**SAS EXPENSE REPORT LATE EXCEPTION JUSTIFICATION FORM**

**(Attach approved form to the Expense Report submission)**

**DATE:**

**NAME OF REQUESTOR TO BE REIMBURSED:**

# DEPARTMENT/UNIT:

**EXPENSE REPORT NO. RBU (If available):**

 **EXPENSE REPORT TOTAL DOLLAR AMOUNT:**

 **EXPENSE REPORT BUSINESS PURPOSE (BRIEF):**

**DATE OF PURCHASE; OR DATE REQUESTOR RETURNED FROM TRAVEL:**

 **JUSTIFICATION FOR SUBMITTING LATE REIMBURSEMENT REQUEST:**

**HOW MANY LATE EXPENSE REQUESTS HAVE BEEN SUBMITTED FOR THIS REQUESTOR SINCE 1/1/2020?**

**REQUESTOR’S SIGNATURE / DATE**

Note: Expense reports must be fully processed by University Accounts Payable within 60 days, and so it is recommended that Expense Reports be submitted to the Department Approver within 30 days of return from travel. Expense Reports submitted beyond six months require special approval. Expense Reports submitted beyond one year will not be approved under any circumstance.

**By signing this justification form, Requestor acknowledges complete understanding of the SAS Travel & Expense submission policy which can be found here:**
[https://rutgers.box.com/s/qn2kpfkqrwns6ahzz9a46ittd5yv9zyd](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Frutgers.box.com%2Fs%2Fqn2kpfkqrwns6ahzz9a46ittd5yv9zyd&data=02%7C01%7Cglascock%40sas.rutgers.edu%7C7502e93de83d489c2dc808d79a9824dc%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C637147850543998348&sdata=2DoSwwXBhLp5o9%2FGm6evmrk%2BLxzmFgvXQAhqilCrn3w%3D&reserved=0)

 **SECOND-LEVEL UNIT APPROVER SIGNATURE/ DATE**

**NEXT-LEVEL APPROVAL (DEAN’S OFFICE):**