

**Finance & Operations Travel Policy FO -TR-11**  
**Foreign Travel Policy**

**1. Purpose**

1.1 The purpose of this policy is to establish the process for reimbursement of travel expenses for SHSU employees.

- 2.1 It is the policy of Sam Houston State University, to reimburse employees for travel expense related to international travel, including visas, exit fees, and currency conversion with proper documentation.
- 2.2 SHSU faculty/staff traveling internationally should have prior approval at least forty-five (45) days prior to travel dates.
- 2.3 All travelers must sign the Affirmation, Waiver, and Liability Release, submit an emergency contact list (US contact) and daily itinerary while in foreign country before travel can be approved.
- 2.4 Travel to locations under travel advisories will be evaluated. Faculty/staff will be notified of the specific warnings by Office of Compliance and Insurance and additional waivers of liability may be required.

All international travel must follow the TSUS Rules & Regulations, Chapter VI, Section 14, for Foreign