

Purpose of This Form: Use this form in advance of a trip or expense when requesting an upgrade or exception to the *Business and Travel Expense policy*.  
**NOTE: An email may replace this form. Required fields (\*) must be included in email.**

Traveler's Name\*: \_\_\_\_\_ Date Submitted\*: \_\_\_\_\_

Source of Funding\*:  
 Dept. Funds \_\_\_\_\_ Faculty Discretionary (FDF/FDC) \_\_\_\_\_ Other: \_\_\_\_\_  
 Sponsored (Federal) \_\_\_\_\_ Sponsored Non-federal \_\_\_\_\_

Department Reimbursing Expense: \_\_\_\_\_ Org. #: \_\_\_\_\_

Expense Justification / Business Purpose\*: \_\_\_\_\_

Destination (if applicable)\*: \_\_\_\_\_ Trip Dates (if applicable)\*: \_\_\_\_\_

Will all or a portion of the expense be reimbursed by external sources? Yes No

If yes, External Sources: Source #1: \_\_\_\_\_ Contact Info: \_\_\_\_\_  
 Award Agreement w/ Ext. Source Other (Explain)

Reimbursement Amount: \_\_\_\_\_

Payment Method: Cash Check Wire Misc (Explain)

Source #2: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Award Agreement w/ Ext. Source Other (Explain)

Reimbursement Amount: \_\_\_\_\_

Payment Method: Cash Check Wire Misc (Explain)

Note: If additional sources are involved, please attach additional information to form.

Approval: Standard policy reim. (no limits) Reim. up to a max US \$ limit of: \_\_\_\_\_

Expense approved by\*: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature of Supervisor Authorized to Approve Expense for Requestor)

**NOTE: If travelling internationally using Federal funds, you may need Sponsoring Agency pre-approval. Contact SPA representative with questions.**

#### Recording of Approved Business & Travel Expense Policy Exceptions

Category	Type of Exception/ Upgrade*	Rationale for Exception/ Upgrade*	Authorized by* (DDFR, President, Provost, VP, Dean, or Department head)	Date Authorized
Airfare	First Class Business Class Seat Upgrade Premium Boarding			
Rental Car	Full size car Van			
Other				

**FINANCE DIVISION USE ONLY**

**INCLUDE FORM IN THE SCANNED RECEIPT FILE ATTACHED TO  
THE EXPENSE REPORT.  
AN EMAIL APPROVAL MAY REPLACE FORM.  
EMAIL MUST INCLUDE REQUIRED (\*) FIELDS.**