



OFFICE OF THE CHANCELLOR
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November 20, 2017

DA 130.08

**VICE CHANCELLOR AND CHIEF FINANCIAL OFFICER STEVEN A. OLSEN
VICE CHANCELLOR HEALTH SCIENCES AND CEO UCLA HEALTH JOHN C. MAZZIOTTA**

Delegation of Authority - Exceptions to Policy Governing Moving Expenses for Managers & Senior Professionals (MSP) and Professional and Support Staff (PSS) Personnel

References: (a) UC Business & Finance Bulletin G-13, Policy & Regulations Governing Moving & Relocation.

Supersedes: UCLA DA 130.06 (Exceptions to Policy Governing Moving Expenses for MSP and PSS Personnel, and Approving Relocation Allowances) to Vice Chancellors Olsen and Mazziotta, dated 8/1/2015.

Effective as of the date above, I hereby delegate to your positions, within your respective areas of responsibility, 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.

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.”

Moving expenses for appointment of staff or MSP administrators with total cash compensation at or above the ICL of \$310,000 requires the Chancellor’s approval. Please coordinate such requests with the Associate Vice Chancellor, Campus Human Resources for approval by the Chancellor or UCOP as appropriate.

This delegation is being reissued to align with changes to UC Business & Finance Bulletin G-13, which now reflects the deletion of relocation allowances and to include the Chancellor’s approval for appointment of staff or MSP administrators with total cash compensation at or above \$310,000.

Any redelegation of this authority shall be in writing with copies to me and those listed below.



Gene D. Block
Chancellor

cc: Executive Vice Chancellor & Provost
Vice Chancellor, Legal Affairs
Associate Vice Chancellor, Campus Human Resources
Manager, Administrative Policies & Delegations