**EXCEPTION TO POLICY WAIVER**

In accordance with the TSUS Travel Policy, I am requesting advance written approval for an exception regarding the following provisions:

|  |  |  |
| --- | --- | --- |
| **Check as Applicable** | **Policy** | **Justification (including time period)** |
|  | Rental car class/size |  |
|  | Hotel expenses incurred in Austin (Chancellor approval required) |  |

**Traveler Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

**Approvals:**

|  |  |  |
| --- | --- | --- |
|  | **Signature** | **Date** |
| **Department Head** |  |  |
| **Vice Chancellor for Finance** |  |  |
| **Chancellor** **(only for hotel expenses incurred in Austin)** |  |  |