

**Policy**

Deans and vice presidents have the authority to approve, **on an occasional, non-recurring basis**, exceptions to university expenditure and travel policies. Exception examples include the following:

**Expenditures-**

Exceptions to dollar limits for business meals and entertainment expenses.  
 Exceptions to the requirement to obtain original itemized receipts.  
 After-the-fact purchase orders.

**Travel-**

Exceptions to the requirement to obtain original itemized receipts.  
 Request for reimbursement submitted > 90 days.  
 Exceptions to the requirement for prior approval for university business travel.

An exception to the University travel or expenditure policy is requested on behalf of:

(NAME)

Exception List: (select one)

**Additional Information**

Please provide additional information to support this exception request explaining why the policy was not followed and how requests will be avoided in the future.

I have been informed of the University Travel and Expenditure policies and understand that a request for exception does not in any way guarantee approval. I understand that the exception, if granted will be logged by the College and will be reviewed by Internal Audit.

Purchaser/Traveler

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dept. Business Manager

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Dept. Chair

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Marie Mead \_\_\_\_\_

Date: \_\_\_\_\_

Approval authority has been granted to Marie Mead, Director of Finance and Business Operations on behalf of Dean, David Williams.