

TEMPLE UNIVERSITY

Travel Policy Exception Approval for Non-Temple Agencies

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 #: _____

Travel Mode: [] Air [] Train (Rail tickets may be purchased through agencies or directly from Amtrak, and are exempt from the exception guidelines.)

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 four (4) Temple agencies.

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

Temple Agency/Ticket Price: _____ \$ _____

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

Price Difference: \$ _____

Fax the following 3 documents below to (215) 204-7193:

Richard Rumer, Associate Vice President or Ramona Richardson, Administrative Specialist Office of Associate Vice President for Business Services

- 1. Copy of itinerary with fare quote obtained from any one of the four authorized Temple agencies: STA Travel, Journeycorp Travel, Marathon Travel, or World Travel
2. Copy of itinerary with fare quote obtained from the non-Temple travel provider or Internet site
3. Copy of this document (Travel Policy Exception Approval for Non-Temple Agencies)

Traveler's Signature: _____ Date: _____

Check One: [] Employee [] Non-Employee [] Student

Authorized Budget Unit Approval:* _____ Date: _____

Print Name

Signature

*PLEASE NOTE: Authorized signature must be different than traveler's signature.

ASSOCIATE VICE PRESIDENT FOR BUSINESS SERVICES SIGNATURE ONLY:

[] Approved [] Denied/Reason _____

Richard Rumer _____ Date: _____ Office Phone #: (215) 204-5144

Print Name Signature