SAN FRANCISCO STATE UNIVERSITY
AUTHORIZATION FOR ONE-TIME EXCEPTION
TO THE POLICY

TYPE OF EXCEPTION:

_____ Travel

_____ Hospitality

1 Name of the individual on whose behalf the exception is sought:


2 Nature of the exception:

Cost exceeds maximum rate by:

Other deviation from the policy (specify):


3 Justification for the exception:

Explain below why the higher cost or other deviation from the policy is necessary to achieve the University business purpose.


4 Approval (must be the President or a Vice President):

Name: ___________________________ Title: ___________________________

Signature: ______________________ Date: ______________________