



THE OFFICE OF ACADEMIC AFFAIRS
EXPENDITURE APPROVAL & EXCEPTION REQUEST FORM

REQUESTOR NAME:				CONTACT NAME (IF APPLICABLE):					
ETRAVEL/EREQUEST #:				DATE:					
DEPARTMENT:				AMOUNT: \$					
REQUESTING PRE-APPROVAL FOR:		REQUESTING APPROVAL FOR:		REQUESTING EXCEPTION FOR:					
Meals <u>and</u> entertainment in excess of \$200/person Deviation from Business Meal policy requirements Other Deviation from University policy		Spouse, Partner, Guest expenses Alcohol expenditures (must use discretionary fund) Entertainment expenditures (fundraising, University promotion) Other approval request		Exceeded approved dollar limitations: Alcohol expenditures > \$20/person Business meal expenses > 3x current federal per diem for expense city Travel policy violation: Approval not requested prior to trip Over 90 days past trip reimbursement Lack of appropriate documentation After the Fact Purchase Order Missing itemized receipts Other Deviation from University policy					
For ALL REQUESTS provide a brief explanation of request. For EXCEPTION request explain why the exception occurred. Attach documents as necessary.				For EXCEPTION request please describe plan to avoid this type of EXCEPTION in the future:					
FUNDING SOURCE FOR EXPENDITURE (If no eRequest/eTravel entered):									
ORG #		FUND#		ACCOUNT #		PROGRAM#		PROJECT#	
SIGNATURES:									
REQUESTOR:								DATE:	
APPROVAL SIGNATURES:									
YES	NO	UNIT DIRECTOR:						DATE:	
YES	NO	DEAN/VP OR DESIGNEE:						DATE:	