

Request for Exceptions to Travel and Business Expense Policy: Dean's Approval

Name: _____ Dept/Unit: _____
Employee #: _____ Email: _____
Name of Event: _____
Type of Event/Purpose: _____
Event Location: _____
Dollar value of request for exception: \$ _____
Funding Source: Operating Research

FOP: _____ Amount: \$ _____
FOP: _____ Amount: \$ _____

Type of Exception Request:

Airfare

- Flex fare or higher within Canada and the US
- Premium economy airfare or higher to countries listed in Section 2.10(c)
- First Class fare

**all of the above airfare exceptions require one-over-one and Dean or Director approval*
On Research Funds, only the economy portion of a flight can be charged. Any additional portion would need to be charged to an Operating Fund.

Meals/Hospitality Event Pre-Approval

- Individual Meal expense above policy limit
- Hospitality Meal maximum over \$40 per person (under \$40 one-over-one approval)
- Hospitality Alcohol Served (all alcohol requires Dean approval)

of Guests: _____
of Staff: _____
Cost per person: \$ _____

Other (add details below)

Explanation of why an exception should be granted:

(Please attach any relevant documents)

Employee Signature: _____

Approvals

Department Head Signature: _____

Dean Signature: _____

Please submit completed form to:
Arts Budget Office, 300 Fletcher Argue
Email :
mary.harder@umanitoba.ca or
jeffrey.conquergood@umanitoba.ca
Please cc your department admin

Employee to attach final approved form to reimbursement claim in Concur.