



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 G-28, Policy and Regulations Governing Travel

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 G-28, Policy and Regulations Governing Travel.
 - Exceptions may be granted when deemed required due to extenuating circumstances.
 - In general, exceptions should not be made to the daily M&IE reimbursement cap established for travel of less than 30 days within the continental United States unless necessitated by the business requirements of the trip.
 - Requests for exceptions must document the circumstances and need for the exception.
 - When an exception is approved, expenses will only be reimbursed to the extent of actual costs incurred, provided such costs are ordinary and necessary under the circumstances.
- Source of authority: BFB G-28, Policy and Regulations Governing Travel. 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