

Concur Approval Routing for EVC Direct Reports

Academic Affairs

Procedures for Obtaining Travel & Entertainment Expense Report Approval

Effective July 2020 (updated August 2023)

University policy does not allow an employee to authorize payment to anyone to whom she/he reports, either directly or indirectly. The Executive Vice Chancellor is the approval authority for travel & entertainment expenses for EVC direct reports, and has re-delegated that approval authority to Marie Carter-Dubois, AVC-Resource Administration. Please follow the approval routing process outlined below for travel & entertainment expense reports for personnel who directly report to the EVC.

- **Concur travel requests do not require EVC/delegate approval – only final travel expense reports**
- **Meeting expenses are not entertainment and do not require EVC approval**

Policy References

University of California Policy G-28 Travel Regulations, Section IV

<http://policy.ucop.edu/doc/3420365/BFB-G-28> (effective 7/1/2022)

University of California Policy BUS-79 Expenditures for Business Entertainment, Section IV

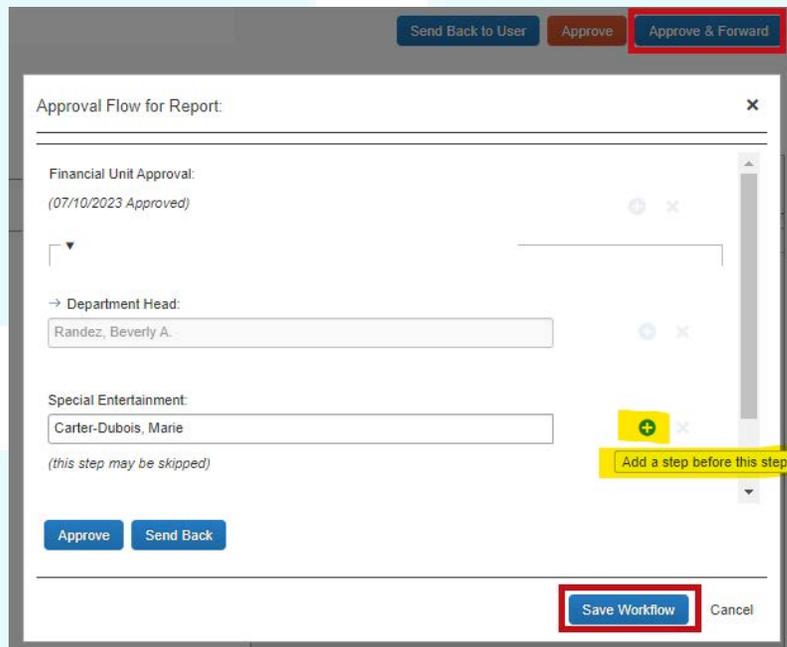
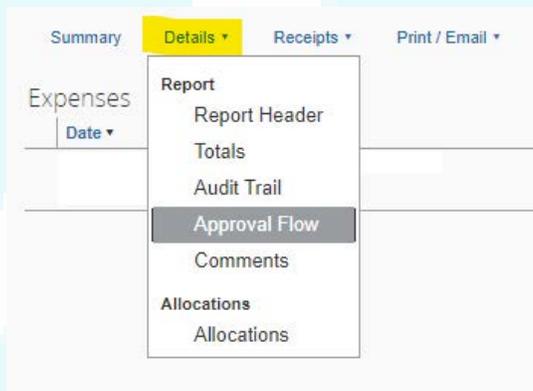
<http://policy.ucop.edu/doc/3420364/BFB-BUS-79> (effective 7/1/2022)

Applicability

The procedure outlined below pertains to individuals in the titles listed on the following page.

Procedure

After reviewing the expense report for accuracy, the Department Head or Financial Unit Approver must manually add the EVC Business Office (Chad Lowe) to the approval workflow for review, and may add text in the Comments to indicate the reason for requesting additional approval (e.g., *EVC/delegate approval requested*). Following internal review, the claim is then forwarded to AVC Marie Carter-Dubois, who has delegated authority to approve items on behalf of the EVC.



Concur Approval Routing for EVC Direct Reports

Direct Reports to the EVC – Academic Affairs

Vice Chancellor, Equity, Diversity, and Inclusion
Vice Chancellor, Student Affairs
Dean, Arts & Humanities
Dean, Biological Sciences
Dean, Extended Studies
Dean, Global Policy & Strategy
Dean, Graduate Education & Postdoctoral Affairs
Dean, Jacobs School of Engineering
Dean, Physical Sciences
Dean, Rady School of Management
Dean, Social Sciences
Dean, Undergraduate Education
Provost, Revelle College*
Provost, Muir College*
Provost, Marshall College*
Provost, Warren College*
Provost, Roosevelt College*
Provost, Sixth College*
Provost, Seventh College*
Provost, Eighth College*
Senior Associate Vice Chancellor, Academic Affairs
Associate Vice Chancellor, Educational Innovation
Associate Vice Chancellor, Enrollment Management
Associate Vice Chancellor, Resource Administration**
Assistant Vice Chancellor, Academic Affairs/Chief of Staff
Executive Director, Institutional Research
Executive Director, Preuss School
Director, Design Lab
Director, Halicioğlu Data Science Institute
Director, Qualcomm Institute
Director, San Diego Supercomputer Center
Director, Stuart Collection
Interim Advisor, Art Strategy & Engagement
Privacy Officer
University Librarian

* Direct reports for travel & entertainment expense reimbursement purposes

** Expense reports for the Associate Vice Chancellor, Resource Administration are routed to the Assistant Vice Chancellor/Controller for approval