

**University of Houston**  
**Travel Exemption Certification Form**  
**Exceptions to the Use of State Contract Travel Vendors when using State Appropriated Funds**

Traveler Name: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Destination: \_\_\_\_\_

State contracted travel services were not purchased due to the following reason(s):

*Instruction: Circle relevant category (A-Airfare, H-Hotel, and/or C-Rental Car) and provide required information..*

(A, H, C)      Lower Travel Service Cost  
Non-contract rate is lower than a state contract rate.  
Indicate State Contracted Rate (Required) \$\_\_\_\_\_

(A, H, C)      Lower Cost to State  
Non-contract rate is higher than a contract rate, but considering additional factors (i.e., additional lodging charges, traveler's time, etc.), the overall cost to the state is lower when purchasing the non-contract service.  
Describe additional factors (Required): \_\_\_\_\_  
\_\_\_\_\_

(A, H, C)      Unavailability of Contracted Travel Services  
Contract travel services are not available during the time or at the location necessary for the business travel.  
Explanation (Required): \_\_\_\_\_  
\_\_\_\_\_

(A, H, C)      Special Needs  
Traveler's health, safety, physical condition or disability requires accommodations not available from contract travel service contractors – approval from the appropriate Vice President or designee is required for the first class/business airfare.  
Explanation (Required): \_\_\_\_\_  
\_\_\_\_\_

(A, H, C)      Schedule Change during the Travel  
Traveler's schedule had to be changed during the travel and the use of contract travel services was impractical or unavailable.  
Explanation (Required): \_\_\_\_\_  
\_\_\_\_\_

(A, H, C)      Group Program  
Traveler is using a group program (i.e., conference package, etc.) wherein reservations were made through a required source to obtain a particular rate or service.  
Explanation (Required): \_\_\_\_\_  
\_\_\_\_\_

Non-contract travel services purchased by \_\_\_\_\_ on \_\_\_\_\_  
Name Date