

July 17, 2017

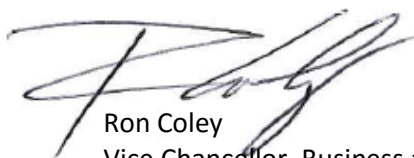
Financial Operations Officer

**Delegation of Authority—Approve Routine Travel and Entertainment Expenditures**

[BFB-G-28; Travel Expenditures, dated 03/01/2016](#), authorizes campus department heads to approve payments for the travel expense claims or electronic equivalents permitted under this bulletin that are submitted by employees within their respective organizations. [BFB-BUS-79; Expenditures for Business Meetings, Entertainment, and Other Occasions, dated 03/01/2016](#), authorizes campus department heads to approve the reimbursement of meals, light refreshments, and other expenses permitted under the bulletin within their respective organizations.

With this letter I re-delegate to the Financial Operations Officer the authority to approve the submission of routine travel and entertainment expenditures within the Business and Administrative Services organization (BAS). This authority does not extend to requests for payments or reimbursements submitted on behalf of the FOO or on behalf of a near relative of the FOO, which will be approved by the Associate Vice Chancellor or Vice Chancellor of BAS. Any expenses that are exceptions within the two aforementioned system-wide bulletins will continue to require the approval of the Vice Chancellor of BAS.

This authority is effective immediately and may not be further re-delegated. It is being issued to enhance operational efficiencies.



Ron Coley  
Vice Chancellor, Business and Administrative Services

Cc: UCR Delegation of Authority Coordinator  
Office of the Vice Chancellor of Business and Administrative Services  
Accounting Office