UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

Exception Memo

Report name: Visiting Speaker Expenses

Report date: 06/07/2012

Transaction total: $1014.66

Describe items purchased and quantity purchased:

Expenses assoc. with bringing artist Sarah Wong to campus

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 reconciling expenses, resulting in the report not being approved in a timely manner.

Employee:	Approver:
Jacqueline D. Simpson	Laura Blake Jones
(Printed)	(Printed)
(Signature)	Laura Blake Jones
	(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"*