BCOE Request for Exceptional Approval Form

Exception Requests should be submitted at least **15 days** in advance of the event or trip. (If you are requesting this exception after the event or trip has occurred, please provide justification as to why advanced approval was not obtained.) Please send this form with any additional justification, emails, receipts, travel expense summary, agenda, program, etc. to the Dean's office. Please be sure to review all applicable travel and entertainment policies before submitting to the Dean's office.

Department_____ Name of Requestor_____

Dates of event or trip_____ Purpose of event or trip_____

Location_____ Relevant websites/links_____

Please specify the complete fund source(s) that will be used to cover exceptional expense (state funds should not be used for exception requests): _____

A. Entertainment Related Exception Request

1. Meal rate exception: UCR meal rate per person (check all that apply) **–** Please attach Attendance/RSVP List and Receipt

☐ Breakfast - $34.00 ☐ Dinner - $103.00

☐ Lunch - $59.00 ☐ Light refreshments - $24.00

Actual meal rate(s) per person $_____

Justification for the meal rate exception: _____
_____
_____
_____

2. Spouse, Partner or Family attendance exception – Please attach Attendance/RSVP List

Justification for attendance at event: _____
_____
_____
_____

B. Travel Related Exception Request

1. Hotel rate exception for Domestic travel: UCR hotel rate should not exceed $333 before taxes and fees.
   Actual hotel rate before taxes and fees: $_____

a. Is this hotel where the conference or event is/was being held or hosted? (circle one)

YES - Please attach backup from conference/event noting pre-arranged hotel.
NO - Please provide justification for choosing your hotel, prior price comparisons of hotels within proximity of meeting location, and ALSO provide reason for why rate exceeds UCR hotel rate:

_____
_____
_____
_____

b. Was lodging secured under the conference or event pre-arranged group lodging rate? (circle one)

YES - Please attach backup from conference/event noting nightly group lodging rate.
NO - Please attach backup from conference/event noting nightly group lodging rate and provide justification why lodging was not secured under the group lodging rate:

_____
_____
_____
_____

2. Overnight stay exception: Traveler must be at least 40 miles from headquarter location or home, whichever is closer.

Justification for overnight stay less than 40 miles: _____
_____
_____
_____

3. Transportation related exception request – For requests to drive vs. fly, please supply copies of estimated flight cost from Anthony Travel for comparison.

Please provide justification for transportation exception, i.e. requesting to drive vs. fly: _____
_____
_____
_____

4. Air travel related exception request – Early Bird Check-in, priority boarding or seat upgrade to Economy Plus/Extra Comfort within the economy class airfare or similar (circle one).

Please provide justification for Air travel related exception request: _____
_____
_____

5. Business or First Class airfares exception request (see BFB G-28 for policy requirements on business or first class airfares).

Please provide justification: _____
_____
_____

C. Other: Please explain in detail, attach all relevant backup.

_____
_____
_____

Requestor Signature_____ PI or Supervisor Signature_____

Department Chair Signature_____ Date _____

Dean's Office Pre-Approval_____ Date _____

CFAO Approval_____ Date _____

Dean's Signature Approval_____ Date _____