From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Exception Form No Longer Needed for Late Travel Request
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Attachments: ATT00001.txt



Exception Form No Longer Needed for Late Travel Request

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Sent on behalf of: Travel Office

Hello PCBO Community,

The Travel Office will no longer require a travel exception for travel requests that were not submitted before the travel start date.

- A travel request must still be completed before the travel expense report is submitted.
- We will still require a travel exception for travel expense reports that are not submitted within 60 days of the end of the trip.
- We continue to encourage travel requests to be done before the trip, and departments/colleges might have additional internal requirements.

Please reach out to **traveloffice@csusm.edu** with any questions.

Thank you!
Travel Office