

# CSU Monterey Bay

## 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 the allowable limit. Reason: \_\_\_\_\_

\_\_\_\_\_

Rental Car Upgrades/Insurance. Reason: \_\_\_\_\_

\_\_\_\_\_

Airfare Fees. Reason: \_\_\_\_\_

\_\_\_\_\_

Business Expenses. Reason: \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Comments (Optional):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Printed Name & Title: \_\_\_\_\_

Please attach this form to your Travel Claim along with any other required documentation for reimbursement.

**Concur Users:** Please scan this form and attach to the Request or Expense report in header area or with a corresponding receipt.