

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

Finance & Operations Travel Policy FO-TR-13
Expense Certification Policy

1. Purpose

- 1.1 To provide a guide to employees of SHSU on requirements for submitting and approving travel expenses when traveling on behalf of Sam Houston State University.

2. Policy

- 2.1 It is policy of Sam Houston State University that employees are required to acknowledge and certify the submitted expenses through approval of the expense report in Emburse Enterprises (Chrome River).
- 2.2 Personal charges are not allowed on the University's travel card. Should the audit of the expense report determine unallowable or personal expenses were made on the travel card, then the employee owes the amount for the unallowed expenses to the University. Employee will receive notification with instruction for repayment, and the charges will be added to the individuals MySam account to collect payment due to SHSU.

Should audit of the expense report determine unallowable or personal expenses on the travel card and reimbursement has been processed the expenses will be added to the individuals MySam account for collection.

Examples (not all inclusive) of personal charges: expenses outside approved travel dates, alcohol, clothing, gifts and souvenirs, meal charges over per diem, medicine, etc..

- 2.3 Unpaid MySam account balances are subject to University collection procedures detailed in [FO-SFS-02](#) .

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