

# Sam Houston State University

## Authorization To Incur Actual Travel Expenses For Meals and Lodging

Select the item which applies:

- SHSU employee traveling on official business with the President of Sam Houston State University
  
- SHSU employee traveling on official business to a meeting or conference to represent the President of Sam Houston State University.

Pursuant to the General Appropriations Act, 82<sup>nd</sup> Legislature, Reimbursement for meals and lodging as authorized by Subchapter H, Chapter 660.203(a), Government Code, on an "actual expenses" or "actual amount of" basis may not exceed twice the maximum rates specified in § 5.06 of this Article.

Name of Employee \_\_\_\_\_

Beginning & Ending Date of Travel \_\_\_\_\_

Destination (City & State) \_\_\_\_\_

Approximate Cost for Entire Trip \_\_\_\_\_

Approval of Authorizing Official:

\_\_\_\_\_  
President of SHSU

\_\_\_\_\_  
Date