



CONTRACT TRAVEL VENDOR EXCEPTION FORM

When booking travel through the Concur system these exceptions will be collected during the reservation process. Since your trip was not booked through Concur and you are paying with state funds, please fill out the form below if you did not utilize the State of Texas Travel Management Program travel service contracts for airfare, hotel or rental. More information on the State Travel Management Programs and the contracted vendors and provisions may be found [here](#).

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.

Lodging Airfare Car Rental 2. **Unavailability of Contract Travel Services - The contract travel services are not available during** the time or at the location 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 contract services due to an uncontrollable event.

Lodging Airfare Car Rental 3. **Special Needs - The traveler's health, safety, physical condition or disability requires accommodations** including medical emergency or other necessary services, not available from contract travel service contractors.

Lodging Airfare Car Rental 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.

Lodging Airfare Car Rental 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 or lower than the contract travel service rates.

Lodging Airfare Car Rental 6. **Group Program - The traveler is using a group program wherein reservations were made** through a required source to obtain a particular rate of service.

Lodging Airfare Car Rental 7. **Emergency Response - The traveler is responding to a public health or safety emergency situation.**

Lodging Airfare Car Rental 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.

NOTE: Please upload this form to the expense report in Concur.