

**EXCEPTION STATEMENT  
FOR  
SUBMITTING TRAVEL DOCUMENTATION IN EXCESS OF 60 DAYS**

I \_\_\_\_\_ understand that NWESD Board procedure states that travel documentation/reimbursement requests must be submitted within sixty (60) days following the travel period. I hereby request that I be granted an exception for the reason described below:

***Please attach your Travel Documentation/ Reimbursement Request***

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SUPERVISOR APPROVAL**

\_\_\_\_\_  
**DATE**

I have verified there is budget capacity and funding available for this reimbursement. I further concur that the situation presented above made it impossible for the reimbursement submission to have been made within the sixty (60) day timeline.

**SUPERINTENDENT DETERMINATION:**

**Approved**       **Denied**

\_\_\_\_\_

\_\_\_\_\_  
**DATE**