

**Finance & Operations Travel Policy FO-TR-10  
Travel Card Policy**

**1. Purpose**

- 1.1 To provide a guide to employees using a Sam Houston State University travel card for official university business and reduce the need for travel advances or employees using their personal funds for SHSU business.

**2. Policy**

- 2.1 It is policy of Sam Houston State University to offer an individual travel credit card for employees traveling for business purposes benefiting SHSU. University business related travel expenses such as airfare, car rental, lodging, meals, and ground transportation are allowable travel card expenses.
- 2.2 A cardholder making unauthorized expenditures using the travel card may be liable for the total dollar amount of unauthorized purchases plus any administrative fees charged by the credit card issuer in connection with the misuse.
- 2.3 The employee must obtain the approval from their supervisor to request a travel card. The Travel Card Application must be submitted to the Travel Office ten (10) days prior to the beginning dates of travel. This is essential to ensure that the card arrives from the provider prior to the trip dates.
- 2.4 Travel cards will be issued to the individual upon signature of the Travel Card Agreement.

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

Review Date: September 2018

Next Review Date: September 2021