



Travel Policy Exception Justification

The Chancellor, campus president, or their designees may approve exceptions to the CSU Travel policy.

Name: _____ Date: _____

Trip Location & Dates: _____

International Travel Other _____

Reason: _____

Please attach this form to the Concur Travel Request with supporting documentation.

Traveler Signature: _____ Date: _____

Division/VP Approval:

Signature: _____ Date: _____

Printed Name & Title: _____