

# SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

## Travel - Late Submission Exception Request

Travel Expense Voucher submitted more than sixty (60) days after completion of travel.

Complete requested information, obtain required signatures and submit with Travel Expense Voucher.

1. Employee's Name:

2. Employee's AIS Number:

3. Travel Dates: Beginning Date of Travel:  Ending Date of Travel:

4. Amount:

5. Date Travel Expense Voucher Submitted:

6. Reasonable Exception Request Justification:

*(Please explain the facts and circumstances relating to why the Travel Expense Voucher is being submitted more than sixty (60) days after the completion of travel.)*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fiscal Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Administrative Head's Signature is required if the Employee is the Fiscal Officer.)*

### **(For Procurement Services Use Only)**

Action on Request:

Exception Approved

Exception Denied (If "denied", information sent to Payroll for inclusion on Employee's Form W-2.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_