

Certification Form Contract Travel Vendor Exceptions

Texas AgriLife Research
556 RESEARCH

Texas AgriLife Extension Service
555 EXTENSION

TVMDL
557 TVMDL

Name: _____ Dept _____

Phone #: _____ Dates of Travel: _____

Travel Request # _____ Voucher Amount: _____

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

* Please select the appropriate letter(s) from the drop down box or enter the appropriate letters below.

A=Airline

L=Lodging

C=Car Rental

1. Part of Group
2. Lower Total Cost
3. Efficient Use of Service - Circle or Enter Appropriate Letter(s) Below

Contractor Not Time Efficient

Contractor Not Available

Contractor Sold Out

4. Health and Safety Issues