



OFFICE OF THE CHANCELLOR
BOX 951405
LOS ANGELES, CALIFORNIA 90095-1405

June 24, 2010

DA 540.05

EXECUTIVE VICE CHANCELLOR & PROVOST SCOTT L. WAUGH
ADMINISTRATIVE VICE CHANCELLOR SAM J. MORABITO
ASSOCIATE VICE CHANCELLOR/CONTROLLER SUSAN K. ABELES, CORPORATE
FINANCIAL SERVICES
DIRECTOR BELINDA BORDEN, TRAVEL PROGRAMS
MANAGER FRANK MARK, TRAVEL ACCOUNTING
SENIOR POLICY ANALYST CATHY CAMPBELL, TRAVEL ACCOUNTING

Delegation of Authority – Exceptions to Policy Governing Travel

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

Supersedes: DA 540.04 (Exceptions to Policy Governing Travel) to Executive Vice Chancellor & Provost Waugh, et al., dated 12/14/2007.

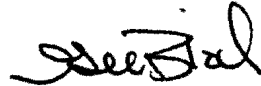
Effective as of the date above, I hereby delegate to you, the Executive Vice Chancellor & Provost, to you, the Administrative Vice Chancellor, and to you, the Associate Vice Chancellor/Controller, and as described below, the authority to approve exceptions to the University policy governing travel (BFB 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 III.F 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, The Executive Vice Chancellor & Provost, the Administrative Vice Chancellor and the 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, the Manager, Travel Accounting, and the Senior Policy Analyst, Travel Accounting, 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 authority may not be further redelegated.

This delegation is being reissued due to revisions to Business & Finance Bulletin, G-28; an organization change; and to enable interim authority in the extended absence of the Associate Vice Chancellor/Controller.



Gene D. Block
Chancellor

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