

MEAL EXPENSE EXCEPTION REQUEST

Fulton County, Illinois

This form is to be submitted with the Fulton County Expense Voucher if the meal costs for employee/official travel was over the maximum per diem rate as set by the Personnel Policy. All exception amounts must be approved by the Finance Committee regardless of the fund paying the expense.

Travelers Name:

Department:

Dates of Travel: From: To: Destination:

Exception Calculation: Maximum Per Diem: Cost of Meals:
Excess cost: Exception amount:

Justification for Exception:

<input type="checkbox"/> No Alternative	Provide Explanation: <input type="text"/>
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I request approval of my meal expenses that are in excess of the amount as set by the Fulton County Policy and acknowledge that amounts disallowed (plus applicable taxes) by the Finance Committee will be refunded to the County within 30 days of notification if this was a travel advance.

Travelers Signature: _____ Date:

Exception Approved Amount: Fund:

Exception Denied

Finance Committee: _____

