

**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><b>Exception(s) to Employee Recruiting Policy.</b> Explain exception(s):</p> <p><i>(Policy 2.1.2; signature by senior vice president, vice president, or dean)</i></p>
<p><b>Increase per diem amount for business meals or overnight travel meals from</b>          \$ _____ 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><b>Other exception(s) to Meal Expenses Policy.</b> Explain exception(s):</p> <p><i>(Policy 2.1.4; signature by senior vice president, vice president, dean or their designee)</i></p>
<p><b>Late submission</b> (i.e. more than 30 calendar days after the conclusion of the trip)  <b>of a Travel Expense Report for trip on the following dates:</b> _____</p> <p><i>(Policy 2.1.6; signature by senior vice president, vice president or dean)</i></p>
<p><b>Exception to non-reimbursable relocation expenses.</b> 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><b>Other</b> (indicate the exception and include specifics): _____</p> <p><i>(signature by president, senior vice president or vice president)</i></p>
<p><b>Rationale for exception</b> (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.*