

**TRAVEL & ENTERTAINMENT POLICY EXCEPTION FORM**

Traveler \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_ Department: \_\_\_\_\_

PR/PD NUMBER \_\_\_\_\_

Request for exception from University Travel or Entertainment policy for the following reasons:

Traveler's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Dean or  
Vice President or  
Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach approved form to your T & E and/or PR/PD when requesting payment and/or reimbursement. Reimbursements and payments for exceptions to policy will only be made when this completed form is attached to request.