

**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:**

\_\_\_\_\_  
 Shivani Bhatia,  
 Assistant Dean of Finance

\_\_\_\_\_  
 Erwin Chemerinsky  
 Dean of Berkeley Law