

Southern Illinois University Carbondale

Travel Exception Request

Traveler's Name: _____

Department Name: _____

Dates of Travel: From _____ To _____

Destination: _____

Travel expense or travel guideline in which an exception is being requested:

Please explain the situation and/or reason for request:

Please provide sufficient explanation and/or documentation to support your request for an exception. Attach this and all supporting documents to your Travel Expense Voucher and forward to Accounts Payable.

Traveler's Signature: _____ Date: _____

Administrative Heads Signature: _____ Date: _____

Exception Approved: Exception Denied:

Director of Purchasing Signature: _____ Date: _____

The approval by the Director of Purchasing is independent and non-binding upon the Higher Education Travel Control Boards approval if deemed necessary.