

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

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

**Purpose**

- 1.1 To provide a guide to employees of SHSU with instruction on requirements for submitting a request to travel for Sam Houston State University business, regardless of funding source.

**Policy**

- 2.1 It is the policy for Sam Houston State University to require prior approval (Pre-Approval Report through Chrome River) for all SHSU employees (including student employees) representing SHSU traveling to an out of state, foreign or overnight in-state location, regardless if cost is incurred by the university.
- 2.2 Non-overnight travel within the State of Texas will not require a Pre-Approval Report through