


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

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

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Signature
Date

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