

**Texas A&M AgriLife
Certification Form
Contract Travel Vendor Exceptions**

Name: _____ Dept _____
Phone #: _____ Dates of Travel: _____
Travel Request # _____ Voucher Amount: _____

I hereby certify that, as authorized under the State Travel Management Program Policies and Procedures, that the following exception(s) is(are) being claimed for the use of non-contract vendors.

*Please select the combination of exemptions that applies from the drop-down lists below.

A=Airline

L=Lodging

C=Car Rental

A L C 1. Part of Group

A L C 2. Lower Total Cost

3. Efficient Use of Service - Circle Appropriate Letter Below

A L C Contractor Not Time Efficient

A L C Contractor Not Available

A L C Contractor Sold Out

A L C 4. Health and Safety Issues