



SEAS Exception Request Process

When is an Exception Request Needed?

An Approved Exception Request is required when:

1. An expense is submitted for reimbursement (either out-of-pocket or on a University card) after 90 days but less than 182 days (additional pay form required for out-of-pocket and corporate card expenses, not required for department card late reimbursements);
2. If late fees are incurred on a department card;
3. When a purchase is made that is outside of Local and/or University policy.

See below for the details of the process, dependent on the reason of the exception:

Exception Request Process for Expense on Corporate Card Outside Reimbursement Deadline

1. Admin, Reimbursee, Cardholder would sign and complete the exception request form, providing a detailed explanation for why the request is warranted.
2. Obtain Area Approval (ADRAF or Area Director) via signature on the form.
3. Signed and Completed form is emailed to procurementhelp@seas.harvard.edu, along with all corresponding backup, requesting review of the exception.
4. SEAS Finance reviews exception request and responds, either approving or rejecting the request.
5. If approved, FinOps will also complete an Add Pay form to be returned with the signed exception request form. The expense report should be processed in Concur and the approved exception request form, along with the FinOps provided Add Pay form must be included with the other supporting documentation. When processing the expense report in Concur, the preparer must also ensure the checkbox that states "Includes additional pay", located on the report header, is checked off.

Exception Request Process for Expense on Department Card Outside Reimbursement Deadline

1. Admin, Reimbursee, Cardholder would sign and complete the exception request form, providing a detailed explanation for why the request is warranted.
2. Obtain Area Approval (ADRAF or Area Director) via signature on the form.
3. Signed and Completed form is emailed to procurementhelp@seas.harvard.edu, along with all corresponding backup, requesting review of the exception.
4. SEAS Finance reviews exception request and responds, either approving or rejecting the request.
5. If approved, the expense report should be processed in Concur and the approved exception request form must be included with the other backup. An Add Pay form is NOT needed for late transactions on a Department Card.

Exception Request Process for Out-of-Pocket Expense Outside Reimbursement Deadline

1. Reimbursee would sign and complete the exception request form, providing a detailed explanation for why the request is warranted.
2. Obtain Area Approval (ADRAF or Area Director) via signature on the form.
3. Signed and Completed form is emailed to procurementhelp@seas.harvard.edu, along with all corresponding backup, requesting review of the exception. This would include a completed and signed [SEAS Add Pay Form](#).
4. SEAS Finance reviews exception request and responds, either approving or rejecting the request.
5. If approved, the expense report would be processed as additional pay through payroll, not Concur. FinOps would inform the reimbursee of the approval and would submit directly to payroll for processing. No further action would be taken by the reimbursee.


Exception Request Process for Late Fees on Department Card or a Purchase Made Outside University Policy or Best Practices

1. Admin, Reimbursee, Cardholder would sign and complete the exception request form, providing a detailed explanation for why the request is warranted.
2. Obtain Area Approval (ADRAF or Area Director) via signature on the form.
3. Signed and Completed form is emailed to procurementhelp@seas.harvard.edu, along with all corresponding backup, requesting review of the exception.
4. SEAS Finance reviews exception request and responds, either approving or rejecting the request.
5. If approved, the expense report should be processed in Concur and the approved exception request form must be included with the other backup.

SEAS Exception Request Form

This explanation should speak to why the exception should be granted rather than simply state the business purpose of the expense.

To be signed by ADRAF or Area Director

 **Harvard John A. Paulson School of Engineering and Applied Sciences**

EXCEPTION REQUEST FORM

To request an exception to the University Travel and/or Business Expense Reimbursement Policy, submit completed form to SEAS Finance Operations for review.

REIMBURSEE OR CARDHOLDER INFORMATION

Name of Reimbursee or Cardholder	Date(s) of Travel/Expense
Dollar Amount:	
Reimbursee Signature:	Date:

DESCRIPTION/NATURE OF EXPENSES

Please explain the circumstances/reasons for this exception request:

Area Approval Signature: _____ Date: _____

OFFICE OF FINANCE ONLY

☐ Approved Date: _____ ☐ Denied Date: _____

If agreed, this Exception Request has been granted approval under the designated agree and granted for this specific request only.

SEAS Finance Signature: _____ Date: _____

Comments:

Please required local level signatures and submit to SEAS Finance Operations

To be completed by Admin/Reimbursee

To be completed by Financial Operations



Harvard John A. Paulson School of Engineering and Applied Sciences

SEAS Add Pay Form

Form to be completed
by Admin/Reimbursee

Earnings code to be
filled out by Finance.

**Harvard School of Engineering and Applied Sciences
Accounting Office** One Time Payment

Use this form to request Supplemental Payments for Harvard paid employees. The payment will be added to the employee's next regular paycheck.

Employee Name:		MU ID#:		1 Rec # (payroll use) 0	
Employee's Home HR Department:		Job Code/Title			
Earnings Code: Previously used - LRB late reimbursement SMR Summer supplemental salary MVN Moving expenses Link to additional earnings codes https://seas.finance.harvard.edu/how-to-earning-or-job-codes		Reason or Business Purpose:			
Off Cycle Check?					
Earnings Amount		\$		Seq # 1	
Tab	Org	Obj Code	Fund	Activity	Subactivity Root
Earnings Amount		\$		Seq # 2	
Tab	Org	Obj Code	Fund	Activity	Subactivity Root
Earnings Amount		\$		Seq # 3	
Tab	Org	Obj Code	Fund	Activity	Subactivity Root
TOTAL Payment Amount		Gross up: No			
Preparer:		Name		Date	
		Signature			
Account Approver/EFM		Name		Date	
(AD for Area Funds)		Signature			
Area Approval/ADRAF		Name		Date	
(AD for Area Funds)		Signature			
Controller (required for 90+ reimbursements)		Name		Date	
		Signature			

This must include a full and complete business purpose. Your business purpose statement should give the reviewer a clear understanding of the reason for the expense. The best way to do this is to answer the 5 W's, "who", "what", "why", "when" and "where".



**Harvard John A. Paulson
School of Engineering
and Applied Sciences**