Prof. XXXXX XXXXXXXX

Professor and Chair

Department of XXXXXXXX

Division of XXXXXXXXXXX

Email: xxxxxxx@ucsd.edu

Tel: (858) 53**4-XXXX**

TO: Marie Carter-Dubois

Associate Vice Chancellor – Resource Administration

FROM: Prof. [Professor Name]

Chair, [Department Name]

Date: [Date]

RE: Travel Policy Exception Request – Spouse and/or Dependent/Dependent-Care Provider

[Traveler’s Name, UCSD association, lab name, etc.]

I request your approval for an exception to travel policy to reimburse [Traveler’s Name] for allowable travel expenses for his/her spouse/partner and/or dependent child (age X) and dependent care provider (NAME) to accompany [Traveler’s Name] on travel to [Conference Name or final recruitment visit – insert all relevant details here – dates, location, sponsoring org, are they presenting or simply attending, etc.]

I agree to cover 100% of the expenses using allowable funds [please specify what these are – see [General Guidelines on Dependent-Care Related Costs](https://blink.ucsd.edu/travel/travel-policy/dependent-spousal-travel.html#General-Guidelines-on-Dependent)]. Travel expenses for the dependent child and childcare provider are not to exceed $[Amount]. These funds will cover airfare, lodging for [Number] nights and ground transportation for all travelers, as well as meals. [Traveler’s Name] also understands that this reimbursement may be reportable as taxable income and as such, the university will make a standard report to the IRS.

[Please provide any additional relevant information supporting the request here, including an explanation of the childcare circumstances/limitations behind the request]. Given these reasons, we hope that it is feasible to provide an exception to policy in this case.

Thank you,

[Chair signature]

[Chair Name]

Endorsement: Approved:

[Assistant Dean Name] Marie Carter-Dubois

Assistant Dean, [Division Name] Assoc. Vice Chancellor – Resource Administration

Academic Affairs