



## EXCEPTION REQUEST FOR BUSINESS TRAVEL FORM

This form is to be used on a per-trip basis and be completed if the business traveler is requesting an exception from the travel policy ([UW-3015](#)) as it pertains to the remote work policy ([UW-5087](#)).

| To be completed by the business traveler:   |  |  |              |
|---|--|--|--------------|
| Employee Name:  |  |  |              |
| Please complete the following:  |  |  |              |
| <b>Travel Destination</b>   |  |  |              |
| <b>Dates of Travel</b>  |  |  |              |
| Please provide a brief summary of the business purpose for your travel:   |  |  |              |
|   |  |  |              |
| Please provide a detailed explanation of your exception request (mileage to and from non-headquarter location, hotel stay to and from non-headquarter location, other): |  |  |              |
|   |  |  |              |
| <b>Employee's Signature:</b>  |  |  | <b>Date:</b> |

| To be completed by the Divisional Business Office or Divisional Human Resources Office:  |  |  |              |
|--|--|--|--------------|
| <i>I, the undersigned representative of my School/College/Auxiliary's Divisional Business Office, approve this exception and the submission of this payment or reimbursement claim in excess of the University of Wisconsin - Madison's Travel Policy as it pertains to the UW-Madison remote work policy.</i> |  |  |              |
| Comments:  |  |  |              |
|  |  |  |              |
| <b>Printed Name:</b>   |  |  | <b>Date:</b> |
| <b>Signature:</b>  |  |  |              |