

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

1. Purpose

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

2. Policy

2.1 It is 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 using the travel card may be liable for the total dollar amount of unauthorized purchases plus