

UAMS Travel Management Exception Form

Name

SAP

Trip

ALL EXCEPTIONS ARE SUBJECT TO FINAL APPROVAL BY TRAVEL MANAGEMENT.

Please check the appropriate box and complete the Business Justification Description at the bottom of the form. The description must detail the benefit to UAMS to justify the exception. If the description portion of the form is not complete, the trip will be returned. This can result in reimbursement delays for your traveler.

Exception Requested for the following:

Lodging Rate Requested:

Lodging

"Lodging costs that exceed the rates listed in the Federal Travel Directory by more than room tax may not be paid without a letter of authorization by the travel administrator of the agency and must include a justification as to why it was in the best interest of the State to exceed the standard reimbursement rate."
State of Arkansas Travel Regulations

Excessive/Late Airfare

"Travelers by commercial air shall utilize coach accommodations... Airline tickets purchased with less than a 14 day advance shall be explained in writing to the head of the agency and approved by him/her in writing prior to purchase."
State of Arkansas Travel Regulations

Rental Car

"The administrative head or travel administrator shall authorize in writing, the use of rental vehicles only when it is more economical than taxi, airport shuttle, etc. Agencies must use the statewide vehicle rental contract if one is in force." (Currently in force, Enterprise)
State of Arkansas Travel Regulations

Communication Charges

"Communication charges shall be reimbursable when made for business purposes and are certified as business by the traveler."
UAMS Administrative Guide 8.4.05

Business Justification Description:

Traveler's
Signature: _____ Date: _____

Travel Administrator's
Signature: _____ Date: _____ **Required**

Dean/Department Head Signature is not initially required, but may be requested by Travel Management upon further review.

Dean/Dept Head
Signature: _____ Date: _____