

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

Finance & Operations Travel Policy FO-TR-11
Foreign Travel Policy

1. Purpose

- 1.1 To provide a guide to employees and students traveling on behalf of Sam Houston State University outside the United States.

2. Policy

- 2.1 It is the policy of Sam Houston State University, to reimburse employees for travel expense related to international travel, including visas, exit fees, and currency conversion with proper documentation.
- 2.2 SHSU faculty/staff traveling internationally should have prior approval at least forty-five (45) days prior to travel dates.
- 2.3 All travelers must sign the Affirmation, Waiver, and Liability Release, submit an emergency contact list (US contact) and daily itinerary while in foreign country before travel can be approved.
- 2.4 Travel to locations under a traveler warning will be denied if traveling with students. Faculty/staff will be notified of the specific warnings by Risk Management and additional waivers may be required.

Reviewed by: Tessy Rappé, AVP Finance & Operations
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Next Review Date: September 2020