

---

F	SUBJECT: Travel Reimbursement – Travel to Clinical Site	
REVISED OR REVIEWED	DATE	PAGE
5/94 6/95 5/96 10/04 9/2012 5/2015	9/5/93	1 of 1

---

Signature *Sara E. Burk* Date 5/9/15

**STANDARD POLICY**

**POLICY**

Reimbursement of travel to a clinical site is as per state policy. Faculty members will be reimbursed by the state for travel to and from clinical sites outside Nacogdoches County.

**PROCEDURE**

1. Requests for money to cover expected travel expenses are prepared and submitted through the Office of the Director of the School of Nursing at the beginning of each semester.
2. Requests for travel prior to the beginning of the clinical rotation will be submitted through the Director, or a designated person.
3. Necessary forms are prepared by the School Administrative Assistant and are signed at the end of the month for the state allocated monies. This money is reimbursed to the faculty member by check, separate from the salary. The reimbursement amount is determined by state regulation. (See University Policy No. C-37 and No. C-38).