

Policy Exception Form

As a duly authorized administrator referenced in the indicated policies, I authorize the following policy exception(s) for

(faculty/staff name)

(Check all that apply):

<p>Exception(s) to Employee Recruiting Policy. Explain exception(s):</p> <p><i>(Policy 2.1.2; signature by senior vice president, vice president, or dean)</i></p>
<p>Increase per diem amount for business meals or overnight travel meals from \$ _____ to \$ _____ for the city of _____ <small>(per diem amount) (approved amount)</small> on the following date(s): _____</p> <p><i>(Policy 2.1.4 and 2.1.6; signature by senior vice president, vice president, dean or their designee)</i></p>
<p>Other exception(s) to Meal Expenses Policy. Explain exception(s):</p> <p><i>(Policy 2.1.4; signature by senior vice president, vice president, dean or their designee)</i></p>
<p>Late submission (i.e. more than 30 calendar days after the conclusion of the trip) of a Travel Expense Report for trip on the following dates: _____</p> <p><i>(Policy 2.1.6; signature by senior vice president, vice president or dean)</i></p>
<p>Exception to non-reimbursable relocation expenses. Indicate expenses to be reimbursed as an exception:</p> <p><i>(Policy 2.1.26; signature by senior vice president, vice president or dean)</i></p>
<p>Other (indicate the exception and include specifics): _____</p> <p><i>(signature by president, senior vice president or vice president)</i></p>
<p>Rationale for exception (required; if rationale longer than three lines, attach narrative to this form):</p>

Provide the required signature based on the exception(s) indicated above:

Type/Print Name _____

Signature _____

Date _____

This appropriately signed and dated Policy Exception Form must be included with reimbursement paperwork or the Purchasing Card Log, as applicable. Units should retain a copy of signed exceptions and make them available upon request from Internal Audit.