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| --- | --- | --- | --- |
| **Employee Name** |  | Travel Number |  |
| **Destination** |  | **Trip Date** |  |

State of Texas travel policies require travelers reimbursed from state appropriated funds to use state contracted travel vendors. If not using a state contracted travel vendor, traveler must document one of the allowable business reasons or limit reimbursement to the contracted state rates. *Note: Not required for local funds travel.*

**AIRFARE**

State Contracted air fare used

No airfare reimbursement requested for this trip

Exemption utilized: (Check one)

City pairs not on state contract

Used non-contract lower fare, available to general public

Contract travel vendor could not provide services in the time period required to

accomplish the purpose of this travel

Lower fare offered by contract airline

Disability requiring special considerations

Use of contract vendor presented a security or safety risk to traveler

**LODGING**

State Contracted lodging used

No lodging reimbursement requested for this trip

Exemption utilized: (Check one)

Contract hotel not available in location that reasonably allowed business requirements to be fulfilled or there is a non-contract hotel/motel substantially

closer in proximity where the traveler will be conducting business

Contract hotel unable to provide the required services because it was sold out or

did not offer services in city visited

Alternative lodging arrangements made at a lower total cost than contracted hotels

based on cost of guest room less taxes

Disability requiring special considerations

Use of contract vendor presented a security or safety risk to traveler

**RENTAL CAR**

State Contracted rental car used

No rental car reimbursement requested for this trip

Exemption utilized: (Check one)

Vendor unable to provide required services as it was sold out or did not offer

services in city visited

Alternative rental car arrangements were made that offered a lower total cost than

the contract including: Base rate, loss/damage waiver protection, mileage charge, applicable taxes, surcharges and cost for comparable liability insurance coverage

Disability requiring special consideration

Use of contract vendor presented a security or safety risk to traveler

**OTHER**

Travel was undertaken as part of group program for which reservations had to be made through a specified source to obtain a specified rate or service.