



# Travel Policy Exception Request

## TRAVEL INFORMATION

Traveler Name	
Travel Authorization Number	
Date(s) of Travel	

## POLICY VIOLATED

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## JUSTIFICATION

Please provide a **clear and detailed** explanation of why the standard travel policy could not be followed. Justification should include:

- The circumstances that led to the exception or violation
- Any steps taken to prevent or resolve the issue
- Why the expense should still be considered allowable or reimbursable
- How similar issues will be avoided in the future

**Note:** General responses like “I forgot” or “I didn’t know” are not sufficient. A thorough explanation is required.

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## ACKNOWLEDGEMENT

I acknowledge that I have reviewed CSCU’s Travel Policy and SCSU’s Travel Procedures.

I understand that approval of this request is not guaranteed and that any policy exceptions are granted at the discretion of the appropriate approving authorities. I further understand that repeated or unauthorized violations of travel policy may result in denial of reimbursement and/or disciplinary action in accordance with institutional policy.

## APPROVALS

Traveler (Signature and Date)	
ORG Financial Manager (Signature and Date)	

For questions, please contact **Vanessa Spence**  (203) 392-5439  [Travel@southernct.edu](mailto:Travel@southernct.edu).

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