

**CHA 0058**

May 11, 2009

**Vice Provost, Undergraduate Education**

According to UC Business and Finance Bulletin G-28, Policy and Regulations Governing Travel, revised January 22, 2007, travel exceptions may be authorized by the Chancellor. Any re-delegation of the authority for exceptional travel expenses must be made in writing and authorized by the Chancellor.

With this letter, I re-delegate to your position the authority to grant exceptions to the policy for travel within your jurisdiction according to the limitation established by the Office of the President. Individuals with delegated authority shall not approve their own travel exceptions. This authority is effective immediately and supersedes any prior delegations on this subject. This authority cannot be re-delegated further.

Exceptions may be granted when one is required due to extenuating circumstances. A request for exception must document in writing the circumstances and need for the exception. When an exception has been granted, the reimbursement of expenses claimed shall be limited to the actual cost incurred, provided such costs are deemed to be ordinary and necessary under the circumstances. It is your responsibility to ensure 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.

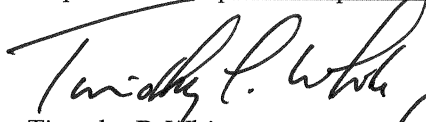
Additional information on travel related policy is available on the following web pages:

UCR Policy and Procedures 900-20:

<http://www.vca.ucr.edu/index.php?content=policies/viewPolicies.php&policy=900-20>

Business and Finance Bulletin G-28:

<http://www.ucop.edu/ucophome/policies/bfb/g28.html>



6.19.09

Timothy P. White  
Chancellor

cc: AVC-Financial Services, Bobbi McCracken  
Director of Payroll, Travel and Disbursements, Gabe Nwandu  
CFAO Undergraduate Education, Jo Ann Javier