Travel Exceptional Approval Request

Pre-Approval ATF Approval

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Name: Unit: Phone Number: Email: Dates of Travel: Destination: Fund: Fund Description: Total Estimated Cost: Business Purpose of Travel:

Exceptional Approval:

Economy Plus/Business/First Class/Seat Upgrade (Pre Approval Required)

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Rental Car Upgrade

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Lodging Costs (Comps pulled at time of booking required)

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Indirect or Interrupted Itineraries/Personal Time (Pre-Approval Required) Payment of Expenses on Behalf of Others

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Reporting Travel Expenses, 45 days exceeded

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Other: Exceptional Approval Justification:

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Travelers Signature Name Date

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| --- | --- | --- | --- | --- |
| Authorizer’s Signature |  | Name |  | Date |
|  |  | Elizabeth Brashers, VCRO Chief of Staff |  |  |
| Exceptional Approval Signature |  | Name |  | Date |