

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

Finance & Operations Travel Policy FO-TR-01
General Travel Policy

1. Purpose

- 1.1 To provide a general overview of policies to an individual, or group, who is approved under Sam Houston State University (“SHSU”) travel policies, and procedures established thereby, to travel on SHSU business for a specific period of time (in “travel status”). Travel is administered by the Procurement and Business Services’ Travel Office.

2. Policy

- 2.1 It is the policy of SHSU that travel funded by State Appropriated Funds will follow the Texas State Comptroller’s Travel Management Program and related regulations.
- 2.2 Institutional funded (“local funds”) travel will default to the Texas State Comptroller’s Travel Management Program and related regulations unless SHSU has established policy related to the use of institutional funded travel
- 2.3 All travel regardless of funding source should adhere to the Texas State University System Board of Regents travel guidelines.
- 2.4 Expense report reconciliation and requests to receive reimbursement for acceptable travel related expenses are submitted through Emburse Enterprise (Chrome River) to the Travel Office within thirty (30) calendar days from the **end of travel date**. Travelers who do not timely reconcile their expenses receive a notice twenty-five (25) calendar days after their end of travel date. If the travel remains unreconciled, the travel card is suspended on the thirty-first (31) calendar day after the end of travel date. The suspension remains in place until five (5) calendar days after the report is submitted with all approvals. Should the after travel report audit discover issues, the traveler must rectify any findings within five (5) calendar days of notice from the Travel Office or the card will be suspended. Expense reports submitted after sixty (60) calendar days from the **end of travel date**, require justification and approval by the appropriate Dean, Vice President or the Vice President’s approver.
- 2.5 If a University travel card is utilized for the cost of travel expenses, then no personal reimbursement will be provided to the traveler for those charges.
- 2.6 SHSU travel paid for with local funds should, but is not mandated, to be booked through the Concur Booking Tool with the SHSU travel partner, Corporate Travel Planners (CTP). Travel using State funds must be booked through the State of Texas Travel Management Program. Regardless of the source of funds, travel expense reports are to be reconciled using Emburse Enterprise (Chrome River).

Reviewed by: Rhonda Beassie, AVP People & Procurement Ops
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Review Date: March 31, 2025