

REQUEST FOR TRAVEL EXCEPTION

TRAVELER'S NAME: _____

UNIVERSITY AFFILIATION:

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Executive | <input type="checkbox"/> Administration | <input type="checkbox"/> Faculty | <input type="checkbox"/> Staff/Tech Service |
| <input type="checkbox"/> Non-Employee (Guest) | <input type="checkbox"/> Postdoctoral Scholar/Fellow | <input type="checkbox"/> Graduate Asst/Fellow/Trainee | <input type="checkbox"/> Student |

Business Area: _____ **Department:** _____

Dates of Trip: _____ **Destination(s):** _____

Business Purpose: Attach all relevant Travel Support Documents including Travel Reimbursement Checklist Form

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

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

Business Area Approval of Exception Request

Budget Administrator Name: _____

Budget Administrator Signature: _____ **Date:** _____

Budget Executive Name: _____

Budget Executive Signature: _____ **Date:** _____

Financial Officer Approval of Exception Request

Has this individual been granted any travel exceptions previously? Yes

If YES, Explain:

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

Travelport Estimate: _____ (Attach documentation)

Does requested reimbursement exceed Travelport estimate? Yes

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

Other Information:

Signature: _____ **Date:** _____

Assistant Controller approval required for Executive Travel Exceptions:

Signature: _____ **Date:** _____

Corporate Controller approval required for Executive Travel Exceptions:

Signature: _____ **Date:** _____