



Approval for Exception to Travel, Meals and Hospitality Policy

This form must be completed EACH time an employee makes a claim in which the Travel, Meals and Hospitality Policy (AD12) was not complied with.

Name:

Department: Date:

Dates of Travel

From: To: Amount:

Location and Purpose of Travel:

Identify the exception(s) to the policy (AD12) and provide an explanation as to why the exception(s) occurred.

Claimant's Signature: Date:

Vice-President's Signature: Date:

President's Signature: Date:
(if applicable)

Examples of exceptions include (but are not limited to): maximum meal amounts were exceeded; receipts are missing due to loss or location of travel.

The appropriate Vice-President must sign all exception forms. The President's signature is only required in instances where the President's signature was required on the original request (such as the Travel Authorization form for international travel is incomplete or missing).