

University of California, Merced

Request for Exception or Additional Approval for University Travel & Entertainment Policy

This statement is to be used to document expenses that are non-compliant with the University's policies or require additional approval in accordance with BUS-79, section V.A.3. The statement should be completed by the individual seeking reimbursement or prior approval, and reviewed by the department's Management Services Officer and the Budget Owner for the expenses. The completed form should be forwarded to the Vice Chancellor for Business and Administrative Services or the Controller, in the absence of the Vice Chancellor as the backup, for approval. **Approved exceptions will be recorded and future exceptions for similar violations MAY not be granted.**

Regarding travel and entertainment related exceptions: All University travelers are responsible for knowing and understanding travel and entertainment policies. Refer to G-28, Policy and Regulations Governing Travel, and BUS-79, Expenditures for Business Meetings, Entertainment and Other Occasions, for guidance and clarification. Current policies can be found at: policies.ucmerced.edu.

Regarding expenses requiring additional approval: Certain expenditures require additional approval at a higher level. The following expenses require such approval:

- Entertainment of the spouse, domestic partner, other partner, or family members of the official host or guest;
- Tickets to a sporting, theatrical, or musical event;
- A cash contribution which includes the cost of a meal or registration fee made to a nonprofit organization in connection with an employee's attendance at a fundraising event; and
- Employee morale building and employee recognition events.

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A. Traveler/Requester Information

Name: _____ Date: _____

Department: _____ Dept. Code: _____

B. Financial Information

PO/TR/PTA Number: _____ Amount: \$ _____

Account/Fund to be charged: _____ Budget Name: _____

Event Dates & Business Purpose: _____

Exception to Policy? Yes No If yes, proceed to Section C. If no, proceed to Section D.

C. Justification for Exception

Name & portion of policy for which exception is sought: _____

Use this space for explanation and justification for deviation from policy. Explain what actions have been taken to prevent further non-compliance of established policy and procedures. Attach necessary supporting documentation.

D. Expense Requiring Additional Approval

Use this space for business justification of expense, i.e. how did it benefit the University or support the University's mission? Attach necessary supporting documentation.

E. Reviewed By:

Requester Signature: _____ MSO Signature: _____

Budget Owner Name & Signature (VC or Dean): _____

Do not write below. (Send to Vice Chancellor for Business & Administrative Services or Controller.)

Control Point Response: Approved Denied

Name Signature Date