

UNIVERSITY OF CALIFORNIA, RIVERSIDE

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SANTA BARBARA • SANTA CRUZ

October 23, 2006

OFFICE OF THE CHANCELLOR
RIVERSIDE, CALIFORNIA 92521-0101
(951) 827-5201
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Asst. Vice-Chancellor McCracken

According to UC Business and Finance Bulletin BUS-79, Expenditures for Entertainment, Business Meetings, and Other Occasions, revised May 1, 2005, entertainment exceptions must be approved by the Chancellor. Any re-delegation of the authority must be made in writing.

With this letter I re-delegate to your position the authority to approve travel, entertainment, and exceptional entertainment expenditures incurred by the Executive Vice Chancellor & Provost according to the limitations established by the Office of the President, including exceptions to meal rates up to 200% of the allowable rates; exceptions exceeding 200% must be approved by the Chancellor. This authority is effective immediately and supersedes any prior delegations on this subject. This authority cannot be re-delegated further.

Requests for exceptions must include a written justification for the expenditure. Exceptions for the per person maximums rates must also include a statement as to why the higher costs were unavoidable and necessary to achieve a University business purpose. It is your responsibility to ensure that the required written justification is adequate; expenditures serve a clear and necessary business purpose of benefit to the University; expenditures are reasonable, cost effective and in accordance with the best use of University funds; expenditures are allowable and do not create taxable income for an employee or student; funds are available and the expenditure is allowable under the specified fund source; and any alternatives that would have been equally effective in accomplishing the desired objective were considered.

Sincerely,

A handwritten signature in cursive script, appearing to read "France A. Cordova".

France A. Córdova
Chancellor

cc: Karim Zahedi, Chief Financial & Administrative Officer
Office of the Chancellor