

January 29, 2015

Deans
University of California, Riverside

RE: Re-Delegation of Authority—Approving of Removal Expenses and Exceptions to Policy Governing Reimbursement of Removal Expenses

Business and Finance Bulletin G-13: *Policy and Regulations Governing Moving and Relocation (BFB-G-13)* establishes the policy to comply with Internal Revenue Service and procedures related to the approval of requests to reimburse moving expenses. Academic Personnel Manual Section 560: *Recruitment, Removal Expenses/General Expenses/Assistants (APM-560)* authorizes the approval of removal expenses for certain new appointees to academic positions. The application for reimbursement of removal expenses follows the procedures detailed in [BFB-G-13](#).

A request for an exception to the payment approval authority of actual moving expenses, including removal expenses, may be authorized by the Chancellor or, by written re-delegation, a designee. In accordance with [BFB-G-13](#), each request for and approval of an exception must specify:

- the purpose;
- the circumstances or need; and
- the individual to whom the exception is granted

With CHA0075, the Chancellor re-delegated the authority to approve exceptions to the payment approval authority of actual moving expenses, including removal expenses, to the Provost and Executive Vice Chancellor. Effective as of the date above, I hereby re-delegate to the Deans the authority to approve exceptions involving removal expenses of new appointees, within their respective colleges, in accordance with the policies and procedures set forth in [BFB-G-13](#). This authority may not be re-delegated.



Paul D'Anieri
Provost and Executive Vice Chancellor

Cc: Office of the Provost and Executive Vice Chancellor
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