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 exceeded $333 per night (excluding taxes and other related charges)*.

Reason:_____

_____

Note*: Travelers who attend an approved conference where the prearranged conference group/lodging rate exceeds the $333 per night limit (excluding taxes and other related charges) may stay at the conference hotel without additional approval for the prearranged conference group rate. Documentation to substantiate the prearranged conference group/lodging rate, however, **MUST** be provided with the Travel approval packet.

☐ Rental Car Upgrades/Insurance. Reason:_____

_____

☐ Airfare Fees. Reason:_____

_____

☐ Business Expenses. Reason:_____

_____

☐ Other_____

_____

_____

Additional Comments (Optional):

_____

_____

_____

College Dean/Department Head Signature:_____ Date:_____

Divisional VP Signature:_____ Date:_____