

SOU Travel Exceptions Form

Name: _____ Date of Travel: _____

1. You have requested reimbursement for a rate which exceeds the maximum allowable state rate. Please explain why you are requesting this additional amount. Normally, excess rates will not be approved-unless one of the conditions listed below exists:

a. I had to stay at the conference site (normally you should be able to obtain state allowable rates at motels in close proximity to the conference site and you should make all attempts to minimize cost). **You must attach a copy of the registration form.**

Explanation:

b. No rooms were available at state rates. **List the motels you contacted.** If this is in- state travel, at least three of the motels must be in the State Lodging Directory issued by the travel office.

Motels: _____

c. Other reason (please explain):

2. You have indicated that there is more than one person traveling out of state. Normally, only one person may travel to the same conference or event. The only exception to this policy is the need for more than one person to attend because of concurrent sessions of particular subjects or because more than one discipline is presented at the same conference. Explain why you believe more than one person should attend.

3. Explain any other travel exception requests:

Signature: _____