UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Report name: 40th Anniversary Expenses

Transaction total: $8,113.90

Describe items purchased and quantity purchased:

Costs associated with SC 40th anniversary celebration including flights for guest speakers

Was alcohol purchased ☐ Yes ☒ No

If yes, amount:

Reason for Exception Memo: ☐ Receipt Missing ☐ Receipt Illegible ☐ Receipt Not Itemized ☐ Other

Report was 45 days late because of tracking down receipts and contacting vendors for receipts resulting in the report not being approved in a timely manner.

Employee:

Ariana E. Bostian-Kentes
(Printed)

(Signature)

Approver:

Jacqueline D. Simpson
(Printed)

(Signature)

In accordance with SPG 507.10-1 *"In cases where a submitted expense does not conform to stated University policy, or if a receipt is lost or missing, an explanation is required when submitting the expense within the University's Travel and Expense System"*