

REQUEST FOR TRAVEL EXCEPTION**TRAVELER'S NAME:** _____**Employment classification:**

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Exec/Admin | <input type="checkbox"/> Faculty | <input type="checkbox"/> Staff/Tech Service | <input type="checkbox"/> Post-Doc or Fellow |
| <input type="checkbox"/> Graduate Assistant | <input type="checkbox"/> Graduate Student | <input type="checkbox"/> Undergraduate | <input type="checkbox"/> 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:** _____