

Finance & Operations Policy FO-TR-08
Student Travel

1. Purpose

1.1 To provide a general guide to students who are in travel status while enrolled at Sam Houston State University as an undergraduate or graduate student.

2. Policy

2.1 It is the policy of Sam Houston State University to reimburse students in travel status if the travel event is required by job duties or sponsored/organized events when the student is officially representing the University. If a University travel card is utilized for the cost of travel expenses, then no reimbursement will be provided to the traveler for those charges.

(See FO-TR-12 Travel Authorization policy).

2.2 Travel undertaken by students to attend out of town athletic events or to engage in student teaching, internships, practicums, observations or research will not be reimbursed.

2.3 All student travel is reimbursed only on institutional funds and must follow the same policies and guidelines as SHSU employees.

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Next Review Date: January 2025