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DA 130.05

**ASSOCIATE VICE CHANCELLOR/CONTROLLER SUSAN K. ABELES, CORPORATE  
FINANCIAL SERVICES**

**DIRECTOR BELINDA BORDEN, TRAVEL PROGRAMS**

**SENIOR POLICY ANALYST CATHY CAMPBELL, TRAVEL ACCOUNTING**

**ANALYST ANNETTE HEARN, TRAVEL ACCOUNTING**

**Delegation of Authority – Exceptions to Policy Governing Moving Expenses for Managers &  
Senior Professionals (MSP) and Professional and Support Staff (PSS) Personnel, and Approving  
Relocation Allowances (MSP)**

**References:** (a) UC Business & Finance Bulletin G-13, Policy & Regulations Governing Moving & Relocation, dated 3/31/2010.

**Supersedes:** UCLA DA 622.03 (Moving and Relocation Expenses for Newly Hired and Transfer Employees), to Assistant Vice Chancellor Abeles and Director Beatty, dated 7/22/2002.

Effective as of the date above, I hereby delegate to you, the Associate Vice Chancellor/Controller, the authority to approve exceptions to the policies and procedures contained in UC Business & Finance Bulletin (BFB) G-13 (Reference a., above) regarding moving expenses for newly hired and transfer employees in PSS and MSP classifications. You are also authorized to approve relocation allowances for MSP positions, in accordance with the provisions of BFB G-13.

I further redelegate to you, the Director, Travel Programs, to you, Senior Policy Analyst, and to you, Analyst, Travel Accounting, the authority to approve exceptions in accordance with G-13 in the 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.

**Moving Expenses, Exceptions** (in part):

“The exception request must specify the purpose, circumstances or need, applicable dates, and the name of the individual to whom the exception is granted. When an exception has been granted, the reimbursement of expenses shall be limited to the actual costs incurred, provided such costs are deemed to be ordinary and necessary under the circumstances.”

Relocation Allowances (in part):

"A relocation allowance payment is intended to offset higher living costs in a new location; however, the total value of such a payment may not exceed 25% of an appointee's annualized base salary."

"Relocation allowances may be provided to individuals recruited for MSP positions within California; however, eligibility is limited to individuals who, at the time of recruitment, are not employed by the University and who reside outside of California."

This delegation is being reissued due to substantive changes in BFB G-13; to an organization change; and to enable interim authority in the absence of the Associate Vice Chancellor/Controller. This authority may not be redelegated.



Sam J. Morabito

Administrative Vice Chancellor

cc: Chancellor  
Executive Vice Chancellor & Provost  
Executive Vice President – Business Operations  
Vice President – Finance  
Universitywide Policy Coordinator  
Manager, Administrative Policies & Delegations