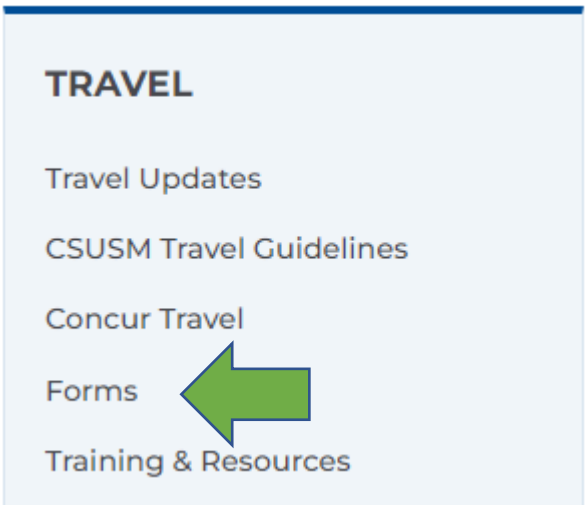
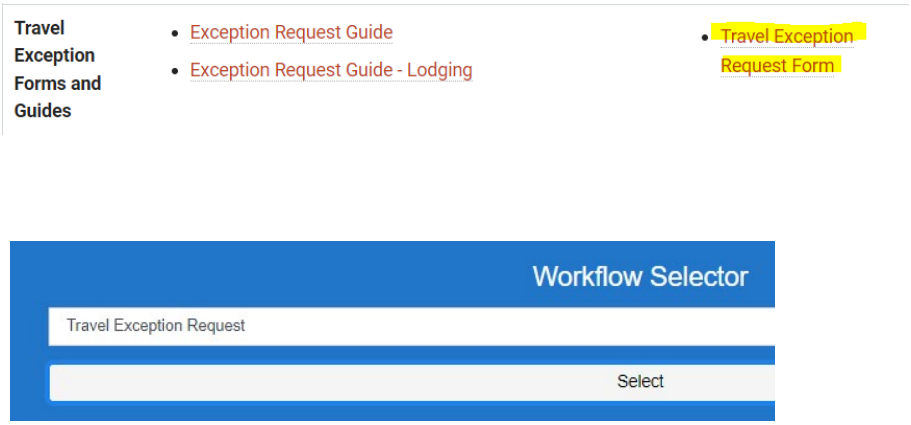
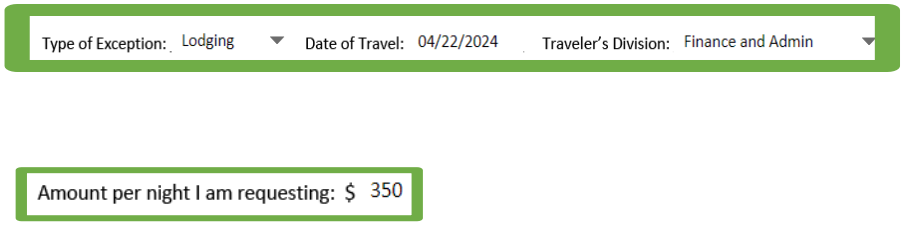
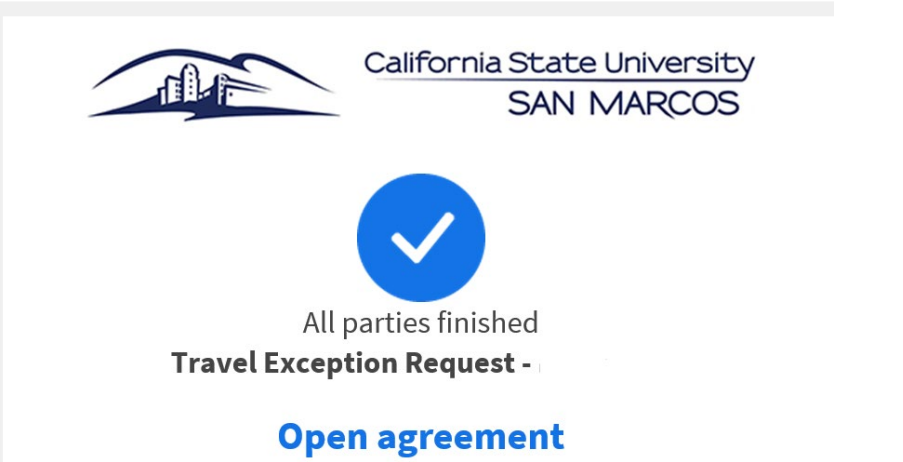
Lodging Exception Request

Processing Steps	Screenshot
Visit travel website > Forms	
Select Travel Exception Request Form	

Processing Steps	Screenshot
▪ Please enter name manually in the **'Document Name'** below ▪ Fill in the name and email for each signing role listed below ▪ Signers will receive an email inviting them to sign this document	**Requestor (if different than Traveler) - OPTIONAL** Enter Recipient's Email **Traveler - REQUIRED** Enter Recipient's Email **One-up Manager - REQUIRED** Enter Recipient's Email **Travel Office** traveloffice@csusm.edu **Reviewer for Approver - OPTIONAL** Enter Recipient's Email **Approver for Lodging Exception - PAT Member or Designee** Enter Recipient's Email **Approver for Other Travel Exception - VPFAS (Enter bbrown@csusm.edu)** Enter Recipient's Email **Document Name** Travel Exception Request
If you are requesting a **Lodging Exception,** please enter your PAT member's email on the Lodging Exception line	**Approver for Lodging Exception - PAT Member or Designee** Enter Recipient's Email
You will receive an email to complete the document in Adobe Sign	CS CSU - San Marcos <adobesign@adobesign.com>
Select Lodging	**Travel Exception Request** Type of Exception ☑ Lodging ☐ Other Travel

Processing Steps	Screenshot
▪ Enter first date of travel ▪ Select traveler's division ▪ Enter amount per night being requested (room rate before taxes and fees)	
Provide rationale for the request	Please explain the business purpose for this exception and/or why this exception is being requested. If after the fact, please explain why the request was not submitted prior to travel.
▪ Document will route to the traveler's manager and PAT member ▪ Once approved, attach lodging exception to expense report