

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 at the bottom of the form. The description must detail the benefit to UAMS to justify the exception. If transportation is the justification for lodging exception, please upload comparisons. Failure to provide justification and comparisons will result in returns. This can result in reimbursement delays for your traveler.

Exception Requested for the following:

Lodging Rate Requested:

Maximum Daily Rate:

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-Please note, alternate airlines should be checked to ensure most economical flight is purchased.

"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

In-Person Attendance

"If an event is offered both virtually and in-person, the virtual option should be utilized, for the most cost efficiency." UAMS Travel Manual, 8.4.05.a.

Business Justification:

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: _____