



Request For Travel Exception

Purpose: This form is used to request approval for exceptions to Policy TR01 International Travel and/or Policy TR02 Penn State Travel. The form must be completed and approved before travel begins. Failure to obtain the required approvals in advance will result in the travel expenses being the responsibility of the traveler and not eligible for University reimbursement.

Traveler Information

Traveler's Name: _____

University Affiliation: _____

Business Area: _____

Department: _____

Travel Start Date: _____

Travel End Date: _____

Destination(s): _____

Estimated travel costs: _____

Business Purpose: (Provide all relevant travel support documents including Travel Reimbursement Checklist CONUS or OCONUS Form)

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

Approvals

By affixing my electronic signature, I agree to conduct business with the University electronically. Signatures and signed copies of this document transmitted by facsimile, email, or other means of electronic transmission shall constitute effective execution and be deemed to have the same legal force and effect as deliver of an original executed copy of this document for all purposes.

Budget Administrator or Budget Executive Signature:

Executive travel exceptions must also be reviewed and approved by the Associate Vice President for Procurement, Contracts, and Accounts Payable:

Associate Vice President for Procurement, Contracts, and Accounts Payable Signature: