

COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

REQUEST FOR POLICY EXCEPTION or ADJUSTMENT

This request is for an exception or adjustment to the University Travel or Business Expense policies and must be submitted to Accounts Payable for approval. **Please note: Requesting an exception is not a guarantee that the exception will be granted.**

Payee's Name (*please print*): _____ Date: _____

Payee's Signature: _____

Department: _____ Dept. #: _____

Approver Name (*please print*): _____ Title: _____

Approver Signature: _____ Phone #: _____

REQUESTED EXCEPTION: _____

REASON OR JUSTIFICATION FOR EXCEPTION: _____

ACCOUNTS PAYABLE APPROVAL

Notes:

Approval Signature: _____

Date: _____