

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Travel - Late Submission Exception Request

Travel Expense Voucher Submitted More than Sixty Days after Completion of Travel

Complete requested information, obtain required signatures and submit with Travel Expense Voucher.

- 1) Employee's Name:
- 2) Employee's AIS Number:
- 3) Beginning and Ending Dates of Travel:
- 4) Amount:
- 5) Date Travel Expense Voucher Submitted:
- 6) Reasonable Exception Request Justification:
Please explain the facts and circumstances relating to why your Travel Expense Voucher is being submitted more than 60 days after the completion of your travel.

Employee's Signature: _____ Date: _____

Fiscal Officer's Signature: _____ Date: _____

Administrative Head's Signature: _____ Date: _____
(Administrative Head's Signature is Required if the Employee is the Fiscal Officer)

(For Accounts Payable Use Only)

Action on Request:

Exception Approved:

Exception Denied:*

Signature: _____ Date: _____

* If Denied, Information sent to Payroll for Inclusion on Employee's Form W-2