April 29, 2015

Good Afternoon Travel Preparers,

Effective May 1, 2015, a Travel Exception Form will no longer be required for the following items. Please share this information with your travelers.

- **GPS Rentals**

- **Vehicle Rentals** allowed:
  - Sub Compact, Compact, Intermediate, Standard and Full Size
  - Vans and SUVs may be rented if for use by 3 or more people (state on voucher or in comment section)

  **NOTE:** Premium, Luxury and Convertible Vehicles will require Exception Form

- **Checked Baggage** (2 Bags each way) is allowed for:
  - Foreign Travel
  - Trip longer than 5 days in duration
  - Checking a bag for Conference Material (state on voucher or in comment voucher)

  **NOTE:** Exception Form Required if for other than the above

As a reminder, we do not require an exception form for conference hotels that exceed the per diem; however, documentation showing the hotel and conference rate will need to accompany the voucher and only institutional funds may be used for the overage.

Please contact me or travelservices@ttu.edu with any questions you may have.

Thank you,

Kay Wall