

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

Finance & Operations Travel Policy FO-TR-06
Spouse Travel

1. Purpose

- 1.1 To provide a guide to employees in travel status when a spouse accompanies an employee on official University business.

2. Policy

- 2.1 It is the policy of Sam Houston State University (SHSU) to reimburse an employee's spouse travel expenses if the presence of the spouse is essential (not just beneficial) to the employee being able to carry out his/her business purpose for SHSU.
- 2.2 All spousal travel must have approval from the President and will be processed in accordance with other SHSU travel policies. Institutional funds may be used to reimburse the spousal travel.
- 2.3 The spousal travel of the President is considered essential to SHSU business and is reimbursable without additional approvals.

Reviewed by: Tessy Rappé, AVP Finance & Operations
Reneé Starns, Exec. Director Procurement & Business Services

Review Date: September 2017

Next Review Date: September 2020