

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

Finance & Operations Policy FO-TR-05
Non-Overnight Travel Meal Expenses

1. Purpose

- 1.1 To provide guidance to employees who are in travel status concerning non-overnight travel and meal expenses.

2. Policy

- 2.1 Sam Houston State University does not reimburse non-overnight meal expenses.
- 2.2 Non-overnight meals are those purchased while in single-day travel status. Meals are reimbursable only for overnight travel and business meetings. Employees should adhere to these policies when requesting reimbursement for allowable meals.
- 2.3 This policy does not apply to student group travel or business meals.

Reviewed by: Rhonda Beassie, AVP People & Procurement Ops
William Tidwell, Director of Procurement & Business Services

Review Date: March 31, 2025