To: Expense Management – Processing

From: Howard Marchitello, CFAS Dean

Signature:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re: Expense Report Exception -receipts beyond 60-day time period

|  |  |
| --- | --- |
| **RBU:** |  |
| **Name:** |  |
| **Amount:** |  |

*As the next higher-level approver for the CFAS account charged, I approve processing the attached expense report.*

Reason: receipts dated over 60 days