

## **Travel Procedures Exception Request**

University Accounting Services
Accounts Payable - Travel
3801 W. Temple Avenue, 121-East-2160 | Pomona, CA 91768
Email: travel@cpp.edu

The University expects travelers to utilize state funds prudently, understand and follow the CSU and CPP Travel Procedures and submit Expense Reports in a timely manner to ensure the University remains in compliance with all applicable requirements. Exceptions to the Travel Procedures will be reviewed on a case-by-case basis; with authority to approve exceptions delegated from the President to the Provost/Vice President of each division. The Travel Procedures Exception Request should be submitted with the Expense Claim/Report to support the approval or denial of the request. Note: Exceptions to the nightly lodging cap will be approved through the submission of the Travel Request.

To be completed by the Traveler:		
Traveler's Name:		
Department:		
Trip Name:		
Trip realine.		
Dates of Travel:		
Exception Amount:		
Exception being Requ	ested (include reference to the Travel P	rocedures):
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Justification for Excep	tion Request:	
1		and an extended the CCU C CDD Terrord Days and the
	e statements are true. Thave read and u I submission of the Expense Report and s	nderstand the CSU & CPP Travel Procedures and the substantiation of business expenses.
, , ,		,
	Traveler's Signature	Date
To be completed by the	ne Provost/Vice President of the respec	tive division (or designee):
Comments:		
Evention reque	ct approved	Exception request denied, do not reimburse
Exception reque	st арргоveu	Exception request deflied, do not reinibulse
	Designee's Printed Name	
	Designee's Approval Signature	Date