

# Sam Houston State University

*A Member of The Texas State University System*

## Travel Exemption Form

**Traveler Name:** \_\_\_\_\_ **Sam ID:** \_\_\_\_\_ **Requisition Number:** \_\_\_\_\_

**Destination:** \_\_\_\_\_ **on SHSU Business to attend** \_\_\_\_\_

Instate Travel

Out of State Travel

International Travel

**1. Change in travel dates from originally approved requisition**

Actual Travel Dates: From \_\_\_\_\_ to \_\_\_\_\_

Explanation:

**2. After the fact travel, unable to receive prior approval before dates of travel**

Explanation:

**3. Expenses for Meals and/or Lodging total over GSA per diem**

Explanation:

**4. Other:** \_\_\_\_\_

Explanation:

Approval is requested for the above travel changes/adjustments related to the official SHSU business.

Signature/Date: \_\_\_\_\_

Direct Supervisor

Dean/ Associate Vice President

Vice President

Submit to Travel Office with Expense Report

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