**APPENDIX 2 – TRAVEL EXCEPTIONS FORM**

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| **UNIVERSITY OF KENT****TRAVEL EXCEPTIONS FORM***When completed, please return a signed and dated copy to the Travel Booker,**Insurance Office (**insurance@kent.ac.uk**) and Procurement (**procurement@kent.ac.uk**)* |
| Traveller Name |  |
| Job Title |  |
| School/Department |  |
| Trip Destination(s) |  |
| Departure Date |  |
| Return Date  |  |
| **NATURE OF EXCEPTION** (*Please provide full details)* |
|  |
| **JUSTIFICATION FOR EXCEPTION** *(Please provide full details)* |
|  |
| **COST IMPLICATIONS** **WHEN NOT USING KEY TRAVEL (IF APPLICABLE)** *(Please provide full details)* |
| Price quoted by Key Travel:Identity of alternative supplier:Price quoted by alternative supplier:Amount saved:Key Travel response to price match request (please supply copy): |
| ***Important - Please note that failure to make accurate declarations may result in disciplinary action.*** |
| **Traveller Declaration** Signed ………………………………………………….......................…… Dated       |
| **Division Director Approval**Signed ………………………………………………….......................…… Dated      Print Name:       |

Extra guidance concerning exceptions to the University of Kent Travel Policy can be found here:

[The University of Kent Travel Policy Exceptions Guidance 2019.docx](https://www.kent.ac.uk/finance-staff/docs/procurement/The%20University%20of%20Kent%20Travel%20Policy%20Exceptions%20Guidance%202019.docx)

Travel not booked with Key Travel needs to be registered for the University’s travel insurance coverage via the following link:-

<https://www.kent.ac.uk/finance-staff/services/insurance/travelstaff/index.html>