

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

Finance & Operations Travel Policy FO-TR-02
Lodging

1. Purpose

- 1.1 To provide a guide to employees, guests and prospective employees in travel status-for lodging reimbursement rates allowed by Sam Houston State University, if travel is funded by institutional funds.

2. Policy

- 2.1 It is the policy of Sam Houston State University to reimburse employees lodging expenses incurred when traveling on SHSU business, when reimbursement request is accompanied by receipt.
- 2.2 Allowed lodging rate is acquired from U.S. General Service Administration (www.gsa.gov).
- 2.3 If the lodging rate exceeds the allowed GSA rate for the primary destination of travel by more than 50% of the GSA rate, approval of the appropriate Dean or Vice President is required to reimburse the additional expense.
- 2.4 If the traveler has secured lodging at a conference site and receives the conference rate, documentation must be provided to be reimbursed the conference rate.
- 2.5 Guest/Prospective employees are authorized to be reimbursed for actual lodging expenses with departmental approval and valid receipt.

Reviewed by: Tessy Rappé, AVP Finance & Operations
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Next Review Date: September 2021