

REQUEST FOR TRAVEL EXCEPTION

TRAVELER'S NAME: _____

Employment classification:

- Exec/Admin Faculty Staff/Tech Service Post-Doc or Fellow
 Graduate Assistant Graduate Student Undergraduate Non-Employee (Guest)

Administrative Area: _____ **Department:** _____

Dates of Trip: _____

Destination(s): _____

Business Purpose: _____

Attach all relevant Travel Support Documents including Travel Support Form

Explanation of Reason for Exception (or attach memo of explanation):

Traveler's Signature: _____ **Date:** _____

Administrative Area Approval of Exception Request

Budget Administrator: _____ Date: _____

Budget Executive: _____ Date: _____

Financial Officer Approval of Exception Request

Has this individual been granted any travel exceptions previously? YES NO

If YES, Explain: _____

Traveler's Cost: _____ (Reimbursement requested by Traveler)

Travelport Estimate: _____ (Attach documentation)

Does requested reimbursement exceed Travelport estimate? YES NO

If yes, and traveler will not accept lower amount, Financial Officer must forward to Assistant Controller for approval.

Other Information: _____

- Approve Approve as One-time Exception Deny

Signature: _____ **Date:** _____

Assistant Controller: Approve Approve as One-time Exception Deny N/A

Signature: _____ **Date:** _____

Corporate Controller: Approve Approve as One-time Exception Deny N/A

Signature: _____ **Date:** _____