



## Travel policy

# Exception requests

State finance policy 10-17

**Effective:** January 15, 2024

**Approved by:** Van Christensen

**References:** [Utah Code 63A-3-107](#), [Administrative Code R25-7](#)

## Purpose

Utah Code 63A-3-107 (4) allows exceptions to travel policies “to meet special circumstances encountered in official attendance at a conference, convention, meeting, or other official business.” This policy outlines the conditions under which exception requests must be submitted, who may approve exception requests, and what information must be included in an exception request.

## Definitions

**Designee** – The person who has written permission from the executive director to act on their behalf. The executive director is responsible for selecting a designee who has the knowledge, skills, and experience to make decisions in the best interest of the agency.

**Executive director** – The executive leader of an agency.

**Traveler** – Any person traveling on official state business for an agency or political subdivision. This definition includes employees, non-employees, board members, elected officials, vendors, volunteers, grant recipients, and award beneficiaries.

**Travel policy** – All policies labeled *travel policy* established by the GovOps Division of Finance.

# Policy

## A – Travelers must request exceptions to policy

**1** – Travelers must request exceptions to travel policy before not following policy. For example, a traveler must request an exception and get it approved before upgrading their airline seating.

**2** – If travelers have not complied with policy and do not have an approved exception, see policy 10-6: Reimbursement requests, section E-2.

**3** – Travelers must send exception requests to the executive director or designee. If the executive director does not have authority to approve the exception, the executive director must send the exception request to the director of the GovOps Division of Finance.

## B – Necessary information must be included in the exception request

**1** – Exception requests must include the following information:

- a** – traveler’s name or event,
- b** – travel dates,
- c** – policy reference,
- d** – description and justification of unusual circumstances requiring the exception, and
- e** – any effect on cost.

## C – Exception requests must be approved by an appropriate authority

**1 – Executive director**

**a** – The executive director or designee may approve exception requests for specific circumstances outlined in policy 10-8 section H-1 and policy 10-11 section A-2-b.

**a.1** – The executive director or designee must exercise discretion when deciding to approve or deny exception requests.

**a.2** – If an exception is denied and the traveler requests reimbursement for the expense that does not follow policy, the traveler must not be reimbursed for that expense.

**b** – The executive director or designee must not submit or approve exception requests that violate procurement policy.

## **2 – The director of the GovOps Division of Finance**

**a** – The director of the GovOps Division of Finance or designee must approve all exception requests that executive directors do not have authority to approve.

**a.1** – The director of the GovOps Division of Finance or designee must exercise discretion when deciding to approve or deny exception requests.

**a.2** – If an exception is denied and the traveler requests reimbursement for the expense that does not follow policy, the traveler must not be reimbursed for that expense.

## **D – Exceptions must be documented in Concur**

**1** – If a traveler requests an exception, they must attach evidence to their reimbursement request in Concur. Evidence must include:

**a** – the exception request, and

**b** – the approval or denial from the executive director or designee in writing.

## Related policies

See policy 10-4 for travel requests.

See policy 10-8 for lodging.

See policy 10-11 for air travel.