

**EXCEPTIONAL TRAVEL EXPENSE APPROVAL FORM**

Name of Traveler: \_\_\_\_\_

ID Number: \_\_\_\_\_

Department/Group: \_\_\_\_\_

Travel Expense Report # : \_\_\_\_\_

Travel Business Purpose, please include explanation of overage

Trip Type:  Domestic (State): \_\_\_\_\_

International (City, Country): \_\_\_\_\_

Trip Duration Dates: \_\_\_\_\_ to \_\_\_\_\_

**Special Circumstance**

Business Class or First Class Ticket Purchase \$ \_\_\_\_\_

Lodging, meals and incidentals exceed international destination per diem maximum. **Foreign Per Diem Rates by Location DSSR 925**, Meal & Incidental rate \$ \_\_\_\_\_ and Maximum Lodging rate \$ \_\_\_\_\_ as deemed by the [U.S. Department of State](#).

o Traveler Expense exceeds allowable rate. Enter dates and amount overage:



Meals and incidentals expense exceed daily allowance of \$62 per day for domestic travel

o Traveler Expense exceeds allowable rate. Enter dates and amount overage:

Lodging exceeds the \$275 per night limit;

*“Lodging expense reimbursements are actual up to \$275 per night before taxes and mandatory hotel fees and must be supported by original itemized receipts, regardless of the amounts incurred, and must be reasonable for the locality of travel. When the traveler is unable to secure lodging at \$275 per night or less, the traveler must submit additional documentation such as price comparisons within the proximity of the meeting location that supports the higher lodging rate incurred. The price comparisons should be performed at the time of booking,”- [University of California –BFB- Policy G-28](#)*

o Traveler Expense exceeds allowable rate. Enter dates and amount overage:

**Department:**

\_\_\_\_\_  
Preparer  
Berkeley Law

date

\_\_\_\_\_  
Department Manager/COA Approver

date

**Exceptional Approval:**

\_\_\_\_\_  
Shivani Bhatia, Assistant Dean and CFO  
Berkeley Law

date

\_\_\_\_\_  
Erwin Chemerinsky, Dean  
Berkeley Law

date