May 11, 2009

Vice Provost, Undergraduate Education

According to UC Business and Finance Bulletin G-13, Policy and Regulations Governing Moving and Relocation, revised December 1, 2008, the Chancellor has the authority to approve exceptions to the moving and relocations policy for appointees to certain non-academic positions, when required due to extenuating circumstances.

With this letter, I re-delegate to your position the authority to approve exceptions to the policies and procedures governing moving and relocation set forth in BFB G-13, within your jurisdiction according to the limitation established by the Office of the President. This authority is effective immediately and supersedes any prior delegations on this subject. This authority cannot be re-delegated further.

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 claimed shall be limited to the actual costs incurred, provided such costs are deemed to be ordinary and necessary under the circumstances. Claims for the reimbursement of actual expenses must be supported by original receipts or electronic receipts that contain the same level of detail as an acceptable paper receipt.

Additional information on policy and procedures governing moving and relocation for staff employees is available on the following web pages:

UC Business and Finance Bulletin G-13, Policy and Regulations Governing Moving and Relocation
http://www.ucop.edu/ucophome/policies/bfb/g13.html

UCR Policy Number 540-32 Moving Expense and Relocation Allowance for Staff Employees (Revised 12/1/08)

Timothy P. White
Chancellor

6.19.09

cc: AVC-Financial Services, Bobbi McCracken
Director of Payroll, Travel and Disbursements, Gabe Nwando
CFAO Undergraduate Education, Jo Ann Javier