Completing a Policy Exception Request Form

90 Day Justification Memo

Expense Policy Exception Request Form

When completing either form, state the policy for which you are requesting an exception. Refer to the University Travel & Entertainment Policy and/or the Weinberg Travel & Entertainment Policy Guide.

State the exception and a detailed justification for the exception request. Include a statement acknowledging the policy and agreeing to future compliance.

Common Requests:

Submission after 90-day deadline

- 90 Day Justification Memo OR Policy Exception Request Form is required
- Reimbursement is not allowable for expenses over one year old.

Missing Receipts

- An exception request is not required for reimbursement of non-lodging expenses without a receipt when expenses are under $40.
- Credit card statements may be used as backup documentation but not in place of receipts.
- Receipts are required for ALL Corporate Card expenses, regardless of amount.
- Due diligence is required, contact vendor to request a copy of receipt before submitting an exception request.
- Attach any available backup documentation, i.e., credit card statement.

Events where per person cost is over policy limit

- Exception should be requested before the event occurs whenever possible.
- Include the following information:
  - Guests list, including indication of University affiliation
  - Per person cost and total cost
  - Information about event; business purpose, date, location
  - Documentation from vendor, such as quote or invoice
  - Justification for exceeding the per person limit

*While some events require pre-approval from the Dean’s Office, those that comply with University and Weinberg policies do not require an exception request. Please contact the Senior Director of Finance, Holly Schueneman for event pre-approval without an exception request.*
Dean’s Office Approval

Exception requests require a signature from the Dean’s Office. Please email the completed request form signed by the department approver, along with any related backup documents, to Jessica Clements, Financial Administrator, for review. Please allow up to 2 weeks for review, as some requests will need to be escalated for further review.

If the exception request is approved, please attach the signed form to the corresponding transaction in NUFinancials. Regular department approvals may then be applied.