

TEMPLE UNIVERSITY

Airline and Local Hotel

Travel Policy Exception Form

Print or Type Information

Traveler's Name (print): _____ Traveler's Office Phone #: _____ Today's Date: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Department: _____ Department Phone #: _____ Department Fax #: _____

Contact Person: _____ Department Contact Person's Phone #: _____

Justification for Exception Approval: _____

Fare quotes must be obtained from both travel providers (agency, internet, etc.) the same day to insure an equitable comparison. The same travel itinerary must be submitted to both travel providers. When calculating total price difference, include service fee for each fare quote statement. If the savings is less than \$25, you must purchase the ticket from one of the three (3) Temple agencies.

NOTE: For additional information, refer to the Travel and Expense Policy at <http://www.temple.edu/controller>.

Temple Agency or Hotel/Ticket Price: _____ \$ _____
Non-Temple Agency or Hotel/Internet site/Ticket Price: _____ \$ _____
Price Difference: \$ _____

Include the following items with your Concur Travel and Expense report :

1. Signed form.
2. Copy of itinerary with fare quote obtained from **any one** of the three authorized Temple agencies or local hotels:
Agencies: STA Travel, Journeycorp Travel, or World Travel
Local Hotels: The Conwell Inn, DoubleTree Hotel, Club Quarters, Holiday Inn Express (Midtown) or Hilton Garden Inn)
3. Copy of itinerary with fare/hotel rate quote obtained from the non-Temple travel provider or Internet site.

Traveler's Signature: _____ Date: _____

