UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Vendor name: Southwest Airlines

Transaction date: 1/26/2012

Transaction amounts: $235.80, $154.80, $10.00

Describe items purchased and quantity purchased:

Flight costs for Jonah Thompson

Was alcohol purchased ☐ Yes ☒ No

If yes, amount:

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

Flight costs to send Jonah Thompson to present on behalf of the Spectrum Center at the Creating Change conference in Baltimore, MD

Employee:

Ariana Bostian-Kentes
(Printed)

(Signature)

Approver:

Jackie 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"*

UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Vendor name: Gaede Institute

Transaction date: 1/20/2012

Transaction amount: $95

Describe items purchased and quantity purchased:

Reimbursement for Westmont Conference registration cost

Was alcohol purchased ☐ Yes ☒ No

If yes, amount:

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

Reimbursement for Westmont Conference registration cost since Jackie Simpson was a speaker. We were refunded the $95. There was no receipt.

Employee:	Approver:
Ariana Bostian-Kentes	Jackie Simpson
(Printed)	(Printed)
(Signature)	(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"*