

November 20, 2023

Provost & Executive Vice Chancellor
Dean, Bourns College of Engineering
Dean, 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 and Exceptions Involving Official University Travel

According to Section IV of Policy G-28; Travel Regulations (the “Travel Policy”), dated 12/15/2022, the Chancellor has payment approval authority to grant exceptions to the policy when required due to extenuating circumstances. Any delegation of this authority must be made in writing.

With this letter I delegate to your position the authority to review and, if appropriate, grant requests for exceptions to the Travel Policy for individuals in your respective College, School, Division, or department. Any request for an exception must document the circumstances and need for the exception. It is your responsibility to ensure the required written justification is adequate. When granting an exception, payment approval is limited to those actual expenses deemed to be ordinary and necessary under the circumstances. Any exception must comply with the Policy, which provides:

In general, exceptions should not be made to the daily M&IE reimbursement cap

established for travel of less than 30 days within CONUS (see Appendix B) unless necessitated by the business requirements of the trip. For example, an exception to the daily M&IE reimbursement cap may be required for athletic team training meals that involve specific nutritional requirements.

Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip. An exception to the minimum miles per day requirement may be approved, however, if a delay is beyond the control of the individual, e.g., weather, traffic, or physical handicap of the traveler.

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 may **not** approve exceptions for themselves or a near relative.

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