

**Travel and Business Related Expense Exception Authorization**  
(To be attached to Travel/Expense Report)

Name of Employee \_\_\_\_\_

Types(s) of  
Expense \_\_\_\_\_

Amount \$ \_\_\_\_\_

Justification \_\_\_\_\_

Name of Guest(s), If Any:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Amount \$ \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



Amount Approved \$ \_\_\_\_\_

Date \_\_\_\_\_

Name of Officer or Dean \_\_\_\_\_

Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_