

Travel Pre-Approval Exception Form

It is UI policy to reimburse employees for expenses incurred while traveling on official UI business. Such reimbursement is subject to all applicable statutes, regulations, contracts, policies, procedures and budget availability. A Pre-Approval Report must be submitted and approved prior to the departure and expenses are incurred. Travel approvals are documented through the use of Pre-Approvals in Chrome River Software. Exception to the procedure require documentation of supervisor approval.

Please complete and attach to submission documents			
Traveler's Vandal Number	Print Traveler's Name (First Name, Middle Initial, Last Name):		Traveler's Phone Extension:
Business Purpose:			Travel Type: <div style="display: flex; justify-content: space-around;"> In State Out of State </div>
Travel Date(s):		Destination:	
Total Trip Estimate:		Additional Destination(s):	
Reason trip pre-approval was not completed in Chrome River prior to travel? (required):			
<p>I certify the trip was approved in advance by authorized campus personnel. Authorized personnel may vary by unit but will usually include a supervisor or department financial positions. Individuals submitting requests will be held accountable for compliance with these rules.</p>			
Travelor Signature:			Date:
Supervisor Name and Signature:			Date: