

State of Louisiana
Office of State Travel

REQUEST FOR EXCEPTION TO
STATE TRAVEL CARD AND
CBA POLICY/PROCEDURES

Agency/College/University Official Name: _____ Company Number: _____

Telephone: _____

Fax: _____

Agency Program Administrator: _____

Describe Exception Request for Approval and Justification for Need: (If necessary attach additional page)

Transaction L

Please specify the time for which you are requesting the exception.

One ~~time~~ override (List MCC Code, if applicable, Override in Exception Above)

Permanently

From _____ 20____ To _____ 20_____

The undersigned, duly authorized to sign on behalf of the state entity named herein, for the purpose of requesting an exception to the State Travel Card/CBA procedures, does hereby affirm that the requested exception is necessary. Further, in the event this exception is approved, I understand it does not relieve said state entity of its legal responsibilities to ensure that all issues associated with this request will be in compliance with all applicable purchasing rules,