

**Georgia Institute of Technology**  
**Exception Form for Expenses that include Alcohol – Off-Campus**

<b>Georgia Tech Department ID</b>	
<b>Georgia Tech Department Name</b>	
<b>Georgia Tech Project ID</b>	
<b>GT Foundation Project Number</b> (if applicable)	
<b>Requestor Name</b>	
<b>Requestor Title</b>	
<b>Requestor Telephone Number</b>	
<b>Requestor Email Address</b>	
<b>Amount of Expense</b>	
<b>Business Purpose</b>	

<b>Yes</b>	<b>No</b>	<b>Please answer Yes or No to the statement below</b>
		Event or Activity excludes individuals under the age of 21 • If answer is no: <ul style="list-style-type: none"> <li>○ Please provide additional justification indicating why these individuals are in attendance in the <u>Business Purpose</u> above</li> <li>○ Form must have second level approval by the EVPAF, EVPR or Provost Office</li> </ul>

**Approved by: Chair, Dean, Department Head, Director or Vice President**

<b>Printed Name</b>	
<b>Title</b>	
<b>Signature</b>	
<b>Date</b>	

**Approved by: EVPAF, EVPR or Provost Office** (required if individuals under the age of 21 are in attendance)

<b>Printed Name</b>	
<b>Title</b>	
<b>Signature</b>	
<b>Date</b>	

**NOTES:**

- Form must be submitted with payment/reimbursement requests via GaTech or GT Foundation
- Form must be submitted with payment/reimbursement for development activities via GT Foundation
- **On-Campus Events** serving alcohol require completion of the Georgia Tech “Alcohol Prior Approval Form”