June 1, 2018

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 Administration
Dean, Graduate School of Education
Dean, School of Medicine
Dean, School of Public Policy
Dean, University Extension
University Librarian
Vice Chancellor, Business & Administrative Services
Vice Chancellor, Planning & Budget
Vice Chancellor, Research & Economic Development
Vice Chancellor, Student Affairs
Vice Chancellor, University Advancement
Associate Vice Chancellor, Computing & Communications
Associate Vice Chancellor, Enrollment Services
Vice Provost & Dean, Undergraduate Education
Director, Intercollegiate Athletics
Chair, Academic Senate

Re: Delegation of Authority—Approve Exceptions to Expenditures for Business Meetings, Entertainment, and Other Occasions

Greetings:

According to BFB-BUS-79: Expenditures for Business Meetings, Entertainment, and Other Occasions, dated 03/01/2016, 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 grant exceptions to the regulations for entertainment within your jurisdictions according to the limitations established by the Office of the President, including exceptions to meal expenditures up to 200% of the allowable rates. Exceptions exceeding 200% of the allowable rates must be approved by the Chancellor. Please be aware that I intend to deny requests for exceptions exceeding the 200% threshold.

Requests for exceptions must include a written justification for the expenditure(s).
Exceptions to the per-person maximum 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 the required written justification is adequate.

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 shall not approve their own expenditures. 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: Office of Campus Compliance
    Associate Vice Chancellor, Business & Financial Services