

**EXCEPTIONAL TRAVEL EXPENSE PRE-APPROVAL FORM
 for STUDENT TRAVEL**

Name of Student	Student ID Number

Department ledger description:

Travel Business Purpose:

Trip Duration and Dates: _____ to _____

Trip Type: Domestic (city, state): _____ or International (city, country): _____

Special Circumstance

__ Lodging exception – payment in advance with procurement card for individual lodging due to student financial hardship (e-mailed explanation attached). Exception granted to Policy G-28 H. Special Travel Situations 1. University Travelers: “Travelers in this category include visiting academic appointees, faculty members on sabbatical leave, students, and post-docs and other non- degree candidates. Travel expenses for these travelers must be paid, reimbursed, and reported in accordance with the provisions of this Bulletin.”

 Card Holder Name

 Card Holder signature

Exceptional Approval:

 Erwin Chemerinsky, Dean
 Berkeley Law

 Shivani Bhatia, Assistant Dean and CFO
 Berkeley Law