

Exhibit 6: Travel Justification Addendum

**COUNTY OF HENRICO, VIRGINIA
TRAVEL JUSTIFICATION ADDENDUM**

Traveler's Name: _____

Travel Request and Expense Voucher (Form T-1) Document Number: _____

1. _____

2. _____

3. _____

Exception to using the County preferred airline carrier (Check applicable box):

There is a significant price differential (10% or greater) between using AirTran Airways and another airline carrier.

AirTran Airways does not fly to the traveler's destination.

The AirTran Airways flight has two or more stops before the final destination that causes a conflict in the traveler's schedule.

Traveler's Signature: _____ Date: _____

Agency Head Signature: _____ Date: _____