

## **Travel Reimbursement Policy 2.16**

**Original Implementation: September 9, 1993**

**Last Revision: May 2019**

Reimbursement will be given for travel for School of Nursing (SON) related business. Travel to seminars, workshops, recruitment, clinical outside of Nacogdoches County, or conferences may be reimbursed to the faculty. The SON Director's approval 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.

Requests for money to cover expected travel expenses are prepared and submitted through the Office of the Director of the SON at the beginning of each semester.

Requests for travel prior to the beginning of the clinical rotation will be submitted through the Director, or a designated person.

Necessary forms are prepared by the SON 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. (SFA Policy No. 3.29).