

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.

[Refer to General Travel FO-TR-01](#)

2. Policy

- 2.1 Sam Houston State University policy reimburses employee/perspective employee meal expenses, when traveling 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.

2.2 Receipts are **not** required.

2.3 Alcohol is **not** an allowable expense.

2.4 Institutional funds may be used for business meals outside of Headquarters.

[See FO-19 for requirements](#)

Reviewed by: Amanda Withers, AVP Finance & Operations
Rozlynn Kieschnick, Director Disbursements & Travel Services

Review Date: January 2022

Next Review Date: January 2025