



Exception Request Form

This form should be used in the event of an exception to the University Travel and Reimbursement Policy / Business Expense Reimbursement Policy, within the framework of University guidelines.

FINAL EXCEPTION approval authority resides with SEAS Finance. Exceptions will only be considered for approval by SEAS Finance, after a Area / Department level review.

Complete the following information, obtain required local level signatures and submit to SEAS Financial Operations.

Name of reimbursee or cardholder:

Date(s) of Travel/Expense: From: _____ To: _____

DOLLAR AMOUNT:

Description/Nature of Expense: Please explain the circumstances / reasons for this exception request:

Reimbursee Signature: _____ **Date:** _____

Area Approval / ADRAF Signature: _____ **Date:** _____

SEAS Finance Signature: _____ **Date:** _____

Please complete this form and attach it to the appropriate back up documentation before submission. If you have any questions, please reach out to a Financial Operations team member.