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Signature 

Date January 19, 2016

**STANDARD POLICY**

**POLICY**

Reimbursement will be given for travel for School of Nursing (SON) related business. Travel to seminars, workshops, or conferences may be reimbursed to the faculty. The approval of the Director of the SON is required prior to travel to the event.

**PROCEDURE**

The funds for SON related travel will be allocated by the Director. Certain hotels/motels within the State of Texas offer a "State Rate" for state employees on official state business. State employees are required to use these facilities, when available. The Texas Hotel Occupancy Tax Exemption Certificate form is used for tax exemptions. The form can be downloaded from the web by searching "Texas Hotel Occupancy Tax Exemption Certificate."

Failure to use an approved hotel/motel, rental car, etc., may result in the refusal by the State to reimburse the employee for travel.