



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 allowable limit. Reason: _____

Rental Car Upgrades/Insurance. Reason: _____

Airfare Fees. Reason: _____

Business Expenses. Reason: _____

Other: _____

Additional Comments (Optional):

Please upload this form to the Request (under Attachments), Expense Report (under Manage Receipts> Manage Attachments), or as an additional attachment with a corresponding receipt.