

**SAN FRANCISCO STATE UNIVERSITY  
AUTHORIZATION FOR EXCEPTION TO THE TRAVEL POLICY**

**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:**