

## Delegation of Approval Authority for Department Head & University Sponsored Entertainment

1. Complete all requested information and forward to appropriate Vice Chancellor for signed approval.
2. Route completed forms to the Travel & Expense team via Services & Support (<https://ucsd servicedesk.service-now.com/finance>)
3. **Retain a copy of this delegation form for your internal records.**

Employee being granted approval authority:

Name (Last, First, MI)

Employee ID

Extension

Financial Unit

Additional Financial Units

\*This delegation will apply to entertainment transactions submitted through both Oracle and Concur for the Financial Units listed.

Yes, I have read the [personal statement notification](#) posted on the Forms page of the Travel tab in Blink.

**Signature of Authorized Employee:** \_\_\_\_\_

This authorization takes effect on: \_\_\_\_\_

Further delegated approval authority for entertainment expenditures is restricted to the following administrative positions. Check appropriate title for the authorized entertainment approver identified above.

- Department Chair
- Director of Institute or Organized Research Unit
- Head of Administrative Unit
- Associate Vice Chancellor - Health Sciences - Administration
- Associate Dean for Administration - School of Medicine
- Deputy Director - Medical Center

This delegation establishes authority to approve entertainment expenditures within the restrictions outlined by [BUS-79](#), *University Sponsored Entertainment* for individuals under their jurisdiction. This authority is being re-delegated with the approval of the appropriate Vice Chancellor and cannot be further delegated.

Vice Chancellor (Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To cancel this delegation, indicate the termination date and route a copy of the form to the Travel & Expense team via Services & Support.

Termination Date: \_\_\_\_\_