





Justification for exceeding policy limits:

Select one and attach required documentation to AggieExpense report:		
Discounted rate provided by conference.		Screenshot or conference flier with lodging information.
Booked lowest reasonable lodging available in the vicinity of the meeting or trip location.		Screenshots of lodging search results, made at time of booking.
Other: Provide detailed justification below:		

Full Name

Title (Department Head or Chair)

Signature

Date Signed \_\_\_\_\_

Attach completed form and accompanying documentation to AggieExpense report. Questions? Contact: [expensehelp@ucdavis.edu](mailto:expensehelp@ucdavis.edu)