

**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 \_\_\_\_\_

Justification:

Approved Exceeding Standard Travel Expense Limits:

\_\_\_\_\_  
Signature of Authorized Approving  
Agency/Institution Official

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

\_\_\_\_\_  
Date

*For further guidance, please refer to the Appropriation Act, applicable statutes, and current Regulations for Travel Expenses.*