EXCEPTIONS TO THE USE OF CONTRACT TRAVEL SERVICES

Instructions:
When using a non-contracted rental agency or travel vendor, please check the box you are claiming. Once complete, please attach this form to your travel voucher.

1) __________ Lower Cost to the State
State agencies may use any travel services obtained at a price lower than the contract travel services price. State agencies are encouraged to obtain lower priced travel services through the use of fourteen day or other advanced reservations programs, promotional price reductions, or any method that provides a lower overall cost of travel.

2) __________ Unavailability of Contract Travel Services
The contract travel services are not available during the time or at the location necessary for the business purpose; or the contract travel service does not provide for the service required; or because the contractor is unable to provide the contract services due to a force majeure event.

3) __________ Special Needs
The traveler's health, safety, physical condition or disability requires accommodations, including medical emergency or other necessary services, not available from contract travel service contractors.

4) __________ Custodians of Persons
The traveler has custody of a person pursuant to statute or court order and the traveler is required to provide a degree of security and safety that is not available from contract travel service contractors.

5) __________ In Travel Status
The traveler is in the course of travel and changes in scheduling render the use of contract travel services impractical or the appropriate travel services are not available. The traveler shall make reasonable efforts to secure rates equal to or lower than the contract travel service rates.

6) __________ Group Program
The traveler is using a group program wherein reservations were made through a required source to obtain a particular rate or service.

7) __________ Emergency Response
The traveler is responding to a public health or safety emergency situation.

8) __________ Legally Required Attendance
The traveler is required by a court, administrative tribunal or other entity to appear at a particular time and place without sufficient notice to obtain contract travel services.