

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

Finance & Operations Travel Policy FO-TR-10
Travel Card Policy

1. Purpose

- 1.1 To provide guidance to employees using a Sam Houston State University travel card for official university business and reduce the need for travel advances or employees using their personal funds for SHSU business.

2. Policy

- 2.1 It is the policy of Sam Houston State University to offer an individual travel credit card for employees traveling for business purposes benefiting SHSU. University business-related travel expenses such as airfare, car rental, lodging, meals, and ground transportation are allowable travel card expenses.
- 2.2 A cardholder making **unauthorized expenditures** on the travel card, either in violation of University policy or for personal expenditures, shall be liable for the total dollar amount of unauthorized purchases, plus any administrative fees and interest charged by the credit card issuer in connection with the misuse.

Upon written notice of the unauthorized expenditures, the cardholder shall have five (5) calendar days to reimburse the University for the expenditure(s). The first unauthorized expenditure will result in a warning. Any additional unauthorized expenditures shall result in suspension of travel card privileges.

- 2.3 The employee must obtain approval from their supervisor to request a travel card. The Travel Card Application must be submitted to the Travel Office ten (10) calendar days prior to the beginning date of travel. This is essential to ensure that the card arrives from the provider prior to the trip dates.
- 2.4 Travel cards will be issued to the individual upon submission of an executed Travel Card Agreement.

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