

UCSF Travel Approval Matrix

Created by
Updated

Controller's Office, Travel Unit, Questions call 415-476-2126
9/4/2009

Type of Expense

Travel & Entertainment Expenses of

Travel - who can approve

Regular Travel	Exceptional including Bus or 1st Class Airfare
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Entertainment - who can approve

Regular Entertainment	Exceptional Exceptional items or meals up to 200% **	Meals over 200% **
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Chancellor's Office

1 Chancellor	Cecilia Hamilton	Cecilia Hamilton	Cecilia Hamilton	Cecilia Hamilton	President
<i>Reference</i> G-28	<i>Reference</i> G-28	<i>Reference</i> G-28	<i>Reference</i> BUS-79	<i>Reference</i> G-28	<i>Reference</i> Broome 09/22/06
2 Asst Chancellor Deborah Brennan	EVC Washington	EVC Washington	EVC Washington	EVC Washington	Chancellor Desmond-Hellmann
<i>Reference</i> Bishop 09/27/06	<i>Reference</i> Bishop 09/27/06	<i>Reference</i> Bishop 09/27/06	<i>Reference</i> Bishop 09/27/06	<i>Reference</i> Bishop 09/27/06	<i>Reference</i> Broome 09/22/06
3 Chancellor's Office Staff	Asst Chancellor Brennan or Eloisa Castillo	Deborah Brennan	Asst Chancellor Brennan or Eloisa Castillo	Asst Chancellor Brennan or Eloisa Castillo	Chancellor Desmond-Hellmann
<i>Reference</i> 1/1/2008	<i>Reference</i> 1/1/2008	<i>Reference</i> 1/1/2008	<i>Reference</i> 1/1/2008	<i>Reference</i> 1/1/2008	<i>Reference</i> Broome 09/22/06

QB3

4 QB3 Inst Exec Director Kelly	EVC Washington	EVC Washington	EVC Washington	EVC Washington	Chancellor Desmond-Hellmann
<i>Reference</i> Bishop 09/27/06	<i>Reference</i> Bishop 09/27/06	<i>Reference</i> Bishop 09/27/06	<i>Reference</i> Bishop 09/27/06	<i>Reference</i> Bishop 09/27/06	<i>Reference</i> Broome 09/22/06
5 QB3 Institute Staff	Manager w/ Sign Authority (travel)	Director Kelly	Manager w/ Sign Authority (entertain)	Director Kelly	Chancellor Desmond-Hellmann
<i>Reference</i> G-28	<i>Reference</i> Bishop 04/02/07	<i>Reference</i> Bishop 04/02/07	<i>Reference</i> BUS-79	<i>Reference</i> Bishop 04/02/07	<i>Reference</i> Broome 09/22/06

EVC

6 EVC Washington	Chancellor Desmond-Hellmann	Chancellor Desmond-Hellmann	Chancellor Desmond-Hellmann	Chancellor Desmond-Hellmann	Chancellor Desmond-Hellmann
<i>Reference</i> Bishop 11/01/06	<i>Reference</i> Bishop 11/01/06	<i>Reference</i> Bishop 11/01/06	<i>Reference</i> Bishop 11/01/06	<i>Reference</i> Bishop 11/01/06	<i>Reference</i> Broome 09/22/06
7 EVC Units	Manager w/ Sign Authority (travel)	EVC Washington	Manager w/ Sign Authority (entertain)	EVC Washington	Chancellor Desmond-Hellmann
<i>Reference</i> G-28	<i>Reference</i> Bishop 06/19/06	<i>Reference</i> Bishop 06/19/06	<i>Reference</i> BUS-79	<i>Reference</i> BUS-79	<i>Reference</i> Broome 09/22/06

SVC

8 Sr. Vice Chancellor Interim Randy Lopez	EVC Washington	EVC Washington	EVC Washington	EVC Washington	Chancellor Desmond-Hellmann
<i>Reference</i> Bishop 09/27/06	<i>Reference</i> Bishop 09/27/06	<i>Reference</i> Bishop 09/27/06	<i>Reference</i> Bishop 09/27/06	<i>Reference</i> Bishop 09/27/06	<i>Reference</i> Broome 09/22/06
9 FAS Units	Manager w/ Sign Authority (travel)	SVC Interim Randy Lopez	Manager w/ Sign Authority (entertain)	SVC Interim Randy Lopez	Chancellor Desmond-Hellmann
<i>Reference</i> G-28	<i>Reference</i> Bishop 05/09/08	<i>Reference</i> Bishop 05/09/08	<i>Reference</i> BUS-79	<i>Reference</i> Bishop 05/09/08	<i>Reference</i> Broome 09/22/06
<i>Exceptional Authority Delegated</i>	Director Jocelyn Nakashige	Director Jocelyn Nakashige	Director Jocelyn Nakashige	Director Jocelyn Nakashige	
<i>Reference</i> Barclay 11/01/07	<i>Reference</i> Barclay 11/01/07	<i>Reference</i> Barclay 11/01/07	<i>Reference</i> Barclay 11/01/07	<i>Reference</i> Barclay 11/01/07	

Global Health

10	Executive Director of Global Health Debas	EVC Washington	EVC Washington	EVC Washington	EVC Washington	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Broome 09/22/06</i>
11	Global Health Staff	Manager w/ Sign Authority (travel)	Exec Director Debas	Manager w/ Sign Authority (entertain)	Exec Director Debas	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>G-28</i>	<i>Bishop 04/02/07</i>	<i>BUS-79</i>	<i>Bishop 04/02/07</i>	<i>Broome 09/22/06</i>
	<i>Exceptional Authority Delegated</i>					
	<i>Reference</i>					

Advancement & Planning

12	Sr Vice Chancellor Spaulding	EVC Washington	EVC Washington	EVC Washington	EVC Washington	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Broome 09/22/06</i>
13	University Advancement & Planning & UAP Units	Manager w/ Sign Authority (travel)	SVC Spaulding	Manager w/ Sign Authority (entertain)	SVC Spaulding	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>G-28</i>	<i>Bishop 04/02/07</i>	<i>BUS-79</i>	<i>Bishop 04/02/07</i>	<i>Broome 09/22/06</i>
	<i>Exceptional Authority Delegated</i>					
	<i>Reference</i>					

School of Medicine

14	School of Medicine Interim Dean Hawgood	EVC Washington	EVC Washington	EVC Washington	EVC Washington	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Broome 09/22/06</i>
15	School Of Medicine Departments	Manager w/ Sign Authority (travel)	Interim Dean Hawgood	Manager w/ Sign Authority (entertain)	Interim Dean Hawgood	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>G-28</i>	<i>Bishop 04/02/07</i>	<i>BUS-79</i>	<i>Bishop 04/02/07</i>	<i>Broome 09/22/06</i>
	<i>Exceptional Authority Delegated</i>		Doug Levy		Doug Levy	
	<i>Reference</i>		<i>Sign Auth Form 04/04/07</i>		<i>Sign Auth Form 04/04/07</i>	
	<i>Exceptional Authority Delegated</i>		Michael Hindery		Michael Hindery	
	<i>Reference</i>		<i>Sign Auth Form 02/28/08</i>		<i>Sign Auth Form 02/28/08</i>	

School of Dentistry

16	School of Dentistry - Dean Featherstone	EVC Washington	EVC Washington	EVC Washington	EVC Washington	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Broome 09/22/06</i>
17	School of Dentistry Departments	Manager w/ Sign Authority (travel)	Dean Featherstone	Manager w/ Sign Authority (entertain)	Dean Featherstone	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>G-28</i>	<i>Bishop 09/05/08</i>	<i>BUS-79</i>	<i>Bishop 09/05/08</i>	<i>Broome 09/22/06</i>
	<i>Exceptional Authority Delegated</i>					
	<i>Reference</i>					

School of Nursing

18	School of Nursing Dean Dracup	EVC Washington	EVC Washington	EVC Washington	EVC Washington	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Broome 09/22/06</i>
19	School of Nursing Departments	Manager w/ Sign Authority (travel)	Dean Dracup	Manager w/ Sign Authority (entertain)	Dean Dracup	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>G-28</i>	<i>Bishop 04/02/07</i>	<i>BUS-79</i>	<i>Bishop 04/02/07</i>	<i>Broome 09/22/06</i>
	<i>Exceptional Authority Delegated</i>		Zina Mirsky		Zina Mirsky	
	<i>Reference</i>		<i>U242 05/08</i>		<i>U242 05/08</i>	

School of Pharmacy

20	School of Pharmacy Dean Koda Kimble	EVC Washington	EVC Washington	EVC Washington	EVC Washington	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Broome 09/22/06</i>
21	School of Pharmacy Departments	Manager w/ Sign Authority (travel)	Dean Koda-Kimble	Manager w/ Sign Authority (entertain)	Dean Koda-Kimble	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>G-28</i>	<i>Bishop 04/02/07</i>	<i>BUS-79</i>	<i>Bishop 04/02/07</i>	<i>Broome 09/22/06</i>
	<i>Exceptional Authority Delegated</i>					
	<i>Reference</i>					

Medical Center

22	Medical Center CEO Laret	EVC Washington	EVC Washington	EVC Washington	EVC Washington	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Broome 09/22/06</i>
23	Medical Center Units	Manager w/ Sign Authority (travel)	CEO Laret	Manager w/ Sign Authority (entertain)	CEO Laret	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>G-28</i>	<i>Bishop 04/02/07</i>	<i>BUS-79</i>	<i>Bishop 04/02/07</i>	<i>Broome 09/22/06</i>

Legal

24	Chief Council Canning	EVC Washington	EVC Washington	EVC Washington	EVC Washington	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Bishop 09/27/06</i>	<i>Broome 09/22/06</i>
25	Legal Department	Manager w/ Sign Authority (travel)	Chief Council Canning	Manager w/ Sign Authority (entertain)	Chief Council Canning	Chancellor Desmond-Hellmann
	<i>Reference</i>	<i>G-28</i>	<i>Bishop 04/02/07</i>	<i>BUS-79</i>	<i>Bishop 04/02/07</i>	<i>Broome 09/22/06</i>
	<i>Exceptional Authority Delegated</i>					
	<i>Reference</i>					

Extended Absence Approval

26	Extended Absence of Chancellor Bishop	SVC Interim Randy Lopez	SVC Interim Randy Lopez	SVC Interim Randy Lopez	SVC Interim Randy Lopez	SVC Interim Randy Lopez
	<i>Reference</i>	<i>Bishop 05/09/08</i>	<i>Bishop 05/09/08</i>	<i>Bishop 05/09/08</i>	<i>Bishop 05/09/08</i>	<i>Bishop 05/09/08</i>
27	Extended Absence of EVC Washington	SVC Interim Randy Lopez	SVC Interim Randy Lopez	SVC Interim Randy Lopez	SVC Interim Randy Lopez	SVC Interim Randy Lopez
	<i>Reference</i>	<i>Bishop 03/28/07</i>	<i>Bishop 05/09/08</i>	<i>Bishop 05/09/08</i>	<i>Bishop 05/09/08</i>	<i>Bishop 05/09/08</i>
		<i>Bishop 05/09/08</i>				

** Please note that some department limits may be more restrictive. Please check your specific department policy.

Special Approvals Required for Misc. Expenses

Relocation In addition to the departmental approval, relocation expenses require approval from one of the following:

Academic Position MSP6 and Above Staff Position Post-Doctoral Appointment	Jeanne Lowe Mike Tyburski or Interim SVC Randy Lopez Mike Tyburski or Frank Tastevin, Mgr HR Christine Des Jarlais (Asst Dean, PostDoc Affairs)
<i>Reference</i> <i>Memo to AP from Tyburski</i> <i>Relocation Policy G-13</i>	

Honoraria Under \$1k
\$1k and Over

Reference *DISBURSEMENTS: HONORARIUM PAYMENTS*
D-371-35

Department Manager
Jeanne Lowe or Cynthia Leathers

Donations/Contributions All Amounts
\$1k and Over

Reference *Email Derugin 10/13/06*

Alexis Purcell, Advancement & Planning (if under \$1k, only Alexis)
Chancellor (Alexis Purcell and Chancellor if \$1k or over)
Campus Admin Policy 300-23 Contributions
<http://policies.ucsf.edu/>

The Grandfather Provision

Some schools have additional exceptional approval for Entertainment expenses. Those approvals have been grandfathered in and will continue to be accepted. To find out who those individuals are, please check with your MSO, or call the AP Service Desk at (415)476-2126.