

Finance & Operations 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”).

2. Policy

2.1 It is the policy of Sam Houston State University, 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 To receive reimbursement, expenses should be submitted through Chrome River to the Travel office within 30 days from the return date of travel. After 120 days from the return date of travel, Chrome River will require justification and approval by the Vice President.

2.5 If a university travel card is utilized for the cost of travel expenses, then no reimbursement will be provided to the traveler for those charges.

2.6 All travel paid for by SHSU should be booked through the Concur Booking Tool with the SHSU travel partner, Corporate Travel Planners (CTP).

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Review Date: January 2022

Next Review Date: January 2025