

Using the Expense Policy Exception Request Form

- 1. Department & Dept Code:** The department requesting the expense policy exception
- 2. Requestor:** Name and contact information for the individual who did not comply with university policy and would benefit from an exception being approved
- 3. Expense Report or Payment Request #:** Expense report ID number, Visitor's Expense Report number, or other unique identifying information for the request
- 4. Policy Description:** In the space provided, include a summary of the policy for which an exception is being requested
- 5. 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
- 6. Signature/Date:** Signature is required by the requestor
- 7. Area Approval:** A Dean's Office designee will complete this section if the exception request is approved

	Department:	1	Expense Report or Payment Request #:	3
	Dept Code:	1	4	
	Request Date:			
	Requestor:	2		
	Phone:	2		
Email:		4		

I request an exception to a Northwestern University policy for the following reasons:	
5	
6	
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.