

## Travel

Sam Houston State University is well aware of the value of professional meetings for faculty. Such travel however, must be well justified and approval must be obtained in advance. Arrangements for classes to be missed must be finalized in advance of the trip. All travel is subject to the Administrative Policy, [Travel Policies and Procedures](#). Faculty are encouraged to contact the departmental secretary within academic departments for questions and assistance with travel. Additional assistance may be obtained from the Travel Office located within Administrative Accounting.

Faculty members intending to confer on legislative or appropriation issues with the U.S. Congress, the federal government, staff, or officials are required by the State of Texas to submit travel information to the Office of State-Federal Relations in advance of travel. Please refer to the above referenced travel policies and procedures, specifically subsection [“To Washington, D.C.”](#)