

TARLETON STATE UNIVERSITY
Travel Contract Exception Form
For Contract Travel Vendor Exceptions

Name: _____ Department: _____

Phone Number: _____ Dates of Travel: _____

Travel Voucher Amount: _____

I hereby certify that, as authorized under the State Travel Management Program policies and procedures, the following exception(s) is (are) being claimed for the user of non-contract vendors.

LODGING ACCOMMODATIONS

- A contract hotel was not available in a location that would reasonably allow business to be fulfilled.
- A contract hotel was sold out.
- A non-contract hotel offered a lower rate.
- Alternative hotel arrangements were made at a lower total cost.
- Travel was part of a group program for which reservations must be made through specified source to obtain a specified rate.
- Travel was undertaken by an individual with a disability.
- Use of contract hotel presented a security or safety risk.

CAR RENTALS

- A contract rental car company was not available in the location of travel.
- The contract car rental company was sold out.
- Alternative car rental arrangements were made at a lower total cost than the contract rate, including the base rate, loss/damage waiver protection, mileage charge, applicable taxes, and service charges.
- Travel was undertaken by an individual with a disability.

AIRFARE

- A contract airline could not provide service in the time period required to accomplish the purpose of travel.
- A non-contract airline offered a lower fare to the general public which resulted in a lower trip cost, including travel time.
- A contract airline offered a lower fare.
- Travel was part of a group program for which reservations must be made through a specified source to obtain a specified rate.
- A contract airline does not serve the location to be visited.
- A contract airline was sold out.
- Travel was undertaken by an individual with a disability.

Signature of Traveler

Signature of Department Head

PLEASE NOTE: This form must be attached to the travel voucher when submitted for reimbursement.
Attach two copies.