Finance & Operations Policy FO-TR-02
Lodging

1. Purpose

1.1 To provide a guide to employees and prospective employees in travel status of lodging reimbursement rates allowed by Sam Houston State University, if travel is funded by institutional funds.

2. Policy

2.1 It is the policy of Sam Houston State University to reimburse employees lodging expenses incurred when traveling on SHSU business, when reimbursement request is accompanied by receipt.

2.2 Allowed lodging rate is acquired from U.S. General Service Administration (www.gsa.gov).

2.3 If the lodging rate exceeds the allowed GSA rate for the primary destination of travel by more than 50% of the GSA rate, approval of the appropriate Dean or Vice President is required to reimburse the additional expense.

2.4 If the traveler has secured lodging at a conference site and receives the conference rate, documentation must be provided to be reimbursed the conference rate.

2.5 Guest/Prospective employees are authorized to be reimbursed for actual lodging expenses with departmental approval and valid receipt.

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