

GUIDELINES FOR BUSINESS PROCEDURES EXCEPTION FORM

The [Request for Exception to Business Procedures Form](#) is required when requesting any exception to University internal policy and or procedure. CAFE employees should follow the CAFE Business Center guidelines below when submitting requests for an exception to business procedures:

Completing the form

1. Complete all information requested on the BPE form, checking any/all reasons for the request.
2. Provide justification for the requested exception (be specific as to why the policy was not followed and why an exception should be granted).
3. In the justification block, **you must include steps that your department is taking to prevent a recurrence of this same issue**
4. Travel related requests must include employee name, ID, requested amount, the Concur document number, the signature of the traveler, and the department head's signature.
5. Contact information should be the departmental business officer, but the contact person does not need to sign the form.
6. **Department head approval is required.** There is no specific signature line for the chair or director's signature, however, please have your department head sign next to the traveler signature or in any blank area of the form. Instructions for adding an adobe digital signature field to the document for easy signing can be found [here](#).
7. **Attach documentation to the BPE form** (such as applicable receipts, etc.) before submitting to the CAFE Business Center. Departmental business staff will be notified of the approval. Once the BPE is approved by the University Financial Services (UFS) office, a copy of that approval should be attached to the travel expense report in the Concur system as an attachment and then submitted through the Concur workflow.

Routing the form

1. Exception forms and supporting justification should be routed through the [CAFE Business Center](#).
2. The Business Center will obtain appropriate signatures and the forms will be routed electronically to the University Financial Services (UFS) office for final approval.
3. UFS will notify the business center of the decision on each request, and that will be relayed by the business center to the departmental contact person listed on the form.

Please refer to [E-1-2 Requests for Exceptions to Business Procedures](#) for the University policy regarding business procedure exceptions.