

## 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 Over Allowable Limit. 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.

**Reimbursement Request:** 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: \_\_\_\_\_