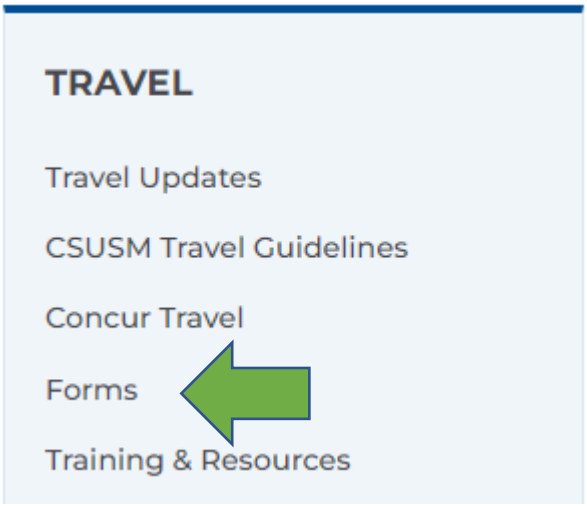
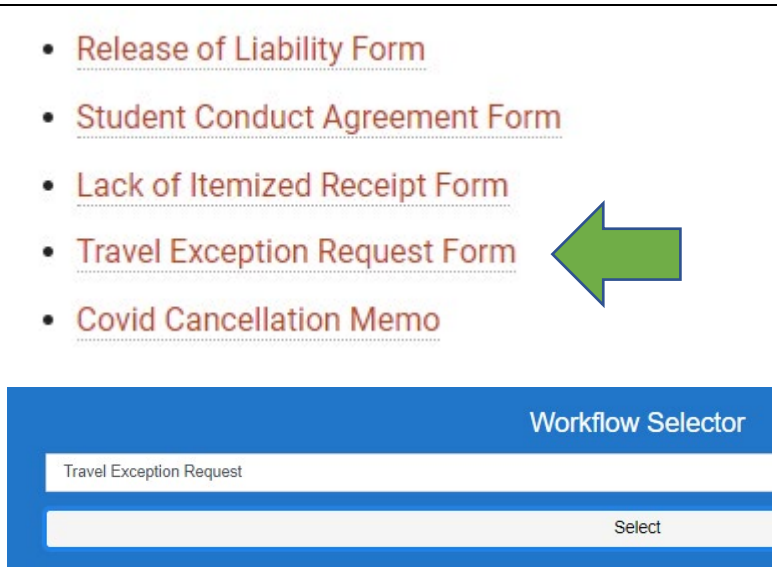
Travel Exception Request

Processing Steps	Screenshot
Visit travel website > Forms	
Select Travel Exception Request form	

Processing Steps	Screenshot
▪ Please enter name manually in the **'Document Name'** below ▪ Fill in the name and email for each signing role listed below ▪ Signers will receive an email inviting them to sign this document	**Requestor (if different than Traveler) - OPTIONAL** Enter Recipient's Email **Traveler - REQUIRED** Enter Recipient's Email **One-up Manager - REQUIRED** Enter Recipient's Email **Travel Office** traveloffice@csusm.edu **Reviewer for Approver - OPTIONAL** Enter Recipient's Email **Approver for Lodging Exception - PAT Member or Designee** Enter Recipient's Email **Approver for Other Travel Exception (Enter sstern@csusm.edu)** Enter Recipient's Email **Document Name** Travel Exception Request
If you are requesting an exception to any other part of the Travel Policy, please enter **sstern@csusm.edu** in the Other Travel Exception line	**Approver for Other Travel Exception (Enter sstern@csusm.edu)** sstern@csusm.edu
You will receive an email to complete the document in Adobe Sign	CS CSU - San Marcos <adobesign@adobesign.com>
▪ Select Other Travel ▪ Enter first date of travel	***This form MUST be attached to the Travel Expense Claim *** **Travel Exception Request** Type of Exception: ☐ Lodging ☑ Other Travel Date of Travel: 10/19/2021

Processing Steps	Screenshot
▪ Enter the policy/guideline that the policy exception applies to *This should be verbatim from the policy or guidelines* ▪ For example, if a travel request was not approved prior to travel you will copy and paste guideline 1 *Not sure which applies reach out to the travel office if need assistance on this*	**Other Travel Exception** Indicate policy/guideline statement the exception applies to (Not sure? Ask the Travel Office for assistance traveloffice@csusm.edu) **CSUSM Travel Guidelines** CSUSM, CSUSM Corporation, and CSUSM Foundation, hereafter referred to as CSUSM (unless noted otherwise) follow the current California State University (CSU) Travel Policy as well as its Travel Procedures and Regulations. According to the CSU Travel Policy, campuses of the CSU can elect to apply more restrictive guidelines than those articulated in that document. CSUSM has elected to apply the following (more restrictive) exceptions to the CSU Travel Policy: 1. Travel must be authorized prior to travel utilizing the Travel Request Form. Excludes service providers, candidates, and non-employee students. The approved Travel Request must be attached to the Travel Claim form.
	Please explain the business purpose for this exception and/or why this exception is being requested. If after the fact, please explain why the request was not submitted prior to travel.
▪ Document will route to your manager then the Shannyn Sternfor approval ▪ Once approved attach lodging exception to expense claim	