

**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/prospective 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](#)

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