

## University of Wisconsin System Accountable Plan Exception Request Form

See the [UW System Administrative Policy 405](#) for complete policy requirements, and the [Accountable Plan Procedures](#) document. This exception request form must be electronically attached to the expense report at the time the report is submitted.

<b>To be completed by the Expense Claimant:</b>			
Claimant's Name:			
Please select one of the following:			
<b>Expenses are travel related</b>	Last Date of Business Travel:		
<b>Expenses are non-travel related</b>	Earliest Date Expenses Were Incurred:		
<b>Tuition Reimbursement</b>	Course End Date:		
Please provide a brief summary of the trip taken or the expenses incurred:			
Please provide a detailed explanation of the extenuating circumstances that prohibited timely submission of the expenses described above:			
<b>Claimant's signature:</b>		<b>Date:</b>	

<b>To be completed by the Chief Business Officer or designee (Dean, Divisional Dean's Office Director or Divisional Business Office Leadership):</b>			
<i>I, the undersigned representative of my School/College/Divisional Business Office, approve this exception and the submission of this reimbursement claim in excess of the University of Wisconsin System's Accountable Plan requirements.</i>			
Comments:			
<b>Printed Name:</b>		<b>Date:</b>	
<b>Signature:</b>		<b>Date:</b>	