

THE TEXAS A&M UNIVERSITY SYSTEM OFFICES
CONTRACT TRAVEL VENDOR EXCEPTION FORM

SAGO-SC-003
(02/11)

Traveler _____ Department _____ Phone Number _____

Travel Voucher # _____ Dates of Travel _____ Voucher Amount \$ _____

Lodging Airfare Car
 Rental

- _____ _____ _____ **1. Lower Cost to the State - State agencies may use any travel services obtained at a price lower than the contract travel services price. State agencies are encouraged to obtain lower priced travel services through the use of fourteen day or other advanced reservations programs, promotional price reductions, or any method that provides a lower overall cost of travel.**
- _____ _____ _____ **2. Unavailability of Contract Travel Services - The contract travel services are not available during the time or at the locaton necessary for the business purpose; or the contract travel service does not provide for the service required; or because the contractor is unable to provide the the contract services due to an uncontrollable event.**
- _____ _____ _____ **3. Special Needs - The traveler's health, safety, physical condition or disability requires accomo-
dations including medical emergency or other necessary services, not available from contract
travel service contractors.**
- _____ _____ _____ **4. Custodians of Persons - The traveler has custody of a person pursuant to statute or court order
and the traveler is required to provide a degree of security and safety that is not available
from contract travel service contractors.**
- _____ _____ _____ **5. In Travel Status - The traveler is in the course of travel and changes in scheduling render the
use of contract travel services impractical or the appropriate travel services are not
available. The traveler shall make reasonable efforts to secure rates equal to lower than
the contract travel service rates.**
- _____ _____ _____ **6. Group Program - The traveler is using a group program wherein reservations were made
through a required source to obtain a particular rate or service.**
- _____ _____ _____ **7. Emergency Response - The traveler is responding to a public health or safety emergency
situation.**
- _____ _____ _____ **8. Legally Required Attendance - The traveler is required by a court, administrative tribunal
or other entity to appear at a particular time and place without sufficient notice to obtain
contract travel services.**

I hereby certify that, as authorized under the State Travel Management Program policies and procedures, the above exception(s) is(are) being claimed for the use of non-contract vendors.

Signature

Position, if other than traveler

NOTE: Please attach this form to the corresponding voucher for payment.