UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Vendor name: Delta Airlines

Transaction date: 3/28/12

Transaction amount: $25.00

Describe items purchased and quantity purchased:

Travel Airfare Baggage Charges

Was alcohol purchased ☐ Yes ☒ No

If yes, amount:

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

Receipt missing from $25 baggage fee for ACPA conference travel.

Employee:

Ariana Bostian-Kentes
(Printed)

(Signature)

Approver:

Jackie 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"*