

Finance & Operations Policy FO-TR-08
Student Travel

1. Purpose

- 1.1 To provide a general guide to students who are in travel status while enrolled at Sam Houston State University as an undergraduate or graduate student.

2. Policy

- 2.1 It is the policy of Sam Houston State University to reimburse students in travel status if the travel event is required by job duties, or sponsored/organized events when the student is officially representing the University. If a University travel card is utilized for the cost of travel expenses, then no reimbursement will be provided to the traveler for those charges. See FO-TR-12 Travel Authorization policy.
- 2.2 Travel undertaken by students to attend out of town athletic events or to engage in student teaching, internships, practicums, observations or research will not be reimbursed.
- 2.3 All student travel is reimbursed only on institutional funds and must follow the same policies and guidelines as SHSU employees.

Reviewed by: Tessy Rappe', AVP Finance and Operations
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Business Services

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Next Review Date: September 2021