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 signed, this Exception Request has been granted approval under the designated signees and granted for this specific request only.

SEAS Finance Signature: ___________________________________ Date: __________

Comments:

Obtain required local level signatures and submit to SEAS Financial Operations