

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

Finance & Operations Policy FO-TR-03
Overnight Travel Meal Reimbursement

1. Purpose

- 1.1 To provide guidance to employees/prospective employees in travel status regarding meal reimbursement rates allowed by Sam Houston State University. This is applicable to all fund types.

2. Policy

- 2.1 Sam Houston State University policy reimburses employee/perspective employee meal expenses, when traveling overnight on SHSU business, based on current U.S. General Services Administration (GSA) or U.S. Department of State, per diem rates.
 - 2.1.1 Travelers may receive M&IE (Meal and Incidental Expense) per diem not to exceed 75% of the approved rates for in-state, out-of-state, or foreign travel for the first and last days of travel.
 - 2.1.2 For travel dates in between, per diem may be paid at 100% of the approved GSA or U.S. Department of State rates, for domestic or foreign travel, respectively.
 - 2.1.3 When not receiving per diem reimbursement, travelers may only use the Sam Houston State University's Travel Card for meals when in travel status. Meals purchases in Huntsville are not allowed on the travel card unless in travel status.
 - 2.1.4 Receipts are **not** required on per diem submissions. Per diem for meals is a **daily allowance** that cannot be accumulated during the travel period for a meal over the per diem. Cannot claim per diem and use the travel card, it is one or the other not both.
- 2.2 Alcohol is not an allowable expense on the travel card. Alcohol, regardless of funding source, is not an allowable expense/purchase on the travel card. Traveler's purchasing alcohol should use their personal card and apply for reimbursement from their department payable using "gift or friends funds" on a Direct Pay form in BearKatBuy.
- 2.3 Institutional funds may be used for business meals outside of Headquarters.

Reviewed by: Rhonda Beassie, AVP People & Procurement Ops
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