



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):

VP Signature: _____ Date: _____

Printed Name & Title: _____

Please attach this form to your Travel Claim along with any other required documentation for reimbursement.
Concur Users: Please scan this form and attach to the Request or Expense report in header area or with a corresponding receipt.