

SAM HOUSTON STATE UNIVERSITY

AUTHORIZATION TO INCUR ACTUAL TRAVEL EXPENSE FOR MEALS AND LODGING

Check the item which applies:

SHSU employee traveling on official business with the

SHSU employee traveling on official business to a meeting or conference to represent
President of the Sam Houston State University Dr. ~~Öä äÖä~~ [}

the President of Sam Houston State University, Dr. ~~Öä äÖä~~ [}
Pursuant to the General Appropriations Act, 72nd Legislature, First Called
Session, 1991, TEX.REV.CIV.STAT.ANN.art.6823a, sec. 6(a) (Vernon 1960
and supp. 1992), approval is granted for the following employee to incur actual
meal and lodging expense while traveling in the performance of official duties:

Name of Employee _____

Beginning & Ending Date of Travel _____

Destination (City & State) _____

Approximate Cost for Entire Trip: _____

Approval of Authorizing Official:

**Dr. ~~8 UbU~~; ~~JVgcb~~, President
Sam Houston State University**

Date

Processing Instructions: Before the date of departure for this trip, submit this original form and corresponding Travel Application form to the SHSU Administrative Accounting Office for processing. Presidential approval will then be requested. Upon approval a confirmation copy will be returned to the claimant. When submitting the Travel Voucher for the trip, Please attach a copy of this form for reference purposes.