

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

Finance & Operations Travel Policy FO-TR-38
Travel to Washington D.C.

Only State travelers who intend to confer on Legislative or Appropriation issues with the U.S. Congress/The Federal Government, staff, or officials should submit travel information to Office of State-Federal Relations.

If necessary to report travel information, report via web site: <http://www.osfr.state.tx.us/Print> the confirmation page and attach to the travel application.

If you have any questions, contact Norma O'Bannon at ext.41023.
Pursuant to Senate Bill 1, General Appropriations Act for 2006-2007, Article IX, Section 6.19(c)

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