

**Finance Operations FO-TR-12**  
**Travel Authorization Policy**

**1. Purpose**

- 1.1 To provide guidance to employees on requirements for submitting a request for authorization to travel for Sam Houston State University business, regardless of the funding source.

**2. Policy**

- 2.1 It is the policy of Sam Houston State University to require prior approval (Pre-Approval) in Emburse Enterprise (Chrome River) for all SHSU employees (including student employees) representing SHSU when traveling to overnight in-state destinations, out-of-state, and foreign destinations if a cost is incurred by the university.
- 2.2 Travel Upgrades: Upgrades such as extra legroom, business, or first-class seating (premium seating), lodging above the GSA rate, stay extensions, rental vehicles, etc., must be approved by the appropriate VP or, when for a VP, the VP's approver. Approval must be received before the upgrade takes place, or the additional cost will be the responsibility of the traveler.
- 2.3 Non-overnight travel within the State of Texas will not require a Pre-Approval Report through Emburse Enterprise (Chrome River), however, it will require an Expense Report through Emburse Enterprise (Chrome River); which will route for supervisor approval and should be submitted within thirty (30) calendar days from ending travel date.
- 2.4 Blanket travel will not be accepted. An applicable individual Pre-Approval Report or Expense Report should be submitted for each travel event through Emburse Enterprise (Chrome River). The Travel Office reserves the right to make exceptions for recruiting activities.

Reviewed by: Rhonda Beassie, AVP People & Procurement Ops  
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