

Delegation of Approval Authority for University Sponsored Entertainment

1. Complete all requested information and forward to appropriate Vice Chancellor for signed approval.
2. Route completed forms to Travel & Entertainment via BFSupport (<https://bfsupport.ucsd.edu>) using the categories Entertainment or Meeting Expenses; Creating or Managing Accounts.
3. **Retain a copy of this delegation form for your internal records.**

Employee being granted approval authority:

Name (Last, First, MI)

Employee ID

Extension

Home Department

Additional BUMT Department(s)*

*This delegation will apply to entertainment transactions submitted through both Marketplace and MyPayments for the Home Department and any additional BUMT Departments 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 Travel & Entertainment via BFSupport. Termination Date: _____