



Date

To:
President Martin Lemelle, Jr.
Grambling State University

From:

Subject: *Request for Exception – Travel Approval Outside 30-Day Requirement*

Dear President Lemelle,

I am respectfully requesting an exception to the University's thirty (30) day travel submission policy for the following trip:

Destination

Dates of Travel:

Purpose of Travel:

Due to reason –

I was unable to meet the 30-day submission requirement. I will ensure that all necessary travel documentation is submitted promptly and that all expenses remain in compliance with University and state travel regulations.

Your consideration and approval of this request will allow me to proceed with making the required arrangements.

Thank you for your consideration.
Sincerely,

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| Signature Line for Approval: Department Vice President Name: | Signature Line for Approval: Name: President Dr. Martin Lemelle, Jr |
| Signature: | Signature: |
| Date: | Date: |