balances past due.
5. The employee has signed the SHSU Travel Advance Agreement.

The SHSU Travel Advance Agreement states that an employee will clear an advance within 30 days following the trip. If the advance is not paid in full, the outstanding amount will be deducted from the employee's net pay on the next payroll date.

A purchase voucher form should be completed and should be received in Administrative Accounting at least 3 business days prior to the day the advance is needed.

Reviewed by: Jack Parker-Vice President for Finance & Operations  
and Jacque Gilliam-Associate Vice President for Finance & Operations – 11-01-07

Next review: 11-01-08