


COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 520-01
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Request for Justification for Exceptions to Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/30/2020

PURPOSE

To provide policy on guidance on requests for justification for exceptions to policy. Exceptions can occur, but should be rare; they can generally be avoided through careful planning and good communication between the traveler, travel specialist and department leadership.

LINKS

[Justification for Exception to Policy Signer Lookup List](#) [Justification for Exception to Policy Signer Authorization Form](#)

POLICY

<p><i>Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.</i></p>	
TRV 520-01: Request for Justification for Exceptions to Policy for University Travel	
<ol style="list-style-type: none"> 1. Requests for exceptions to the university travel policy are to be infrequent and, whenever practical, requested in advance. 2. Exceptions to travel policy will not be granted when it appears that proper planning and reasonable effort was not made and the additional costs could have been avoided. 3. Repetitive requests for similar exceptions, particularly after-the-fact requests, will be carefully reviewed and when circumstances warrant, denied. 	