

Finance & Operations Policy FO-TR-01
General Travel Policy

1. Purpose

1.1 To provide a general overview of policies to an individual, or group, who is approved under Sam Houston State University (“SHSU”) travel policies, and procedures established thereby, to travel on SHSU business for a specific period of time (in “travel status”).

2. Policy

2.1 It is the policy of Sam Houston State University, that travel funded by State Appropriated Funds will follow the Texas State Comptroller’s Travel Management Program and related regulations.

2.2 Institutional funded (“local funds”) travel will default to the Texas State Comptroller’s Travel Management Program and related regulations unless SHSU has established policy related to the use of institutional funded travel.

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