UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Report name: NASPA Conference

Report date: 04/12/2012

Transaction total: $799.18 ($392.60, $392.60, $13.98) transactions

Describe items purchased and quantity purchased:

Flight costs for NASPA conference

Was alcohol purchased ☐ Yes ☐ No

If yes, amount:

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

These specific transactions for the flights were 45 days late I waited to include them in the total report so that they were paired with all the expenses associated with the NASPA conference. The flights were booked far before the conference took place, resulting in them not being approved in a timely manner.

Employee:

Jacqueline D. Simpson
(Printed)

(Signature)

Approver:

Laura Blake Jones
(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"*