**APPENDIX 2 – TRAVEL EXCEPTIONS FORM**

|  |  |
| --- | --- |
| **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*](mailto:insurance@kent.ac.uk)*) and Procurement (*[*procurement@kent.ac.uk*](mailto: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>