

CTPS / STEPS LATE EXCEPTION REQUEST FORM

This form is intended for all travel requests not submitted in CTPS by the required submission deadlines and any STEPS meetings submitted less than 30 days of meeting date. Traveler is to obtain supervisor's approval and submit to travel planner. Travel planner will route to the Administrative Officer for further processing. NOTE: Approval by the ARC Director only means that the request will be forwarded on for NIH consideration. It DOES NOT grant approval to attend the meeting.

TYPE OF TRAVEL REPORTING: CTPS STEPS

Traveler's Name:

Travel Planner's Name:

Conference/Meeting Title:

Official Conference/Meeting Dates:

Sponsoring/Host Organization:

Location/Venue:

City, State:

Role: Chair Speaker Presenter Other:

Registration Cost:

Travel Cost (NIH Cost):

Is this a sponsored travel? Yes No If yes, Total Sponsor Cost:

TOTAL Travel Cost:

Justification for exception request :

Please explain: 1) *Why this request was not forecasted prior to the deadline; AND* 2) *Why the traveler needs to attend. Provide a copy of invitation letter/notification.*

Supervisor Approval:

Date:

Associate Director Approval:

Date:

Administrative Officer Approval:

Date:

ARC Director Approval:

Date:

Date Entered into System