Policy 2.108  
Request for Exceptions to Procurement, Payment and Travel Policy

**Responsible Official:** Vice President for Finance/Chief Finance Officer  
**Administering Division/Department:** Payment Services  
**Effective Date:** October 01, 2010  
**Last Revision:** August 20, 2014

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**Overview**

The purpose of this policy is to provide guidance for requests for exceptions to University Procurement, Payment and Travel Policy.

**Applicability**

This policy applies to faculty, staff, students, and non-employees seeking an exception to University Procurement, Payment and Travel policies. Exceptions may be granted in rare circumstances. The policy includes requests for reimbursement or payment for unallowable expenses from the University regardless of the funding source or form of payment including personal funds, Purchasing Cards, and Corporate Cards.

**Policy Details**

Exceptions should be rare and infrequent.

It is the responsibility of the individual to act in good faith and in the spirit of the policy. Individuals should be familiar with which items are considered reimbursable or payable and which items would be considered personal expenses.

Ignorance of policy is not a basis for requesting an exception.

**Request for exceptions should be made in advance whenever possible.**

Faculty, Staff and Students have the responsibility to understand all applicable policies prior to any activity for which they will seek reimbursement or authorize any charges against University funds. This includes use of University Procurement and Corporate Cards.

**Exception Request Process**

All requests for exceptions must include the approval of the appropriate Dean or Vice President and made in writing to the Sr. Director, Procurement, Contract Administration & Payment Services.

a. The request will be reviewed by the appropriate offices including Vice President for
Finance, Office of General Counsel, Human Resources and Office of Information Technology, whichever is applicable.

b. If appropriate, the reviewed request will be presented to the appropriate Executive Vice President for final approval.

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/2.108](http://policies.emory.edu/2.108)

**Revision History**

- Version Published on: Sep 21, 2010 *(Change made to position title.)*
- Version Published on: Sep 21, 2010 *(Original Publication)*

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