

Instructions for Processing an Exception Request Form

This form is a Fill-In Enabled PDF document. You can tab between the fields to enter the information. The fields will increase in size as necessary. In order to email the form to the Central Disbursements Office for approval, select to "Save As" and save on your computer.

Please state all extenuating circumstances but try to keep the Exception Request Form to one page in length.

Per the OHSU reimbursement policy, exception approvals to the 60-day policy are not needed for non-employees regardless of the age of the receipt. Exception approvals cannot be granted under any circumstances by the Central Disbursements Office for employees wishing reimbursement for receipts that did not reach the OHSU Central Disbursements office within 90 days from the end of the trip or the purchase date of a non-travel business expense.

Detailed Instructions to Process Form:

1. Complete sections 1 and 2 of the Request Form.
2. Department Directors/Deans should attach the completed form to an email and send to justicem@ohsu.edu. The email should include a fax number to which the approved or denied request can be returned.

(Note: Requests will only be accepted from Department Directors/Deans. Any requests from other staff or travelers will be returned for proper routing.)

3. The Central Disbursements Office will review the request and return the Exception Request Form with either an approval or denial via the fax number provided.
4. If approved, the signed/dated Exception Request Form should be attached to the Reimbursement form and forwarded to the OHSU Central Disbursements Office for further processing.

If you have further questions, please call Mary Justice (4-4714).