

University of Illinois
Chicago Springfield Urbana-Champaign

Reasonable Exception Request

Travel Expense Reimbursement Request Submitted More than Sixty Days After Completion of Travel
Complete requested information, obtain required signatures and submit with travel reimbursement form.

Department/Unit Name

Traveler's Name :

UIN:

Date(s) of Travel From: To:

Destination(s)

Date Travel Reimbursement Request Submitted

Reasonable Exception Request:

Please explain the facts and circumstances relating to why your travel reimbursement request is being submitted more than 60 days after the completion of your travel. Refer to [Section 15.1, Travel Regulations, Travel Reimbursement Section](#) for a description and examples of reasonable exceptions.

Traveler's Signature _____ **Date** _____

Traveler's Unit Head Approval:

Signature _____ **Date** _____

OBFS Action on Request:

Exception Approved:

Exception Denied:

If denied, information sent to University Payroll for inclusion on employee's Form W-2.

Date: _____