

**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 a guide to employees who are in travel status concerning non-overnight travel meal expenses.

**2. Policy**

2.1 Sam Houston State University does not reimburse non-overnight meal expenses.

2.2 Non-overnight meals are meals purchased while in single day travel status. Meals are reimbursable only for overnight travel and business meetings. Employees should adhere to those policies when requesting reimbursement for allowable meals.

2.3 This policy does not apply to student group travel or business meals.

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

Review Date: January 2022

Next Review Date: January 2025