

October 6, 2017

A&BS CABINET

RE: Policy on Travel Preapproval

As a reminder, University policies define the conditions and limits for University-sponsored travel. Please see UC Business & Finance Bulletin G-28 "Policy and Regulations Governing Travel" for greater detail.

UCI Policy 715-01 "Authority to Travel" states:

B-1 "Authorization is to be obtained prior to undertaking official University travel. Travelers who fail to obtain prior authorization may be personally liable for the expenses incurred."

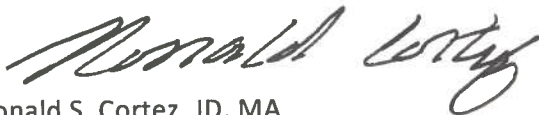
B-2-A "No person may approve their own travel advances or expenses. Approval shall be obtained from the next higher level of delegated authority."

IDA324 – Travel, Authorize and Approve states "Department heads are delegated the authority to authorize within-policy travel for faculty, staff, and students, and to approve travel advances and expenses which are consistent with University policy and funded from fund sources within their areas of responsibility. This authority may not be re-delegated."

Please assure that your teams are aware of this expectation and that procedures are in place to obtain this preapproval from the department head. Some units may opt for a paper form with signature lines as their process, while others may choose a simple email message process. A sample form is available on the A&BS Website (http://www.abs.uci.edu/practice-directives/forms/Travel_Preapproval.pdf). Please choose whatever process works best for your unit.

As a reminder, all out-of-state travel requires my approval per my July 24 memo via the form noted above.

Much appreciation,



Ronald S. Cortez, JD, MA
Vice Chancellor

cc: Stephanie Tenney

