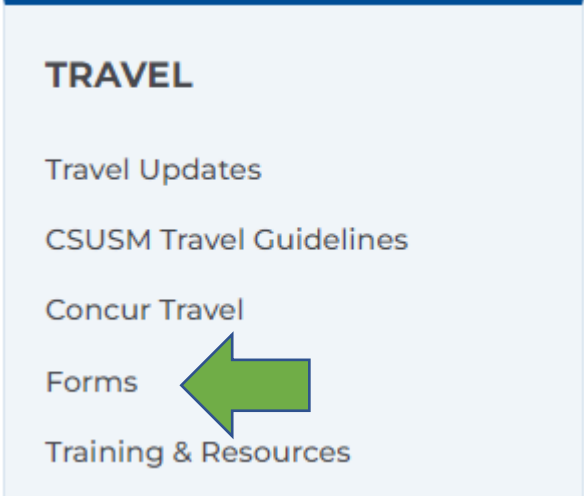






Lodging Exception Request

Processing Steps	Screenshot
Visit travel website > Forms	 <p>A screenshot of a web menu titled "TRAVEL". The menu items are: "Travel Updates", "CSUSM Travel Guidelines", "Concur Travel", "Forms", and "Training & Resources". A green arrow points to the "Forms" item.</p>
Select Travel Exception Request form	<ul data-bbox="673 1039 1153 1354" style="list-style-type: none">• Release of Liability Form• Student Conduct Agreement Form• Lack of Itemized Receipt Form• Travel Exception Request Form• Covid Cancellation Memo  <p>A screenshot of a "Workflow Selector" interface. It features a blue header with the text "Workflow Selector". Below the header is a white input field containing the text "Travel Exception Request". At the bottom right of the input field is a "Select" button. A green arrow points to the "Travel Exception Request Form" link in the list above.</p>

Processing Steps	Screenshot
<ul style="list-style-type: none"> ▪ 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 	<p>Requestor (if different than Traveler) - OPTIONAL</p> <p>Enter Recipient's Email</p> <p>Traveler - REQUIRED</p> <p>Enter Recipient's Email</p> <p>One-up Manager - REQUIRED</p> <p>Enter Recipient's Email</p> <p>Travel Office</p> <p>traveloffice@csusm.edu</p> <p>Reviewer for Approver - OPTIONAL</p> <p>Enter Recipient's Email</p> <p>Approver for Lodging Exception - PAT Member or Designee</p> <p>Enter Recipient's Email</p> <p>Approver for Other Travel Exception - VPFA S (Enter bbrown@csusm.edu)</p> <p>Enter Recipient's Email</p> <p>Document Name</p> <p>Travel Exception Request</p>
<p>If you are requesting a Lodging Exception, please enter your PAT member's email on the Lodging Exception line</p>	<p>Approver for Lodging Exception - PAT Member or Designee</p> <p>Enter Recipient's Email</p>
<p>You will receive an email to complete the document in Adobe Sign</p>	 <p>CSU - San Marcos <adobesign@adobesign.com></p>
<p>Select Lodging</p>	<p style="text-align: center;">Travel Exception Request</p> <p>Type of Exception <input checked="" type="checkbox"/> Lodging <input type="checkbox"/> Other Travel</p>

Processing Steps	Screenshot
<ul style="list-style-type: none"> ▪ Enter first date of travel ▪ Enter amount per night that you are requesting 	<div data-bbox="698 241 1120 304" style="border: 1px solid green; padding: 5px;">Date of Travel: 04/19/22</div> <p>Lodging Exception</p> <p>CSU Travel and Business Expense Reimbursements Policy and CSUSM Travel Guidelines, when traveling within the US, room rates are not to exceed \$275 per night before taxes and fees. Travelers to foreign destinations will receive a fixed per diem for lodging, meals and incidentals according to the Federal Maximum Travel Per Diem Allowances for Foreign Areas. The amount reimbursed may not exceed 300% of the applicable federal rate established for the location of travel.</p> <div data-bbox="682 504 1112 598" style="border: 1px solid green; padding: 5px;">Amount per night I am requesting: \$ 299</div>
<p>Provide rationale for the request</p>	<div data-bbox="633 619 1510 693" style="border: 1px solid green; padding: 5px;">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.</div>
<ul style="list-style-type: none"> ▪ Document will route to your manager then the PAT member ▪ Once approved attach lodging exception to expense claim 	<div data-bbox="641 703 1534 1165" style="text-align: center;">  <p>California State University SAN MARCOS</p>  <p>All parties finished Travel Exception Request -</p> <p>Open agreement</p> </div>