

Lodging Exception Form

To: _____
(your vice president)

From: _____
(your department)

Date: _____

Name of individual traveling:

Travel Voucher #:

Account #:

Destination:

Exception Amount:

Reason for the exception (least costly accommodations available in the area, site necessary to conduct official University business, etc.):

The above named individual has requested reimbursement of motel/hotel accommodations in excess of state rates. If you wish to approve this exception, please sign in the space provided and return to Travel Control, SH223. With your approval the traveler will be reimbursed in full for lodging. A report will be compiled and submitted quarterly to the Travel Control Board detailing the exceptions granted during the quarter. The Travel Control Board will then either approve or disapprove the exceptions submitted.

If you have any questions or need additional information, please feel free to contact Nancy Keithley or Rhonda Vail at 298-1811.

Signature: _____
(Vice President)

(Attach this form to the Travel Voucher and submit to VP for signature.)