

EXCEPTIONAL TRAVEL EXPENSE APPROVAL FORM FOR UC BERKELEY FACULTY AND STAFF

Name of Traveler:

Employee ID : #

Department/Group:

Travel Report Number:

Trip Type: Domestic (State): _____ International (City, Country): _____

Trip Duration Dates: _____ to _____

Special Circumstance:

Business Class/First Class accommodations purchased for flights or rail require pre-approval. Please contact inquiries@law.berkeley.edu

Pre-approval must be obtained for Surface Transportation Used in Lieu of Air Travel i.e. personal car, rail, or bus. Please contact inquiries@law.berkeley.edu

If larger than an intermediate size car is used, please provide a business justification. If the justification is missing or insufficient, an exceptional approval will be required or the expense may be non-reimbursable.

Lodging, meals and incidentals exceed international destination per diem maximum. **Foreign Per Diem Rates by Location DSSR 925, U.S. Department of State or Per Diem Rate Lookup | Foreign & Non Foreign OCONUS Meal & Incidental rate** \$ _____ and **Maximum Lodging rate** \$ _____

Lodging exceeds the \$333 per night limit;

“Lodging expense reimbursements are actual up to \$333 per night before taxes and mandatory hotel fees and must be supported by original itemized receipts, regardless amounts incurred, and must be reasonable for the locality of travel. When the traveler is unable to secure lodging at \$333 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](#)

Please enter explanation for special circumstance. If lodging rates exceeds allowable rate, enter the dates and the amount overage:

Exceptional Approval:

Shivani Bhatia date
Assistant Dean of Finance & CFO

Erwin Chemerinsky, date
Dean of Berkeley Law