

Purpose:
Use when an exception to the travel policy needs to be approved. The President has delegated exception approval to the AVP of Financial Services

Requestor Information			
Name:		Employee ID #:	
Department:		Campus Phone:	
Campus Email Address:		Exception Request	

Reason for Exception Request

Certification and Approvals
<ul style="list-style-type: none">I understand that I am requesting an exception to the CSU Travel and Business Expense Reimbursement Policy.I understand that this request may be approved or denied.
<div>Requester Signature (required)Date</div>

Appropriate Administrator Information			
Name:		Title/Position:	
Email Address:		Department:	
<div>Approver Signature (required)Date</div>			

David Crozier, AVP, Presidential Designee for Travel Exceptions
<div>Signature and Date (required)</div> <div>When all necessary signatures have been obtained: Attach completed form to your expense request in Concur</div>