

## Allowable Use of Funds Policy- Exception Request Form

***An electronic copy of this form must be included with the original payment request in the Travel & Expense Reimbursement System at the time of submission or as an attached hard copy if not being requested electronically.***

Transaction #:		Department:	
Request Date:		Phone:	
Person Requesting (print):		E-mail:	

Specify the portion of the <a href="#">policy</a> for which an exception is being requested:	
Exceeded per diem limit for internal business meals	Exceeded alcohol limit
Store membership required for more than one employee	Other (Explain below)
Justification for the exception is as follows:	

Exception Approval			
	Name (Print)	Signature	Date
Original Approver			
Exception Approver (requirements outlined below)			

- All exceptions to the Allowable Use of Funds Policy must be approved in advance by the Unit Business Officer (UBO) or the Research Foundation (RF) Operations Manager (OM) for Sponsored Project Services (SPS) and RF non-sponsored funds. The UBOs and OM will establish a reasonable timeframe for requesting pre-approval.
- The approver of the exception must not have been in attendance at or have incurred, in any way, the subject expenditure. To the extent that the UBO or OM was in attendance or personally incurred the subject expenditure, approval must be advanced to the next higher approval authority.
- Exceptions to the terms of sponsored activities require justification and prior approval from the sponsor. Such requests must be made through SPS.
- Business Services may refuse payment for noncompliance with required State, Research, or UBF funding rules and regulations, insufficient or illegible signatures.