



BUSINESS-RELATED & ENTERTAINMENT (BRE) EXPENSE REQUEST FOR EXCEPTION

Exceptions to the **Business-Related & Entertainment (BRE) Expense Guidelines** are pre-approved or denied by the VP for Finance & Business Operations. Exceptions may be granted when a clear benefit to the university can be demonstrated. Previously granted exceptions will not establish precedents. The approved form should be included with the document paying the expense.

Requestor's Name

Department

Ext

YSU Email

Anticipated

Anticipated

DATE of Expense

AMOUNT of Expense

Event Location

Fund

Org

Account

Program

Reference the BRE guideline in question:

Describe the exception to this guideline:

Business purpose (*Describe how this exception will benefit the university*) :

Names and business relationships of *expected* participants and/or recipients:

FINANCIAL MANAGER /SUPERVISOR

PRINT NAME

DATE

APPROVE

DENY

VP FOR FINANCE & BUSINESS OPERATIONS

DATE