

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Policy FO-TR-08**  
**Student Travel**

**1. Purpose**

- 1.1 To provide guidance to students who are in travel status while enrolled at Sam Houston State University as an undergraduate or graduate student.

**2. Policy**

- 2.1 It is the policy of Sam Houston State University to reimburse students in travel status if the travel event is required by job duties or sponsored/organized events when the student is officially representing the University. If a University travel card is utilized for the cost of travel expenses, then no personal reimbursement will be provided to the traveler for those charges. (See FO-TR-12 Travel Authorization policy).
- 2.2 Travel undertaken by students to attend “out of town” athletic events or to engage in student teaching, internships, practicums, observations, or research will not be reimbursed.
- 2.3 All student travel is reimbursed only from institutional funds and must follow the same policies and guidelines as SHSU employees.

Reviewed by: Rhonda Beassie, AVP People & Procurement Ops  
William Tidwell, Director of Procurement & Business Services

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