

Traveler's Name _____ Expense Report # _____

Travel Destination _____ Travel Dates _____ to _____

Requesting an exception for (Please note, some exceptions are allowed on specific funding sources per policy/procedure.)

NOTE: Exception form is NOT required for conference hotel (local 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 contract services due to a force majeure event.

Special Needs: The traveler's health, safety, physical condition or disability requires accommodations, including in an emergency or other necessary services not available from contract provider.

In Travel Status: The traveler is in the course of travel and changes in schedules render the use of contract or local services impractical or unavailable.

Group Program- The traveler is using a group program where reservations were made through a required source at 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