

# 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:** \_\_\_\_\_

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**REASON OR JUSTIFICATION FOR EXCEPTION:** \_\_\_\_\_

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### ACCOUNTS PAYABLE APPROVAL

Notes:

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_