

November 20, 2023

Provost & Executive Vice Chancellor
Dean, Bourns College of Engineering
Dean, College of Humanities, Arts and Social Sciences
Dean, College of Natural & Agricultural Sciences
Dean, Graduate Division
Dean, School of Business
Dean, School of Education
Dean, School of Medicine
Dean, School of Public Policy
Dean, University Extension
University Librarian
Vice Chancellor, Planning, Budget & Administration
Vice Chancellor, Research & Economic Development
Vice Chancellor, Student Affairs
Vice Chancellor, University Advancement
Vice Chancellor, Health, Well-being, and Safety
Associate Vice Chancellor, Chief Information Officer
Associate Vice Chancellor, Enrollment Services
Vice Provost & Dean, Undergraduate Education

Re: Delegation of Authority—Approve Expenditures for Exceptions for Business Meetings, Entertainment, and Other Occasions

According to BFB-BUS-79; Expenditures for Business Meetings, Entertainment, and Other Occasions, dated 12/15/2022, entertainment exceptions must be approved by the Chancellor. Any re-delegation of this authority must be made in writing.

With this letter I re-delegate to your position the authority to grant exceptions to the regulations for entertainment within your jurisdictions according to the limitations established by the Office of the President, including meal expenditures up to 200% of the allowable rates. Exceptions exceeding 200% of the allowable rates must be approved by the Chancellor. Please be aware that I intend to deny requests for exceptions exceeding the 200% threshold.

Requests for exceptions must include written justification for the expenditure(s). Exceptions to the per-person maximum rates must also include a statement as to why the higher costs were unavoidable and necessary to achieve University business purpose. It is your responsibility to ensure the required written justification is adequate.

With this delegation, you are also responsible for ensuring the following:

- expenditures are allowable, reasonable, cost-effective, serve a clear and necessary business purpose of benefit to the University, and do not create taxable income for an employee or a student;
- funds are available and expensed under the applicable fund sources; and
- alternatives that would have been equally effective in accomplishing the desired objective were considered.

Individuals with this delegated authority shall not approve:

1. their own expenditures, or expenditures for a near relative (e.g., spouse or domestic partner, child, parent, etc.);
2. entertainment of the spouse or domestic partner, or family members of the official host or guest;
3. tickets to a sporting, theatrical, or musical event;
4. a cash contribution which includes the cost of a meal or registration fee made to a nonprofit organization in connection with an employee's attendance at a fundraising event; and
5. Expenses of employee morale building and employee recognition events.

These expenses must be approved by the Associate Chancellor in accordance with Delegation CHA0067AC.

This authority is effective immediately and supersedes any prior delegations on this subject. This authority cannot be re-delegated.

Sincerely,



Kim A. Wilcox
Chancellor

cc: Chief Compliance Office
Associate Vice Chancellor, Business & Financial Services