



OAKTREE

## T&E OUT OF POLICY EXPENSE ACKNOWLEDGEMENT FORM

This form should be completed for all exceptions to the T&E policy and submitted to Accounts Payable with a copy of the expense report for reimbursement. Failure to submit this form may delay the expense reimbursement process.

Dana Levy

NAME OF REQUESTOR

Dana Levy

SIGNATURE

(electronic signature acceptable)

12/16/13

DATE

### OUT OF POLICY EXPENSE

#### AIRFARE:

Class of Service

☒

Refundable Fare

☐

#### BOOKING METHOD:

Non-approved Travel Agency

☐

Internet

☐

OTHER: American Express travel

#### REASON FOR EXCEPTION:

I was originally booking my travel through Montrose. However my husband also had business in LA and decided to book our flights together. It ended up being cheaper than the ticket found through Montrose.

#### APPROVALS:

(email approval acceptable)

DEPARTMENT HEAD

DATE