

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):

College Dean/Department Head Signature: \_\_ Date:

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

VPAF/CFO Designee Signature: \_\_\_\_\_\_ Date:

REV 7//2022