



Harvard University

Reasonable Exception Request Form

(For use when the expense reimbursement request is submitted more than sixty (60) days after completion of a trip or the date on which an entertainment or non-travel business expense was incurred. Requests submitted after 90 days will be processed as income to the individual, without exception.)

Complete the following information, obtain required signatures and submit with the Receipt Report or Universal Expense Form.

WV # _____

Name:

School/Department Name:

Tub #:

Date(s) of Travel/Expense: From: _____ To: _____

Destination(s)/Nature of Expense:

Reasonable Exception Request (please explain the facts and circumstances relating to why your reimbursement request is being submitted more than 60 days after completion of the trip or the date on which an entertainment or non-travel business expense was incurred):

Reimbursee Signature: _____

Date: _____

Financial Dean Approval: _____

Date: _____