



THE OHIO STATE UNIVERSITY
 OFFICE OF ACADEMIC AFFAIRS
 EXPENDITURE APPROVAL & EXCEPTION REQUEST FORM

REQUESTOR NAME:	CONTACT NAME:
REQUESTOR PHONE:	CONTACT PHONE:
DEPARTMENT:	DATE:

REQUESTING PRE-APPROVAL FOR	REQUESTING APPROVAL FOR	REQUESTING EXCEPTION FOR
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Meals <u>and</u> entertainment in excess of \$200/person Deviation from Business Meal policy requirements Other Deviation from University policy (provide information below)	Spouse, Partner, Guest expenses Alcohol expenditures (must use discretionary fund) Entertainment expenditures (fundraising, University promotion) Other approval request (provide information below)	Exceeded approved dollar limitations: <ul style="list-style-type: none"> ▪ Alcohol expenditures > \$20/person ▪ Business meal expenses > 3x current federal per diem for city of expense Travel policy violation: <ul style="list-style-type: none"> ▪ After-the-fact reimbursement; "T" number not requested prior to trip ▪ Over 90 days past trip reimbursement ▪ Lack of appropriate documentation After the Fact Purchase Order Other Deviation from University policy (provide information below)
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Brief description or explanation of request to include date, time, place, listing of attendees, business purpose as appropriate: <i>(attach documents as necessary)</i>	Brief description or explanation as to why exception occurred: <i>(attach documents as necessary)</i>
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Amount: \$	Amount: \$
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FUNDING SOURCE FOR EXPENDITURE (Chartfield)

ORG #		FUND #		ACCOUNT #	
PROJECT #		PROGRAM#		USER DEFINED	

SIGNATURES:

REQUESTOR:	DATE:
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CONTACT:	DATE:
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APPROVALS:

<input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNED:	DATE:
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Unit Director

<input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNED:	DATE:
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Unit Head or Designee