REQUEST FOR EXCEPTION APPROVAL EA# _____

Please note: This form is to accommodate common exceptions. Other exceptions or unusual circumstances should still be explained by memo or email.

FROM: _____ _____

Print or type traveler's name | Traveler's signature | Date

Attach travel authorization worksheet or complete destination & scheduled dates of travel fields below

Destination: _____

Scheduled dates of travel: _____

ITEM (check all that apply)	EXPLANATION

Rental Car: **Please use Enterprise if available. See policy regarding use of other vehicle rental companies. If not using Enterprise, please explain reason.**

☐ **Car rental required because**

- ☐ Public transportation Not available from airport to my business site
- ☐ Public transportation costs would exceed cost of rental car (provide dollar estimates)
- ☐ Carpooling with: _____
- ☐ Other (please explain) _____

_____

_____

Program Director's/Manager's Approval

☐ **Larger than Enterprise standard size rental requested (see Rental Car note above)**

- ☐ Transporting bulky Ames Lab equipment
- ☐ Five or more official business travelers will share (list names) _____

_____

- ☐ Other (please explain) _____

_____

_____

Mark Murphy, Chief Operations Officer Approval

Lodging:

☐ **Lodging rate $_____ exceeds allowable amounts $_____ because:**

- ☐ Conference Hotel
- ☐ Not Conference Hotel, but I have chosen the lowest of 3 rates-
  Facility name & rate quoted listed here:
  1. _____
  2. _____
  3. _____
- ☐ Transportation costs will be reduced by $_____ or eliminated by staying at this hotel
- ☐ Other (please explain) _____

_____

☐ **Lodging is not in business destination city: _____Allowed Rate $____/night**

- ☐ Close to airport in order to return car rental early and/or catch an early flight next morning
- ☐ Other (please explain) _____

_____

_____

Mark Murphy, Chief Operations Officer Approval
(this signature required for larger car rental size or exceeding lodging allowance)

Return to Travel Office, 211 TASF, after approval