

# Authority to Approve Business Meeting, Entertainment, and Other Occasion Expenses

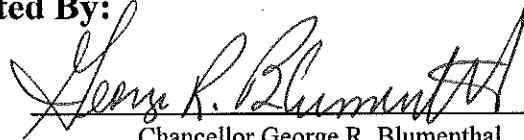
(Delegation of Authority SCDA-BUS79.01)

## I. Delegation Summary

**Delegated To:** Senior Administrative Officers, which include the Campus Provost/Executive Vice Chancellor, Vice Chancellors, Vice Provosts, Deans, Associate Chancellor(s), Assistant Chancellor(s), Assistant Campus Provost, University Librarian, Director – UCO Lick Observatory; and to an Assistant or Associate Vice Chancellor on a conditional basis (see section II.C.1.a).

**Scope of Delegation:** This delegation designates campus authority to approve top-level and standard meal and light refreshment expenses provided at student or entertainment events, and business meetings, and other expenses associated with entertainment events.

**Delegated By:**

  
Chancellor George R. Blumenthal

4/17/09  
Date

**Effective Date:** May 1, 2009

## II. Detailed Delegation

### A. Detailed Delegation Statement

Effective May 1, 2009, the Senior Administrative Officers listed above are responsible for administering the provisions of UC Business and Finance Bulletin BUS-79 *Expenditures for Business Meetings, Entertainment, and Other Occasions*, and related UCSC-specific policies.

### B. Restrictions/Exceptions

Exercise of this authority is subject to all the restrictions, limitations, conditions, and instructions outlined in UC Business and Finance Bulletin BUS-79 *Expenditures for Business Meetings, Entertainment, and Other Occasions* and in any related UCSC

policies addressing the procurement or payment of meals, light refreshments, and other expenses associated with business meetings, entertainment events, and other occasions.

### **C. Authority to redelegate**

1. The authority to approve standard, but not "top-level" meal and light refreshment expenses associated with student and entertainment events and business meetings up to a specified per-event limit may be redelegated by an authorized Senior Administrative Officer to a qualified individual in one of the following positions:

- Associate or Assistant Dean
  - Department Chair
  - Associate or Assistant Vice Chancellor
  - Associate or Assistant Vice Provost
  - Associate or Assistant University Librarian
  - College Provost
  - Director
  - College Administrative Officer
  - Associate College Administrative Officer
  - Divisional Business Manager reporting directly to a Senior Administrative Officer
- a. The authority to approve "top level" meal and light refreshment expenses associated with student and entertainment events and business meetings is also delegated to an Associate or Assistant Vice Chancellor; however, the authority is effective only upon official written approval by the relevant Vice Chancellor. This authority may not be redelegated.
- b. The authority to approve relevant standard, but not "top level" expenses may not be redelegated except by an authorized College Administrative Officer or Associate College Administrative Officer to a qualified Coordinator of Residential Education for the procurement and purchase of meal and light refreshments for a student event.

2. Any redelegation must be in writing with copies to UCSC Financial Accounting and Reporting Unit.

### **D. Definitions**

**Business meeting:** a meeting of employees conducting official University business that includes the purchase of meals and/or light refreshments.

**Entertainment event:** a UCSC-sponsored social or recreational event that includes the purchase of meals, light refreshments, and/or related goods or services.

**Senior Administrative Officer:** A holder of one of the following positions: Campus Provost/Executive Vice Chancellor, Vice Chancellor, Vice Provost, Dean, Associate Chancellor, Assistant Chancellor, Assistant Campus Provost, University Librarian, Director – UCO Lick Observatory.

**Standard expense:** An expense not requiring top-level expense approval.

**Student event:** a student event supporting the University's educational program that includes the purchase of meals and/or light refreshments.

**Top-level expense:** an expense that requires "additional" approval or is an exception to the bulletin as defined in UC Business and Finance Bulletin BUS-79 *Expenditures for*

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*Business Meetings, Entertainment, and Other Occasions.* It includes an expense meeting one of the following criteria:

- Exceeds the per-person spending limit
- Associated with one of the following types of events:
  - Employee morale-building event
  - Event in which the spouse, domestic partner, or a family member of the official host or guest attends
  - Event in which tickets to a sporting, theatrical, or cultural event are provided
  - Event in which a cash contribution is included in the cost of a meal or registration fee paid to a non-profit organization

### III. "Supersedes" Notification

This delegation of authority supersedes Delegation of Authority to Approve Expenditure of University Funds for Entertainment, Chancellor Pister to Senior Administrative Officers, dated June 1, 1993; and, Delegation of Authority for Approval of Entertainment Expenses, Chancellor Greenwood to Senior Administrative Officers, dated May 3, 2002, addressing this subject.

### IV. Getting Help

<b>If you need help with...</b>	<b>Contact...</b>
Implementing or interpreting this delegation of authority	Financial Affairs <i>Guide to Delegating Authority to Approve Entertainment Expenses</i>  Contact information may be obtained from the Financial Affairs website ( <a href="http://financial.ucsc.edu">http://financial.ucsc.edu</a> )

### V. Authority/References

#### References

UC Business and Finance Bulletin BUS-79 *Expenditures for Business Meetings, Entertainment, and Other Occasions* dated September 12, 2007.

### VI. Copies

*The following individuals/offices were provided copies of this delegation:*

#### *UCOP*

Executive Vice President, Business Operations  
Universitywide Policy Office

#### *UCSC*

Vice Chancellor, Business and Administrative Services  
Campus Controller  
Director, Internal Audit  
Policy Coordination