

Traveler's Name _____ Expense Report # _____

Travel Destination _____ Travel Dates _____ to _____

Requesting an exception (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