



The University of Texas at Austin

Division of Diversity and Community Engagement

Office of Business Affairs

Domestic Travel Exception Request during Restricted Period

Date:

To: Travel Management and Travel Services

The below UT affiliated individuals request to travel for the purpose of conducting business during the restricted travel period 9/1/2020 to 08/31/2021 due to COVID-19. The Division will book all air travel, hotels, and rental cars through [UT Contracted travel agencies](#) or [Concur](#). University funds will not be used to cover cancellation fees for meeting registrations or for travel booked outside of UT contracted travel agencies or Concur.

Select Categories of Travelers:

Students

Non-Employees

Employees

Prospective employees

Names of travelers:

(Attach a list if more than four travelers)

Dates of travel:

Location of travel:

Purpose of travel:

Account to Charge:

(10 digit number)

Teeyia L. Mercer
Executive Director of Finance and
Chief Business Officer, DDCE

Signature (ADI Units only)

Dr. Darren D. Kelly
Associate Vice President, DDCE

Dr. LaToya Smith
Vice President for Diversity and Community Engagement