

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

**Finance & Operations Travel Policy FO-TR-13  
Expense Certification Policy**

**1. Purpose**

- 1.1 To provide a guide to employees of SHSU on requirements for submitting and approving travel expenses when traveling on behalf of Sam Houston State University.

**2. Policy**

- 2.1 It is policy of Sam Houston State University that employees are required to acknowledge and certify the submitted expenses through approval of the expense report.
- 2.2 If audit of expense report determines unallowable expenses were claimed and reimbursed, then the claiming employee owes the amount of the unallowed expense to the University. Employee will receive notification with instruction for repayment, and charges will be added to the individuals MySam account to collect payment due to SHSU.
- 2.3 MySam account balances are subject to University collection procedures.

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

Review Date: September 2018

Next Review Date: September 2021