YOUNGSTOWN STATE UNIVERSITY

TRAVEL GUIDELINES EXCEPTION FORM

According to the University Policy, Travel on Behalf of the University 3-05: Exceptions to university travel guidelines must be obtained in writing prior to the travel in question from the president or his/her designee.

This form should be completed by the traveler, signed, and forwarded to the financial manager/supervisor. A copy of the Travel Request, if available, should be attached. Refer to the Travel Guidelines, which can be found on the Travel Services web page.

First Name	Last Name	Department	Ext	Email Address

FOAP to be charged	Request ID	Departure Date	Return Date	Travel Destination

Faculty ☐ **Staff** ☐ **Student** ☐ **Student Delegate Name:**

Purpose of Travel:

Describe the Exception:

Justification for the Exception:

_____ _____ _____

Traveler ***Print Name*** ***Date***

If recommended, the financial manager/supervisor should indicate below, sign, and forward to the President's Designee, Barb Greene, Director, Procurement Services. Mail to Room 2013, Jones Hall, fax to extension 3499, or scan & email to travelservices@ysu.edu.

Recommended ☐ Not Recommended ☐

Comments: _____

_____ _____ _____

Financial Manager/Supervisor ***Print Name*** ***Date***

Approved ☐ Not Approved ☐

Comments: _____

President's Designee"s Signature: _____ _____

Barb Greene, Director, Procurement Services ***Date***

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