



Traveler's Name

Travel Destination

Travel Dates

Document ID Number:

FOP:

Requesting an exception for: (Please note, some exceptions are not allowed on some funding sources.) NOTE: *Exception form is NOT required for conference hotel overages with appropriate documentation.

Airfare expense

Rental car limit

Meal per diem

Mileage reimbursement

Lodging limit

Other (specify)

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's Signature: _____

Department Head Signature: _____

Dean/Provost/VicePresident/ViceChancellor Signature: _____

*Traveler's signature is not required for direct bill requisitions, such as guest lodging.