

## Travel Policy Exception Justification

The Chancellor, campus president, or their designees may approve exceptions to the CSU Travel policy and/or these procedures.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Trip Location & Dates: \_\_\_\_\_

Reason for Exception:

Lodging was over \$275. Reason: \_\_\_\_\_

\_\_\_\_\_

Rental Car Upgrades/Insurance. Reason: \_\_\_\_\_

\_\_\_\_\_

Airfare Fees. Reason: \_\_\_\_\_

\_\_\_\_\_

Business Expenses. Reason: \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Comments (Optional):

\_\_\_\_\_

\_\_\_\_\_

**Concur Users:** Please attach this form to the Request or Expense report or with a corresponding receipt. VP signature will be obtained electronically.

**UFSS:** Please have VP sign & attach the form to your Travel Claim along with any other required documentation for reimbursement.

VP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_