

**University of Central Arkansas
Travel Office**

Appeal Form

The University of Central Arkansas Travel Procedures Manual states that certain violations of the Travel Procedures may result in suspension of sponsored card and/or travel privileges, at the Travel Administrator's discretion. The Travel Office is also authorized to disallow payment and/or deny reimbursement for certain charges that are in violation of state or University policy.

This form may be used to appeal any of the above items. After approvals and signatures have been obtained, forward or bring to the Travel Administrator in the Travel Office in McCastlain Basement.

Name of Traveler: _____

Date of Appeal: _____

Please state your appeal in the box below:

Signature of Employee

Date

Signature of Vice President/Provost

Approved

Denied

Date

Signature of President

Approved

Denied

Date