

UNIVERSITY OF CALIFORNIA SAN DIEGO
AUTHORIZATION TO APPROVE UNIVERSITY SPONSORED SPECIAL ENTERTAINMENT
(Valid only with the Corresponding Delegation of Authority)

Yes, I have read the Personal Notification Statement posted on the Forms page of the Travel tab in [Blink](#).

Instructions:

1. Complete all requested information and forward to the Chancellor for approval.
2. Upon approval by the Chancellor, original will be forwarded to UC San Diego Travel and a copy provided to the department and Policy & Records Administration.
3. A copy of this form should be used to cancel delegation of authority. Annotate the effective date of cancellation in the space provided. Departments should retain a copy and forward a copy to UC San Diego Travel.

Responsibility:

Approval for all special university-sponsored entertainment expenses must be obtained at the appropriate level.

The person delegated the authority to approve special entertainment is responsible for seeing that expenses comply with UC San Diego entertainment policy published on the [Blink](#) Travel tab, including ensuring that:

- Supporting documentation and justification is complete
- Expenses are charged only to allowable fund sources

This authorization, together with the Delegation of Authority, establishes authority to authorize special entertainment expenditures within the policy published on the [Blink](#) Travel tab, within the person's area(s) of responsibility.

Authorization:

Signature Specimen

This authorization is EFFECTIVE as of:

This authorization is CANCELLED as of:

NAME: FIRST

MIDDLE

LAST

DEPARTMENT:

EXTENSION:

EMPLOYEE NUMBER:

TITLE:

Chancellor approval:

This authority is being delegated with the approval of the Chancellor.

Approved: _____
Chancellor

Dated: _____