

## Policy Pre-Approval Form

Applicable period: \_\_\_\_\_ to \_\_\_\_\_

*(Note: all overnight travel must be pre-approved prior to the travel using the Travel Authorization Form, not this form)*

As a duly authorized administrator referenced in the indicated policies, I pre-approve the following expenditures as part of those policies *(check all that apply)*:

<p><b>Alcohol purchases to be incurred by</b>  <small>(faculty/staff name)</small>  <i>(Policy 2.1.1; signature by senior vice president, vice president, dean or their designee)</i></p>
<p><b>Employee recruiting expenses in excess of the per person per day limits, but \$200 or less, to be incurred by</b>  <small>(faculty/staff name)</small>  <b>and associated with the high level position of</b>  <i>(Policy 2.1.2; signature by senior vice president, vice president or dean)</i></p>
<p><b>Entertainment and meal expenses in excess of \$75 per person per event to be incurred by</b>  <small>(faculty/staff name)</small> <b>for</b> <small>(event)</small>  <i>(Policy 2.1.3; signature by senior vice president, vice president, dean or their designee)</i></p>
<p><b>First class or business fare, due to a medical condition for</b> <small>(faculty/staff name)</small>  and as documented and approved by University Health Services.  <i>(Policy 2.1.6; signature by traveler's supervisor)</i></p>
<p><b>Travel by privately-owned aircraft for</b> <small>(faculty/staff name)</small>  <i>(Policy 2.1.6; signature by traveler's supervisor)</i></p>
<p><b>Travel by charter flight; list all travelers (or attach)</b>  <i>(Policy 2.1.6; signature by president or senior vice president)</i></p>
<p><b>Employee rewards/bonuses of merchandise or cash/cash equivalents up to \$500 for</b>  <small>(faculty/staff name)</small>  <i>(Policy 3.3.1; signature by organizational unit manager)</i></p>
<p><b>Employee rewards/bonuses of merchandise or cash/cash equivalents greater than \$500 for</b>  <small>(faculty/staff name)</small>  <i>(Policy 3.3.1; signature by president, senior vice president, vice president or their designee)</i></p>
<p><b>Memberships or dues to the private club</b> <small>(name of club)</small>  <b>for</b> <small>(faculty/staff name)</small>  <i>(Policy 2.1.5; signature by senior vice president, vice president or dean)</i></p>
<p><b>Other:</b></p>

Provide the required signature based on the pre-approval(s) indicated above:

Type/Print Name	Signature	Date
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*This signed and dated Policy Pre-Approval Form (along with any appropriate attachments) must be included with the reimbursement paperwork or the Purchasing Card Log, as applicable. Units should retain a copy of signed pre-approvals and make them available upon request from Internal Audit.*