



OFFICE OF THE CHANCELLOR  
405 HILGARD AVENUE  
LOS ANGELES, CALIFORNIA 90095-1405

September 10, 2013

DA 540.06

EXECUTIVE VICE CHANCELLOR & PROVOST SCOTT L. WAUGH  
ADMINISTRATIVE VICE CHANCELLOR JACK POWAZEK  
ASSOCIATE VICE CHANCELLOR/CONTROLLER, CORPORATE FINANCIAL SERVICES  
ALLISON BAIRD-JAMES  
DIRECTOR, TRAVEL PROGRAMS BELINDA BORDEN  
DIRECTOR, TAX SERVICES SCOTT MONATLIK

**Delegation of Authority - Exceptions to Policy Governing Travel**

**References:** (a) UC Business and Finance Bulletin G-28, Policy and Regulations Governing Travel.

**Supersedes:** DA 540.05 (Exceptions to Policy Governing Travel) to Executive Vice Chancellor & Provost Waugh, et al., dated 06/14/2007.

Effective as of the date above, I hereby delegate to your positions, Executive Vice Chancellor & Provost, Administrative Vice Chancellor and Associate Vice Chancellor/Controller, the authority to approve exceptions to the University policy governing travel (BFB G-28). All official University travel must be properly authorized, reported, and reimbursed in accordance with this policy. Exceptions may be granted when deemed to be required due to extenuating circumstances. In general exceptions should not be made to the daily M&IE reimbursement cap established for travel of less than 30 days within the continental United States unless necessitated by the business requirements of the trip. Business and Finance Bulletin G-28, Section IV. states:

"Any request for an exception must document the circumstances and need for the exception. When an exception has been approved, expenses will only be reimbursed to the extent of actual costs incurred, provided such costs are deemed to be ordinary and necessary under the circumstances."

In conformance with G-28, which requires that those with authority to approve travel exceptions be designated in writing by the Chancellor, Executive Vice Chancellor & Provost, Administrative Vice Chancellor and Associate Vice Chancellor/Controller are authorized to approve or deny requests for exceptions to policy that are submitted by staff and faculty, including Medical Center staff and faculty. When deemed necessary on any specific exception request, the concurrence of the Administrative Vice Chancellor or Executive Vice Chancellor and Provost, as appropriate, will be sought.

I further authorize the Director, Travel Programs and Director, Tax Services to approve exceptions to BFB G-28 in accordance with policy, and as described above, only in the extended absence of the Associate Vice Chancellor/Controller. You are advised to seek the counsel of the Administrative Vice Chancellor in the event of an unusual or extraordinary request for exception to policy.

This delegation is being reissued due to an organization change and revisions to Business & Finance Bulletin G-28, there are no substantive changes to the delegation being superseded. This authority may not be further redelegated.



Gene D. Block  
Chancellor

cc: Manager, Administrative Policies & Delegations