

Policy Exception Approval Request



Hi, PETE. When you submit this form, the owner will see your name and email address.

* Required

1. Claimant Name: *

Your Name

2. Claimant Email: *

Your Name

Please enter an email

3. Submitter's Name (only required if submitter is not the claimant):

Your Name

4. Submitter's Email (only required if submitter is not the claimant):

Your Name

Please enter an email

5. Division & Division Name *

- 01 – General Educational Admin
- 02 – General Services
- 07 – College of Agricultural and Life Sciences
- 18 – Division of the Arts
- 34 – Office of the Vice Chancellor For Research
- 35 – Graduate School
- 40 - Nelson Institute
- 48 - College of Letters and Science
- 53 - School of Medicine and Public Health
- 54 - School of Nursing
- 56 - School of Pharmacy
- 63 – Officer Education
- 87 - Vet Med
- 93 – Division of Continuing Studies
- 96 - Wisconsin Union
- Test

6. Department UDDS (6 Digit ID Number) *

UA964040 (HOC, Scuba, Council, HMC), UA964052 (HRC), UA964640 (Sailing), UA964074 (SNS)

The value must be a number

7. Department Name *

Wisconsin Union

8. Total Exception Request Amount: *

Full cost of food, better to estimate too high than too low

The value must be a number

9. Expense Report Number:

Leave this blank

10. Is this Policy Exception being requested for a Purchasing Card Transaction? *

Yes

No

11. Which policy was violated? *

UW-3018 Meals and Incidental Policy

12. Which policy was violated? *

UW-3018 Meals and Incidental Policy

13. Select additional policy violation (if applicable)

Select your answer

14. Select additional policy violation (if applicable)


Select your answer

15. Reason for Policy Exception Request


Please provide the "who, what, when, where, and why" of the situation and justification for why the exception should be granted:

*

Ex - The Hooper Outing Club is purchasing groceries to prepare meals for trip participants on the XYZ trip from [Start Date] to [End Date]. These groceries are needed because there are no restaurants or other options for purchasing food in the back country.

16. Actions taken by claimant and/or department to prevent need for future exceptions of this nature: * 

N/A

17. Is this exception being requested for a currently enrolled UW-Madison or Universities of Wisconsin student? * 

Yes


No


18. Is this exception for a nonemployee guest of UW-Madison?

* 

Yes

No

19. Please add any supporting documentation (Non-anonymous question) 

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