

VCSS 0002

September 19, 1996

Approval of Travel Expenses

Linda Moore

Director of Administrative Services

Current campus travel policy requires that I, as Vice Chancellor -- Student Services & Enrollment Management (VCSS&E), approve travel expenses for VCSS&E employees who report directly to me. With this letter, I hereby redelegate to you -- as Director of Administrative Services -- the authority to approve travel expenses which are in accordance with campus travel policy for VCSS&E employees who report directly to the Vice Chancellor. Approval of expenses which are exceptions to campus travel policy continue to require my approval.

This authority is effective immediately and may not be redelegated further.

John Azzaretto

Interim Vice Chancellor -- Student Services & Enrollment
Management

cc: Chancellor Orbach

Accounting Office -- Accounts Payable

Administrative Budget Office