

APPROVAL FOR EXCEEDING TRAVEL EXPENSE LIMITS\*

Provide below detailed itemized justification (including amount of higher expense incurred and amount expense would have been not requiring this approval) for exceeding, if allowed by applicable state law, regulation or rule, (1) the most economical commercial air fare class or (2) lodging expenses conforming to those allowed by the applicable U. S. General Services Administration rate:

Full Name of Traveling Employee/Official: \_\_\_\_\_ Title: \_\_\_\_\_

Dates of Travel: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

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Approved Exceeding Standard Travel Expense Limits:

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Signature of Authorized Approving  
Agency/Institution Official

Printed Name and Title: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

*\*For further guidance, please refer to the current Appropriations Act, applicable statutes, and the current Budget & Control Regulations for Reimbursement for Travel and Subsistence Expenses.*

*Excerpt from Budget & Control Board Regulations: "A traveler on official business will exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of an assignment are not considered acceptable as exercising prudence....It is the duty and responsibility of the respective department heads to insure compliance with these regulations."*