

Procedure for Requesting a Policy Exception

Exception requests require a signature from the Dean's Office. Please email the completed and signed request form, along with any related backup documents, to the Financial Coordinator for review. Please allow up to 2 weeks for review of the request, as some 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; the Dean's Office will not need to approve online.

Completing a Request Form

[90 Day Justification Memo](#)

[Expense Policy Exception Request Form](#)

State the policy for which you are requesting an exception. If you need guidance, see the [Travel, Entertainment & Courtesy Policy](#) and/or the [Weinberg Policy Quick 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

Missing receipts

- For an expense under \$40, an exception request is not necessary
- If multiple receipts are missing for expenses under \$40, an exception request is required for missing itemized receipts
- For any expense over \$40, an exception request is required for missing itemized receipt
- Due diligence is required; contact vendor first to request copy of receipt
- Available documentation should be attached, i.e. credit card statement

Events where per person cost is over limit

- Exception should be requested before the event occurs whenever possible
- Include the following information:
 - Guest 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 Holly Schueneman for event pre-approval without an exception request.*