

Traveler's Name _____ Expense Report # _____

Travel Destination _____ Travel Dates _____ to _____

Requesting an exception for: (Please note, some exceptions are not allowed on specific funding sources, review policy/procedure.)

NOTE: *Exception form is NOT required for conference hotel (local funded travel) with appropriate documentation.

Airfare expense

Rental Car Size

Meal / Lodging (exceeds allowable rate)

Change in Travel Dates

Mileage reimbursement

Other (Specify): _____

Reason for exception (Explanation Required in Justification field):

Lower cost to the University- *Departments are encouraged to obtain lower-priced travel services through the use of advanced reservations programs, promotional price reductions, or any method that provides a lower overall cost of travel.*

Unavailability of Services- *Contract or lower-cost travel services are not available during the time or at the location necessary for the business purpose; or the required service is not provided; or because the contractor is unable to provide the contract services due to a force majeure event.*

Special Needs- *The traveler's health, safety, physical condition or disability requires accommodations, including medical emergency or other necessary services not available from contractor or lower-cost provider.*

In Travel Status- *The traveler is in the course of travel and changes in schedules render the use of contract or lower-cost services impractical or unavailable.*

Group Program- *The traveler is using a group program where reservations were made through a required source to obtain a particular rate or service.*

Other- *Please explain Situation in "Justification" section.*

Justification:

Traveler's Signature: _____ Direct Supervisor: _____

Dean/Associate Vice President: _____ Vice President: _____

Approvals follow location of travel: Instate – Direct Supervisor / Out of State & Foreign – Director, Dean/AVP, and Vice President