Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

College of Education

College of Education Travel Process:

To ensure consistency in travel procedures and the submission of travel documents, the College of Education handles all travel pre-approvals and expense reports for faculty and staff, including mileage requests. This process guarantees the quickest possible turnaround time for payments and ensures compliance with all university guidelines.

Delegate Access: Set the COE Travel Coordinator as a delegate on Chrome River (Emburse Enterprise) SHSU.edu → My SAM → Employees → Chrome River → Account Settings → Delegate Setting → Add New Delegate → COE Travel Coordinator (Tanya Duran)

Pre-approval Request:

SHSU COE Operations Webpage (https://www.shsu.edu/academics/education/about/operations) → Scroll to the travel section → Click on Faculty / Staff Pre-approval Request → Complete the form ensuring accuracy → Submit.

- Pre-approval must be submitted no later than 30 days before the travel dates, regardless of the cost. (Overnight in-state and out-of-state)
- Only after all approvals are obtained, can hotels, flights and registrations can be booked and paid for.
- If is preferred that faculty use the Ghost card for flights (all flights must be booked using the Concur Booking Tool)

Expense Request:

SHSU COE Operations Webpage (https://www.shsu.edu/academics/education/about/operations) → Scroll to the travel section → Click on Faculty / Staff Reimbursement Request → Complete the form ensuring accuracy → Submit.

- All Expense Report must be submitted no later than 5 days upon return from travel (Travelers who have not reconciled their expenses will receive an automatic notice at 25 days, but their card will be suspended on the 31st day.)
- Keep all receipts, they are necessary for reimbursement.

Non-Overnight Mileage Reimbursement:

SHSU COE Operations Webpage (https://www.shsu.edu/academics/education/about/operations) → Scroll to the travel section → Click on Non-Overnight Mileage Request → Complete the form ensuring accuracy → Submit.

- Food reimbursement is not allowed; do not use your travel card for food as this will need to be returned by the employee.
- Commute mileage (mileage from home to SHSU and back) will be deducted for each trip. For
- Milage reimbursements should be submitted at least monthly. Do not wait until the end of the semester/year to submit mileage as there may not be budget available.

Foreign Travel Information:

Procedures, policies, and other information to foreign travel can be found at Foreign Travel | Travel (shsu.edu). Countries on non-approved travel list include Cuba, North Korea, Iran, Sudan, Syria, Crimea Region, Donetsk Region, Luhansk, and Sevastopol Region. Travel pre-approvals must be submitted at least **45-60** days before travel dates, due to extensive review and approvals for foreign travel.

- There are extra required forms for foreign travel, failure to complete this will restrict you from traveling
- No University student or employee shall travel for professional purposed to a country on the U.S. Department of Commerce's foreign adversaries' lists.

Things to Remember:

- Airfare must be booked using Concur Booking Tool and paid by using the Ghost Card
- Travel Card can not be used for Registration and is part of the FY COE Allotted amount.
- Travel card cannot be used for fuel in personal vehicles.
- Per Diem is a daily allowance, no longer a lump sum. Meal Purchases in Huntsville are not allowed on the travel card
- If you are wanting to request a rental, chair approval is required
- **SHSU has implemented a 3-strike rule**