

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

**Finance Operations FO-TR-12
Travel Authorization Policy**

1. Purpose

- 1.1 To provide a guide to employees of SHSU with instruction on requirements for submitting a request to travel for Sam Houston State University business, regardless of funding source.

2. Policy

- 2.1 It is the policy for Sam Houston State University to require prior approval (Pre-Approval Report through Chrome River) for all SHSU employees (including student employees) representing SHSU traveling to an out of state, foreign or overnight in-state location, regardless if cost is incurred by the university.
- 2.2 Non-overnight travel within the State of Texas will not require a Pre-Approval Report through Chrome River, however, it will require an Expense Report through Chrome River, which will route for supervisor approval and should be submitted within 30 days from ending travel date.
- 2.3 Blanket travel will not be accepted. An applicable individual Pre-Approval Report or Expense Report should be submitted for each travel event through Chrome River. Travel Office reserves the right to make exceptions for recruiting activities.

Reviewed by: Tessy Rappé, AVP Finance & Operations
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Review Date: September 2018

Next Review Date: September 2021