

TEXAS A&M UNIVERSITY-COMMERCE
Certification Form
Contract Travel Vendor Exceptions

Name: _____

Department: _____

Phone Number: _____

Dates of Travel: _____

Travel Voucher # _____

Voucher Amt: _____

____ No CLAIMED EXCEPTIONS

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

CAR
LODGING RENTALS AIRFARE

Contract travel agency alternative
Lower total cost to the state
Efficient use of services
Health and safety issues
Corporate travel charge alternative

Signature of Traveler

Date of Signature

Texas A&M University-Commerce

Privacy Notice:

State law requires that you be informed of the following:

- (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law);
- (2) you are entitled to receive and review that information; and
- (3) you are entitled to have the information corrected at no charge to you.'