

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

**Finance & Operations Travel Policy FO-TR-07**  
**Student Traveling with Faculty/Staff**

**1. Purpose**

- 1.1 To provide a guide to students who are in travel status accompanied by a faculty or staff member while enrolled at Sam Houston State University (SHSU) as an undergraduate or graduate student.

**2. Policy**

- 2.1 It is the policy of Sam Houston State University (SHSU) to utilize a SHSU travel card for hotel, airfare, or car rentals, for a student group of one or more traveling with a faculty/staff member unless special arrangements have been approved. Purchase order can be utilized for hotel and car rental if applicable.
- 2.2 SHSU faculty/staff traveling with a student group is responsible for coordination, collections and submittal of required documentation including completed and signed Emergency Medical Treatment Form and Release and Indemnification Agreement.
- 2.3 International travel must be approved by the respective Vice President in advance of the expenditure of funds. Each student traveling internationally must sign the Affirmation, Waiver and Liability Release.

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

Review Date: September 2018

Next Review Date: September 2021