- 1.1 To provide a guide to ephoyees and prospective employees in travel status of lodging reimbursement rates allowed Sam Houston State University, if travel is funded by institutional funds.
- 2.1 It is the policy of Sam Houston State University to reimburse employees lodging expenses incurred when traveling on SHSU business, when reimbursement request is accompanied by than 50% of the GSA rate, approval of the appropriate Dean or Vice President is required to reimburse the additional expense.
- 2.4 If the traveler has secured lodgiat a conference site and receives the conference rate, documentation must be provided to be reimbursed the conference rate.
- 2.5 Guest/Prospective employees are authorized to be reimbursed for actual lodging expenses with departmental approval and validceept. January 2022

Next Review Date: January 2025