

UNIVERSITY OF CALIFORNIA, RIVERSIDE

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SANTA BARBARA • SANTA CRUZ

Office of the Dean
Anderson Graduate School of Management
Riverside, CA 92521-0128

G. Lawrence Zahn, Interim Dean
(951) 827-4237 Fax: (951) 827-3970
lawrence.zahn@ucr.edu

July 25, 2005

To: Norm Godin
CFAO

From: G. Lawrence Zahn
Interim Dean

MS. R. Z.

Re: Authority to Approve Entertainment Expenses (Per Policy)
Authority to Approve Travel Expenses (Per Policy)

ENTERTAINMENT

Campus Entertainment Policy Number 200-44, Section III A. requires that department heads (or equivalent authority) approve Non-exceptional entertainment expenses. Deans are required to approve entertainment expenses when a direct report (including Department Chairs and Directors) is claiming the expenditure and/or is the official host.

With this memorandum, I hereby redelegate this authority to you as Chief Financial And Administrative Officer. Please note that only the authority to approve entertainment expenses within campus policy is redelegated in this memorandum, not exceptions to campus policy. Expenses which are exceptions to campus entertainment policy continue to require my approval. This authority is effective immediately and may not be further redelegated.

TRAVEL

With this memorandum, I also redelegate to you as Chief Financial and Administrative Officer authority to approve non-exceptional travel expenditures, under Campus Travel Policy Number 900-29, Section I, for my direct reports (Including Department Chairs and Directors). Please note that only the authority to approve travel expenses within campus policy is redelegated in this memorandum, not exceptions to campus policy. Expenses which are exceptions to campus travel policy continue to require by approval. This authority is effective immediately and may not be further redelegated.

CC: Chancellor Cordova
Executive Vice Chancellor and Provost Wartella
Interim Vice Chancellor Administration Azzaretto
Assistant Vice Chancellor McCracken
Chief Financial and Administrative Officer Sautter-Konyn, VCA

