



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

June 24, 2010

DA 541.02

**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 – Review and Approval of Payment of Travel and Entertainment
Expenses**

- References:** (a) UC Business & Finance Bulletin BUS-79, Expenditures for Business Meetings,
Entertainment & Other Occasions;
(b) UC Business & Finance Bulletin G-28, Policy and Regulations Governing Travel.


Supersedes: DA 541.01 (Review and Approval of Payment of Travel and Entertainment
Expenses) to Associate Vice Chancellor and Controller Abeles, dated 1/29/2010.

Effective as of the date above, I hereby delegate to you, the Associate Vice Chancellor/Controller, the authority to review and approve travel and entertainment expenses incurred by Vice Chancellors, Deans, Medical Center Directors, and other campus officials, as may be necessary, in accordance with University Business & Finance Bulletins BUS-79, G-28, and other related University policies and guidelines. Travel and entertainment expenses for the Chancellor (including those of a spouse or an equivalent individual), or an Associate of the Chancellor, shall be approved by you as the Campus Controller. Travel and entertainment expenses which you incur, as the Associate Vice Chancellor/Controller, shall be approved by me or my designee, as will those of the Administrative Vice Chancellor, to whom you report.

You may appoint a high-level individual on your staff who is knowledgeable about related travel and entertainment expense policies and regulations to assist you in the review and approval of Travel Expense Vouchers and Entertainment Check Requests (or equivalent forms) for policy compliance. You are also authorized to review and sign periodic reports (produced no less frequently than monthly) which detail the business purpose for each trip and each entertainment activity or event. This report should be submitted to the Executive Vice Chancellor & Provost.

I further authorize the Director, Travel Programs, the Manager, Travel Accounting, and the Senior Policy Analyst, Travel Accounting, to review and approve travel and entertainment expenses incurred by Vice Chancellors, Deans, Medical Center Directors and other campus officials, as may be necessary in your extended absence. This authority may not be redelegated.

This delegation is being issued due to 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 Chancellor & Provost
Administrative Vice Chancellor
Executive Vice President – Business Operations
General Counsel and Vice President for Legal Affairs
Universitywide Policy Coordinator
Manager, Administrative Policies & Delegations