



Travel Policy Exception Process

- When potential exceptions to State, Board of Regents, or KSU travel policy are noted, additional explanation and/or documentation will be requested from the traveler.
- If it is determined that an exception to policy has occurred, a policy exception notification email will be sent by KSU Travel:
 - First educational exception notification will be sent solely to the traveler.
 - Subsequent exception notifications will be sent to the traveler and to all related expense report approvers.
- KSU Travel will maintain a log, by traveler, of policy exceptions.
- On a semi-annual basis, the Controller will review instances of multiple travel policy exceptions and continuous offenders with the Associate VP for Operations to determine if additional escalations are appropriate.