



**Request for Exception Lodging (maximum \$275.00 per night)**

**TRAVEL – Business Financial Services**

Administration 514 \* (323) 343-3550

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Extension: \_\_\_\_\_

**Traveler's Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Destination of Trip: \_\_\_\_\_ Daily Rate (Before Taxes): \_\_\_\_\_  
Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**Justification for Exception:**

**Vice President Exception Approval:**

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name

**VPA & CFO Review and Recommendation**

Approved  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Lisa Chavez, VPA & CFO, Administration & Finance

FOR TRAVEL DEPARTMENT ONLY: