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

Policy Sections:

I. Overview
II. Applicability
III. Policy Details
IV. Related Links
V. Revision History

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
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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