



UNIVERSITY OF CALIFORNIA, SANTA BARBARA

College of Letters & Science

UCSB

# What does the Dean's Office look for in approving Travel and Entertainment expenses?

Barbara Gilkes  
Asst Dean  
College of Letters & Science

Apr 2016



- **What goes to Dean's office**
- **What format should it take**
- **What happens when you send it**
- **What is the Dean's office looking for when providing approval**
- **Specifics on forms**



## Distinctions:

### Additional Approval

Within policy, but  
policy calls for an  
additional, higher  
level signature

### Exceptional Approval

Outside of policy  
(contrary to policy);  
convince someone that  
there was sufficiently  
good reason that they  
should support it.



## How do you know?

- Check policy
  - Ask

*Bus 79- Expenditures for Business Meetings, Entertainment  
G-28 – Travel Regulations Policy*

*G-43- Memberships*

*G-42- Gifts to Non-Employees on Behalf of the University*

*G-41- Employee Non-Cash Awards (retirements coming up,  
make sure you know the policy...)*



## What can the Dept Chair approve?

- a) See college website
- b) Travel, entertainment, reimbursement for dept faculty or staff that does not require additional approval or exceptional approval
- c) Honorarium up to \$2,000
- d) Memberships up to \$1,000 paid on research funds



UNIVERSITY OF CALIFORNIA, SANTA BARBARA

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# When do I send something to the Dean's Office?\*

\*only referring to Travel, Entertainment, Honoraria, Memberships





## When do I send something to the Dean's Office?\*

- I. Any expense reimbursed to or benefiting the Department Chair
- II. Any expenditure requiring an additional approval (e.g., alcohol, spouse or partner, morale-building, honoraria >\$2,000)
- III. Any Membership charged to state funds
- IV. Any expenditure that requires exceptional approval (e.g., going over the allowable per person limit, a third-party expenditure)





# How do I send something to the Dean's Office?

- I. Reimbursement to the Dept Chair
- II. Any expenditure requiring an additional approval
- III. Membership charged over \$1,000 and/or on state funds

## Just send the Form

(Form 5 EN, Misc, Membership, TEV...)

Put these in an envelope addressed to  
Barbara Gilkes, L&S, MC=2080





# How do I send something to the Dean's Office? (con'd)

IV. Any expenditure that requires exceptional approval

Memo (blue memo)

TO EVC David Marshall

VIA Dean

FROM Department Chair

But mail or deliver it to Barbara Gilkes.



## REQUESTS FOR APPROVAL OF EXCEPTIONS

In the memo—

Document the specific request (include the amount), make a strong justification, what business purpose was served, indicate why someone should agree to approve [put their signature to] this expenditure that is outside university policy. Indicate the fund source to be used. If possible & relevant, indicate why the expenditure went against policy and what corrective steps are being taken to prevent future such occurrences. *Make it easier to approve.*



## Important Points re: EXCEPTIONS

- Approval of exceptions is not automatic
  - Just because funds were expended doesn't mean they will get reimbursed
  - Repeat occurrences ... need even better stories
  - The EVC's office won't consider a request that hasn't been endorsed by the Dean
  - If there are other ways (within policy) to get the same result, that decreases the likelihood of approval
- All this leads to . . .



## EXCEPTIONS

*Better to ask in advance!*

*and with sufficient lead time to allow for alterations,  
if needed*

---

*PRIOR APPROVAL  
ASSURES THE HOST OF  
REIMBURSEMENT*

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# What happens when I send something to the Dean's Office?

**KEEP A FULL COPY** before you send it over.

After it has received appropriate signatures, we will scan the signature page, walk the original packet to Accounting, and email the Department a copy of the signature page (in that order).

**NB:** we send the scan to the person listed as **PREPARER** on the form.



# What happens when I send something to the Dean's Office?

*That depends ...*

On whether the form is complete, tells the full story, is accurately filled out, properly signed, etc.





## *CONTROL POINT SIGN-OFF*

*“Hey, Barbara, Travel Accounting said this was okay if I got control point sign-off (whatever that is). So, can you just sign this and send it over to Accounting? We need payment right away . . . .”*



Well I'm never going to remember all this. Where can I look for resources, reminders, tips, etc.?

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## UC policies

<http://policy.ucop.edu/advanced-search.php?action=search>

## Travel Accounting website

<http://www.bfs.ucsb.edu/>

College website – resources for depts



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[www.college.ucsb.edu](http://www.college.ucsb.edu)



## Some notes on alcohol

- Never on state funds
- Include the TAX when you separate out alcohol
- College Policy -- alcohol will not be reimbursed for grad student recruitment!!
- Alcohol is not an exceptional expense; it requires additional approval
- Not everyone drinks . . . .



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Problem Areas

Samples

What story does it tell?



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**SAMPLE EN**



<b>EN</b>	Expenditures for Business Meetings, Entertainment, and Other Occasions	Contract #, if applicable*	Event date 04/15/2016
Guest Rebecca Flemming Guest Speaker, <i>Cambridge University</i>		Event Reception following Lecture	
<b>▼ Approvals Required &amp; Event Types ▶</b> See Appendix B of <b>BFB BUS-79</b> 1. <b>All Types</b> —Approving Authority must authorize below or on the Blanket Authorization attached here or to individual invoices 2. <b>CAPS</b> —Official Host certification also required 3. <b>UNDERLINE</b> —all the above plus Additional Approval by High Level Designee are required			
<input type="checkbox"/> <b>Business Meetings</b> —use TEV on travel status <input type="checkbox"/> <b>Programmatic Activities</b> —students, volunteers <input type="checkbox"/> <b>RECRUITMENT</b> —including student athletes <input type="checkbox"/> <b>EMPLOYEE MORALE-BUILDING ACTIVITIES</b> <input type="checkbox"/> <b>On-the-Job Meals</b> —for convenience of UCSB <input type="checkbox"/> <b>ENTERTAINMENT</b> —prospective donors			
<input checked="" type="checkbox"/> <b>ENTERTAINMENT</b> —social but w/ underlying business purpose <input type="checkbox"/> <b>ENTERTAINMENT</b> —exceeding per person rates of Appendix A <input type="checkbox"/> <b>ENTERTAINMENT</b> —tickets <input type="checkbox"/> <b>ENTERTAINMENT</b> —spouse, partner <input type="checkbox"/> <b>ENTERTAINMENT</b> —includes cash donation / contribution			
<b>CAMPUS CONTACT</b>	Department Name Classics	Mail Cd 9670	Prepared by Kate Tustin
		Extn 5463	Date prepared 04/15/2016
			Budget name Lecture Fund

UNIVERSITY OF CALIFORNIA SANTA BARBARA – ACCOUNTING SERVICES & CONTROLS – ACCOUNTS PAYABLE, MAIL CODE 2040

### Payment Request—Expenditures for Business Meetings, Entertainment, and Other Occasions (BFB BUS-79)

f5e rev 05/2009

<b>PAYEE</b> (Last Name, First, MI.), Remittance Address ▶ Lindheim, Sara ▶ 4001 HSSB ▶ University of California ▶ Santa Barbara, CA 93106	<b>Special Handling:</b> <input type="checkbox"/> Call for pick-up Ext: _____ <input type="checkbox"/> Wire/Draft information form attached <input type="checkbox"/> Special Handling Request form attached	<b>AMOUNT</b> 41.22 <b>Less Advance</b> <b>NET</b> 41.22 <b>Subject to Use Tax \$</b> <small>DO NOT calculate or distribute the actual tax amount          Location where used if not main campus</small>
<input checked="" type="checkbox"/> Direct deposit (if set up) <input type="checkbox"/> Paper check override requested		
Vendor ID 335232	Remit code REM	Cardholder's Employee ID _____
		Cardholder/client/artist/beneficiary, etc., if not payee _____

\*Some services (catering, hotels, etc.) require contracts all of which must FIRST be either executed or approved by Business Services or Purchasing—no exceptions

Vendor invoice #, if applicable: \_\_\_\_\_ Invoice date, if applicable: \_\_\_\_\_

Loc	Account	Fund	S	Obj Code	Cost Centr	Cost Type	Project	AMOUNT	TX
▶ 8	12345	18082	3	7250		SPKR	CLECTU	41.22	
▶									
▶									

**Do not use this form to request Advance**    DESCRIPTION, business purpose ▼    ▲ Attach Multiple Distribution Coding Block if needed

**Type of expense:**  Breakfast  Lunch  Dinner  Light refreshments  Other \_\_\_\_\_

**Number of Participants:** 24    List names, titles, occupations or group affiliations establishing business-related relationships:  
 Guest Speaker Rebecca Flemming, Classics Faculty and Classics Graduate Students

**Date and location of the event:** 04/15/2016 HSSB 4080

**Business related nature of the occasion or purpose of the event** Reception following Guest Lecture by Rebecca Flemming

**Cost per person:** 1.72    **Justification** of any exceptional expenditures, including exceeding Appendix A limits:  
 \_\_\_\_\_

Local exceptions per attached documentation    ▶ Unallowable expenditures are not reimbursable.  
 ▶ Exceeding 200% of limits requires Chancellor approval.    ▼ See Appendix B, Approval of Expenditures, page 23 of BFB BUS-79 ▼

I sign as the <input type="checkbox"/> Approver of this payment, acting within the Approving Authority's attached prior authorization of this event. OR, I sign as the <input checked="" type="checkbox"/> Approving Authority, an individual who has been delegated written authority to approve expenditures for meals, light refreshments, and other amenities described within BFB BUS-79. I certify that these entertainment/hospitality expenses were incurred for an official University business purpose and they comply with University policy and fund source allowability.	<b>OFFICIAL HOST:</b> I was present and certify these entertainment/hospitality expenses were incurred for an official University business purpose. Signature _____ Date <u>4/16/14</u> Print name and title <span style="border: 2px solid red; padding: 2px;">First Lastname, Chair, Dept</span>
Signature _____ Date _____ Barbara Gilkes Asst. Dean	<b>ADDITIONAL APPROVAL BY HIGH LEVEL DESIGNEE</b> —Chancellor or his designee. State funds cannot be used. Signature _____ Date _____ Print name and title _____

**Submit ORIGINAL form to Accounting** — Attach original receipts. For vendor enclosures such as contracts, agreements or orders, enclose both the original and a file copy for image archiving

**RETENTION:** Accounting: 5 years PLUS Federal contract requirements



## TRADER JOE'S

5767 Calle Real  
Goleta CA 93117  
Store #110 - (805) 692-2234

OPEN 8:00AM TO 9:00PM DAILY

CHOC DARK COVERED GRAHAM W SEA	3.99
WATER SPARKLING MINERAL SAN PE	1.49 T
CRV	0.10 T
WATER SPARKLING MINERAL SAN PE	1.49 T
CRV	0.10 T
WATER SPARKLING MINERAL SAN PE	1.49 T
CRV	0.10 T
TJ'S CRACKER ASSORTMENT	3.49
CRACKERS ITALIAN STYLE ROSEMAR	2.49
CUT ASIAGO W ROSEMARY AND OLIV	5.03
CUT BRIE TRIPLE CREAM W WILD M	4.80
RED SEEDLESS GRAPES	3.69
TURKISH APRICOTS..	4.49
HALF SALT FANCY MIXED NUTS	7.99

SUBTOTAL	\$40.84
STATE TAX 1	\$0.38
<b>TOTAL</b>	<b>\$41.22</b>
VISA	\$41.22

04/15/2016 08:28:27  
Total: USD\$ 41.22

CHASE VISA Entry Method: Chip  
CARD #: XXXXXXXXXXXX6531

PURCHASE - APPROVED  
AUTH CODE:04875C

Code:	Issuer
AID:	A0000000031010
IVR:	0083008300
IAD:	06010A03602002
TSI: FB00	ARC: 00
CLD: B94110	TID: 001 RRN: 041980

CUSTOMER COPY

ITEMS 11 H, Spencer  
04-15-2016 08:28AM 0110 04 1104 3082

THANK YOU FOR SHOPPING AT  
TRADER JOE'S  
www.traderjoes.com

*Rebecca  
Flemming  
Reception*



UNIVERSITY OF CALIFORNIA, SANTA BARBARA

# College of Letters & Science

Friday, April 15 • 3:00PM • HSSB 4080

## *One-seed, two-seed, three-seed? Reassessing ancient theories of generation*

**Rebecca Flemming**  
*Faculty of Classics,  
University of Cambridge*

Medical and philosophical theories of generation from the classical world are often classified according to whether the female as well as the male produces 'seed', the substance which does the most important work in procreation. Aristotle is usually identified as the most influential proponent of the 'one-seed model', while Galen champions the 'two-seed' cause, and the debate between them continues, continues to matter, for centuries. At stake here is not just theoretical efficiency — how well the full complexities of parental resemblance are accounted for by the contending notions, for example — but also, it has been suggested, politics and patriarchy. Two seeds are better, more egalitarian, than one: the female role in generation is more positively valued in this model. This lecture will argue that, not only this characterisation, but the division itself, is misleading. Another way must be found to understand the key concepts involved in these foundational ancient debates about human procreation.

UNIVERSITY OF CALIFORNIA SANTA BARBARA  
**CLASSICS**



<b>EN</b>	Expenditures for Business Meetings, Entertainment, and Other Occasions	Contract #, if applicable*	Event date 04/15/2016
Guest Rebecca Flemming Guest Speaker, <i>Cambridge University</i>	Event Reception following Lecture		
<b>▼ Approvals Required &amp; Event Types</b> See Appendix B of BFB BUS-79			
1. <b>All Types</b> —Approving Authority must authorize below or on the Blanket Authorization attached here or to individual invoices 2. <b>CAPS</b> —Official Host certification also required 3. <b>UNDERLINE</b> —all the above plus Additional Approval by High Level Designee are required		<input type="checkbox"/> <b>Business Meetings</b> —use TEV on travel status <input type="checkbox"/> <b>Programmatic Activities</b> —students, volunteers <input type="checkbox"/> <b>RECRUITMENT</b> —including student athletes <input type="checkbox"/> <b>EMPLOYEE MORALE-BUILDING ACTIVITIES</b> <input type="checkbox"/> <b>On-the-Job Meals</b> —for convenience of UCSB <input type="checkbox"/> <b>ENTERTAINMENT</b> —prospective donors	
		<input checked="" type="checkbox"/> <b>ENTERTAINMENT</b> —social but w/ underlying business purpose <input type="checkbox"/> <b>ENTERTAINMENT</b> —exceeding per person rates of Appendix A <input type="checkbox"/> <b>ENTERTAINMENT</b> —tickets <input type="checkbox"/> <b>ENTERTAINMENT</b> —spouse, partner <input type="checkbox"/> <b>ENTERTAINMENT</b> —includes cash donation / contribution	
<b>CAMPUS CONTACT</b>	Department Name Classics	Mail Cd 9670	Prepared by Kate Tustin
		Extn 5463	Date prepared 04/15/2016
			Budget name Lecture Fund

UNIVERSITY OF CALIFORNIA SANTA BARBARA – ACCOUNTING SERVICES & CONTROLS – ACCOUNTS PAYABLE, MAIL CODE 2040

## Payment Request—Expenditures for Business Meetings, Entertainment, and Other Occasions (BFB BUS-79)

f5e rev 05/2009

<b>PAYEE</b> (Last Name, First, MI.), Remittance Address ▶ Lindheim, Sara ▶ 4001 HSSB ▶ University of California ▶ Santa Barbara, CA 93106				<b>Special Handling:</b> <input type="checkbox"/> Call for pick-up Ext: _____ <input type="checkbox"/> Wire/Draft Information form attached <input type="checkbox"/> Special Handling Request form attached		<b>AMOUNT</b> 41.22 <b>Less Advance</b> <b>NET</b> 41.22 Subject to <b>Use Tax \$</b> DO NOT calculate or distribute the actual tax amount Location where used if not main campus			
<input checked="" type="checkbox"/> Direct deposit (if set up)		<input type="checkbox"/> Paper check override requested							
Vendor ID 335232	Remit code REM	Cardholder's Employee ID	Cardholder/client/artist/beneficiary, etc., if not payee						
*Some services (catering, hotels, etc.) require contracts all of which must FIRST be either executed or approved by Business Services or Purchasing—no exceptions				Vendor Invoice #, if applicable	Invoice date, if applicable				
Loc	Account	Fund	S	Obj Code	Cost Centr	Cost Type	Project	AMOUNT	TX
▶ 8	12345	18082	3	7250		SPKR	CLECTU	41.22	
▶									
▶									
Do not use this form to request Advance			DESCRIPTION, business purpose ▼			▲ Attach Multiple Distribution Coding Block if needed			
<b>Type of expense:</b> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input checked="" type="checkbox"/> Light refreshments <input type="checkbox"/> Other _____									
<b>Number of Participants:</b> 24 _____ List names, titles, occupations or group affiliations establishing business-related relationships: Guest Speaker Rebecca Flemming, Classics Faculty and Classics Graduate Students									



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# LAFSO

(Location-Account-Fund-Sub-Object Code)

Fund Source matters

*Ojo* -- Object Code

Guest Speaker Rebecca Flemming, Classics Faculty and Classics Graduate Students

Date and location of the event: 04/15/2016 HSSB 4080

Business related nature of the occasion or purpose of the event Reception following Guest Lecture by Rebecca Flemming

Cost per person: 1.72 Justification of any exceptional expenditures, including exceeding Appendix A limits:

Local exceptions per attached documentation  
▶ Exceeding 200% of limits requires Chancellor approval.

▶ Unallowable expenditures are not reimbursable.

▼ See Appendix B, Approval of Expenditures, page 23 of BFB BUS-79 ▼

I sign as the  Approver of this payment, acting within the Approving Authority's attached prior authorization of this event.

OR, I sign as the  Approving Authority, an individual who has been delegated written authority to approve expenditures for meals, light refreshments, and other amenities described within BFB BUS-79.

I certify that these entertainment/hospitality expenses were incurred for an official University business purpose and they comply with University policy and fund source allowability.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Barbara Gilkes Asst. Dean**  
Print name and title \_\_\_\_\_

**OFFICIAL HOST: I was present and certify these entertainment/hospitality expenses were incurred for an official University business purpose.**

Signature \_\_\_\_\_ Date 4/16/14

**First Lastname, Chair, Dept**

Print name and title \_\_\_\_\_

**ADDITIONAL APPROVAL BY HIGH LEVEL DESIGNEE**—Chancellor or his designee. State funds cannot be used.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print name and title \_\_\_\_\_

**Submit ORIGINAL form to Accounting** — Attach original receipts. For vendor enclosures such as contracts, agreements or orders, enclose both the original and a file copy for image archiving

**RETENTION:** Accounting: 5 years PLUS  
Federal contract requirements



**Prior & Exceptional Approval Worksheet for Entertainment**

Form U5-8EW(12/99)

Use if your Control Point requires prior approval of Entertainment Expenses. Use to document BUS-79 Exceptional Expenses and any Control Point enforced restrictions. Attach to Request for Payment (Form U5-8E).

TO: Barbara Gilkes  
Chair or Dean \_\_\_\_\_ Department or College \_\_\_\_\_

EVENT: drinks and hors d'oeuvres  
Type, nature, purpose and date(s) (attach participant list with affiliations and other backup documentation)

Name of host	Dept of XXX Department	10 Number persons	1,000.00 Total amount
--------------	---------------------------	----------------------	--------------------------

This request for approval includes the following exceptional entertainment expenses:

<input type="checkbox"/> Expenses that exceed the per-person maximum rates (BUS 79, Appendix A) <sup>1,2</sup> .	_____
<input type="checkbox"/> Entertainment of the spouse (or equivalent) of a host or a guest (BUS-79) <sup>1</sup> .	100.00
<input type="checkbox"/> Tickets to entertainment or sporting events (BUS-79) <sup>1</sup> .	_____
<input type="checkbox"/> Faculty or staff picnics or holiday parties (BUS-79) <sup>1,3</sup> .	_____
<input type="checkbox"/> Purchase of alcohol (Control Point) <sup>4</sup> .	500.00
<input type="checkbox"/> Request retroactive approval (Control Point).	_____
<input type="checkbox"/> Expense in excess of limit delegated to department chairperson (Control Point).	_____
<input type="checkbox"/> Other exceptions: _____	_____

legitimate budgetname	123456-19900	1,000.00
Budget name for regular expenses	Account	Total regular expense
legitimate budget name2	123456-19941	600.00
Exceptional expenses (BUS-79 and alcohol)	Account	Total exceptional exp.

JUSTIFICATION for exceptional entertainment expense: for example, why higher costs were unavoidable and necessary to achieve a University business purpose:

the dept chair thought it would be a good idea; it would help to get people talking again

Prepared by First Lastname \_\_\_\_\_ Extension: \_\_\_\_\_ Department: XX Dept \_\_\_\_\_

Signatures: valid signature \_\_\_\_\_  
Department Chairperson Principal Investigator, if required\* Date

\*For expenditures of extramural funds, signature of the Principal Investigator (or designee) assures that 1) the expenditure is consistent with the terms of the contract/grant and 2) sufficient funds are available.

CONTROL POINT RESPONSE:  APPROVED  NOT APPROVED

Signature granting prior approval and/or exceptional expense approval \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Exceptional expenses under BUS 79 cannot be paid with State or Federal funds.

<sup>2</sup> Rates include taxes and service. Rates do not include the rental of meeting or conference facilities, which may be charged as an additional expense.

<sup>3</sup> The following type events are disallowed under BUS-79 and cannot be approved as exceptional entertainment expense: employee birthdays, weddings, anniversaries, farewell gatherings (other than retirement), Secretary's Day, etc.

<sup>4</sup> Alcohol, flowers and tobacco can only be charged to non-state and non-federal fund sources that specifically allow such charges, subject to exceptional approval where required by Control Point.

# SAMPLE – Problematic Prior Approval Request

## Prior & Exceptional Approval Worksheet for Entertainment

Form U5-8EW(12/99)

Use if your Control Point requires prior approval of Entertainment Expenses. Use to document BUS-79 Exceptional Expenses and any Control Point enforced restrictions. Attach to Request for Payment (Form U5-8E).

TO: Melvin L. Oliver (or other dean) Social Sciences  
Chair or Dean Department or College

EVENT: dinner and VIP reception following lecture by invited speaker, Jane Smith; hosted by XXX Department,  
Type, nature, purpose and date(s) (attach participant list with affiliations and other backup documentation)  
will include faculty and graduate students; May 13, 2016. Location TBD.

List name	Dept of XXX	10	810.00
Name of host	Department	Number persons	Total amount

This request for approval includes the following exceptional entertainment expenses:

- |  |        |
|--|--------|
| <input type="checkbox"/> Expenses that exceed the per-person maximum rates (BUS 79, Appendix A) <sup>1,2</sup> .             |        |
| <input checked="" type="checkbox"/> Entertainment of the spouse (or equivalent) of a host or a guest (BUS-79) <sup>1</sup> . | 81.00  |
| <input type="checkbox"/> Tickets to entertainment or sporting events (BUS-79) <sup>1</sup> .                                 |        |
| <input type="checkbox"/> Faculty or staff picnics or holiday parties (BUS-79) <sup>1,3</sup> .                               |        |
| <input checked="" type="checkbox"/> Purchase of alcohol (Control Point) <sup>4</sup> .                                       | 200.00 |
| <input type="checkbox"/> Request retroactive approval (Control Point).   |        |
| <input type="checkbox"/> Expense in excess of limit delegated to department chairperson (Control Point).                     |        |
| <input type="checkbox"/> Other exceptions: _____   |        |

legitimate budget name	123456-19900	529.00
Budget name for regular expenses	Account	Total regular expense
legitimate budget name2	123456-07427	281.00
Exceptional expenses (BUS-79 and alcohol)	Account	Total exceptional exp.

JUSTIFICATION for exceptional entertainment expense: for example, why higher costs were unavoidable and necessary to achieve a University business purpose:

to promote scholarly interchange and extend hospitality to invited speaker; speaker's partner is traveling  
w/ her, and protocol dictates including the partner (spouse) in the dinner. Will not exceed per person max.

Prepared by First Lastname Extension: x1234 Department: XX Dept

Signatures: valid signature date signed  
Department Chairperson Principal Investigator, if required\* Date

\*For expenditures of extramural funds, signature of the Principal Investigator (or designee) assures that 1) the expenditure is consistent with the terms of the contract/grant and 2) sufficient funds are available.

CONTROL POINT RESPONSE: ( ) APPROVED ( ) NOT APPROVED

Signature granting prior approval and/or exceptional expense approval \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Exceptional expenses under BUS 79 cannot be paid with State or Federal funds.

<sup>2</sup> Rates include taxes and service. Rates do not include the rental of meeting or conference facilities, which may be charged as an additional expense.

<sup>3</sup> The following type events are disallowed under BUS-79 and cannot be approved as exceptional entertainment expense: employee birthdays, weddings, anniversaries, farewell gatherings (other than retirement), Secretary's Day, etc.

<sup>4</sup> Alcohol, flowers and tobacco can only be charged to non-state and non-federal fund sources that specifically allow such charges, subject to exceptional approval where required by Control Point.

SAMPLE –  
Prior Approval  
Request that  
is easy to  
approve



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# College of Letters & Science

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Wrap up

Questions

Topics I missed

Comments

Do we have any time left?

