



OFFICE OF THE CHANCELLOR  
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June 24, 2010

DA 550.05

**EXECUTIVE VICE CHANCELLOR & PROVOST SCOTT 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 Expenditures for Business Meetings, Entertainment and Other Occasions**

**References:** (a) UC Business and Finance Bulletin BUS-79, Expenditures for Business Meetings, Entertainment, and Other Occasions, as of 9/12/2007.

**Supersedes:** DA 550.04 (Exceptions to Policy Governing Expenditures for Business Meetings, Entertainment and Other Occasions) to Acting Executive Vice Chancellor Waugh, et al., dated 12/14/2007.

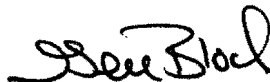
Effective as of the date above, I hereby delegate to you, the Executive Vice Chancellor & Provost, to you, the Administrative Vice Chancellor, and to you the Associate Vice Chancellor/Controller, within your respective areas of responsibility and as designated below, the authority to approve exceptions to the University policy governing expenditures for business meetings, entertainment, and other occasions in accordance with UC Business and Finance Bulletin (BFB), BUS-79 (reference (a), above). Exceptional expenditures include those that exceed the per-person maximum rates up to 200% of the published rates (see BUS-79, Appendix A), and expenses associated with certain types of activities (see BUS-79, Section VII). BFB BUS-79 states in part:

“There are occasions when the University may provide hospitality to campus and/or community audiences to support the mission of the University. As with other University expenditures, the approving authority must exercise prudent business judgment in reviewing proposed expenditures for meals and light refreshments based on their reasonableness, allowability, benefit to the University, budget, and the availability of funds. In addition, such expenditures should be cost effective and in accordance with the best use of public funds.”

In conformance with the intent and restrictions of BUS-79, the Associate Vice Chancellor/Controller and her designees in her absence, the Director, Travel Programs, Manager,

Travel Accounting, and Senior Policy Analyst, Travel Accounting are authorized to approve or deny requests for exceptions to policy that are submitted by campus and 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.

This delegation is being reissued due to an organization change; to enable interim authority in the absence of the Associate Vice Chancellor/Controller; and no substantive changes have been made to the delegation being superseded. This authority may not be further redelegated.



Gene D. Block  
Chancellor

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