


Using the Expense Policy Exception Request Form

- Department & Dept Code:** The department requesting the expense policy exception
- Requestor:** Name and contact information for the individual who did not comply with university policy and would benefit from an exception being approved
- Expense Report or Payment Request #:** Expense report ID number, Visitor's Expense Report number, or other unique identifying information for the request
- Policy Description:** In the space provided, include a summary of the policy for which an exception is being requested
- Reasons:** Provide a justification for why an exception to the policy described should be granted and any other relevant information to be considered upon review
- Signature/Date:** Signature is required by the requestor
- Area Approval:** A Dean's Office designee will complete this section if the exception request is approved

Expense Policy Exception Request 	Department:	1	Expense Report or Payment Request #:	3
	Dept Code:			
	Request Date:	2	Policy for which an exception is requested: 4	
	Requestor:			
	Phone:			
Email:				

I request an exception to a Northwestern University policy for the following reasons:

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Employee Signature (Required)	Date

Area Approval	7	Name (Print)	Approval Signature (Required)	Date
Dean, VP or Designee				

Submitting the Expense Policy Exception Request Form: Completed forms along with all supporting documentation should be submitted to FinanceandAdministration@northwestern.edu for review by the Dean's Office. Exception forms approved by the Dean's Office will be returned to the department to be attached to the appropriate transaction request as necessary.