

Travel – Late Submission Exception Request

Carbondale Campus End User Instructions FORM – Travel-Late Submission Exception Request

Use: To be completed whenever a Travel Expense Voucher is submitted later than 60 days since the completion of travel.

Access: Access the form via the E-Forms web site (<http://eforms.siu.edu/index.html>). Adobe Reader 7.0 or higher software must be installed on your computer to allow you to access the form. If you do not have Adobe Reader software, download it from the AIS web page (select Software Downloads, Adobe Reader).

Instructions: Complete all fields of the form as requested.

Routing: This form may be submitted electronically via email to aptravel@siu.edu

or

Print, attach to the Travel Expense Voucher it pertains to and mail to:

Procurement Services, MC 6813
ATTN: Travel Section

***** The preferred routing method is electronically via email. *****