



## EXCEPTION REQUEST FORM

To request an exception to the University Travel and/or Business Expense Reimbursement Policy, submit completed form to SEAS Finance Operations for review.

### REIMBURSEE OR CARDHOLDER INFORMATION

Name of Reimbursee or Cardholder:	Date(s) of Travel/Expense:
Dollar Amount:	
Reimbursee Signature:	Date:

### DESCRIPTION/NATURE OF EXPENSES

Please explain the circumstances/reasons for this exception request:

Area Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE OF FINANCE ONLY

☐ Approved Date: \_\_\_\_\_ ☐ Denied Date: \_\_\_\_\_

If signed, this Exception Request has been granted approval under the designated signees and granted for this specific request only.

SEAS Finance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: