



University of California, Merced
5200 N. Lake Road
Merced, CA 95343

July 27, 2018

ASSISTANT VICE CHANCELLOR, BUSINESS AND FINANCIAL SERVICES AND CONTROLLER

RE: Delegation of Authority (DA) – Authority to Grant Exceptions to BFB BUS 79, Expenditures for Business Meetings, Entertainment, and Other Occasions

Effective immediately, as Chancellor and pursuant to the authority delegated to me, I delegate the following authority to you:

- Authority to grant exceptions to BFB BUS 79, Expenditures for Business Meetings, Entertainment, and Other Occasions.
 - Exceptions may be granted when deemed required due to extenuating circumstances.
 - Requests must include written justification for the expenditure and document circumstances that are unavoidable or necessary to accomplish a University business purpose.
 - Exception is required for any expenditure that exceeds the maximum per-person rates for meals and light refreshments.
 - The Chancellor must approve any exception to the per person rate that exceeds 200% of the rates published in Appendix A of the policy. This specific authority may not be delegated except when the Chancellor is absent due to business travel, vacation, illness, or other leave.
- Source of authority: BFB BUS 79, Expenditures for Business Meetings, Entertainment, and Other Occasions. This authority shall be subject to conditions set forth in Section IV of the policy, Compliance Responsibilities.
- Subject to all other University and Merced campus policies and procedures.

This authority may not be further re-delegated.

This delegation supersedes the cited delegation in UC Merced DA 056 dated February 9, 2007.

Sincerely,

Dorothy Leland
Chancellor

cc: Director of Policy and Accountability, Sheryl Ireland
Vice Chancellor and Chief Financial Officer, Veronica Mendez