Finance & Operations Policy FO-TR-08
Student Travel

1. Purpose
   1.1 To provide a general guide to students who are in travel status while enrolled at Sam Houston State University as an undergraduate or graduate student.

2. Policy
   2.1 It is the policy of Sam Houston State University to reimburse students in travel status if the travel event is required by job duties, or sponsored/organized events that occur more than twenty-five (25) miles from the University campus, when the student is officially representing the University and such travel is approved in advance by the appropriate faculty or staff member.
   2.2 Travel undertaken by students to attend out of town athletic events, or to engage in student-teaching, internships, practicums, observations or research will not be reimbursed.
   2.3 All student travel is reimbursed only on institutional funds and must follow the same policies and guidelines as SHSU employees.

Reviewed by: Norma O’Bannon – Director of Disbursements & Travel Services (10/13/2014)
C. Aaron LeMay – Controller (10/13/2014)