



OFFICE OF THE CHANCELLOR

January 28, 2015

Provost and Executive Vice Chancellor  
University of California, RiversideRE: **Delegation of Authority—Approving of Removal Expenses and Exceptions to Policy Governing Reimbursement of Removal Expenses**

Business and Finance Bulletin G-13: *Policy and Regulations Governing Moving and Relocation* (BFB-G-13) establishes the policy to comply with Internal Revenue Service and procedures related to the approval of requests to reimburse moving expenses. Academic Personnel Manual Section 560: *Recruitment, Removal Expenses/General Expenses/Assistants* (APM-560) authorizes the approval of removal expenses for certain new appointees to academic positions. The application for reimbursement of removal expenses follows the procedures detailed in BFB-G-13.

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A request for an exception to the payment approval authority of actual moving expenses, including removal expenses, may be authorized by the Chancellor or, by written re-delegation, a designee. In accordance with BFB-G-13, each request for and approval of an exception must specify:

- the purpose;
- the circumstances or need; and
- the individual to whom the exception is granted

Effective as of the date above, I hereby re-delegate to the Provost and Executive Vice Chancellor, as my designee, the authority to approve exceptions involving removal expenses in accordance with the policies and procedures set forth in BFB-G-13. Any re-delegation of this authority must be in writing.

A handwritten signature in black ink, appearing to read "Kim A. Wilcox".

Kim A. Wilcox  
Chancellorcc: Office of the Provost and Executive Vice Chancellor  
Associate Vice Chancellor-Financial Services  
UCR Delegations of Authority Coordinator