



Traveler Name _____

Travel Destination _____ Travel Dates _____

Document ID Number: _____ FOP: _____

Requesting an exception for:

Please note, some exceptions are not allowed on some funding sources.

Exception Form is **not required** for **conference hotel overages** with appropriate documentation.

Reason for exception (explanation required in justification field).

- Lower cost to the University** - Departments are encouraged to obtain lower-priced travel services through the use of advanced reservations programs, promotional price reductions, or any method that provides a lower overall cost of travel.
- Unavailability of Services** - Contract or lower-cost travel services are not available during the time or at the location necessary for the business purpose; or the required service is not provided; or because the contractor is unable to provide the contract services due to a force majeure event.
- Special Needs** - The traveler's health, safety, physical condition or disability requires accommodations, including medical emergency or other necessary services not available from a contractor or lower-cost provider.
- In Travel Status** - The traveler is in the course of travel and changes in scheduling render the use of contract or lower-cost services impractical or unavailable.
- Group Program** - The traveler is using a group program where reservations were made through a required source to obtain a particular rate or service.
- Other** – Please explain situation in “Justification” section.

Justification:

Traveler Signature*: _____

Department Head Signature: _____

Dean/ Provost/ Vice President/ Vice Chancellor Signature: _____

* Traveler Signature is not required for direct bill requisitions, such as guest lodging.