


Expense Policy Exception Request	Department: Dept Code:	Expense Report or Payment Request #:
 NORTHWESTERN UNIVERSITY	Request Date:	Policy Description:
	Requestor:	
	Phone:	
	Email:	

I request an exception to a Northwestern University policy for the following reasons:

Signature _____ Date _____

Area Approval			
	Name (Print)	Signature	Date
Dean, VP or Designee			