

Policy Exception Form

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

(faculty/staff name)

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| (Спеск ан that apply): |
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| Exception(s) to Employee Recruiting Policy. Explain exception(s): |
| (Policy 2.1.2; signature by senior vice president, vice president, or dean) |
| Increase per diem amount for business meals or overnight travel meals from \$ to \$ for the city of (per diem amount) (approved amount) on the following date(s): |
| (Policy 2.1.4 and 2.1.6; signature by senior vice president, vice president, dean or their designee) |
| Other exception(s) to Meal Expenses Policy. Explain exception(s): |
| (Policy 2.1.4; signature by senior vice president, vice president, dean or their designee) |
| 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: (Policy 2.1.6; signature by senior vice president, vice president or dean) |
| (1 only 2.1.0, signature by serilor vice president, vice president of dearly |
| Exception to non-reimbursable relocation expenses. Indicate expenses to be reimbursed as an exception: |
| (Policy 2.1.26; signature by senior vice president, vice president or dean) |
| Other (indicate the exception and include specifics LÆA[] *^;As@) As@^A@^ A@A@A &@A & A@A As@A As@A As@A As@A As@ |
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| (signature by president, senior vice president or vice president) Rationale for exception (required; if rationale longer than three lines, attach narrative to this form): |
| |
| Provide the required signature based on the exception(s) indicated above: |
| Type/Print Name |

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.

Date

Signature