

Pre-Approval for Exceptional or Additional Approvals

Submission Date: _____

Summary of Expense:		
Event Date:	Estimated Budget:	Estimated Number of Attendees:
Justification:		

EXCEPTIONAL APPROVAL (Required when an expense does not conform to UCI guidelines and one is seeking an exception to the rules set forth in the policies.)

VC	Travel Packages Without Itemized Expenses ¹	TR	G-28: Travel Regulations & IDA 380: Exceptions to Travel Policy
	Paying for Another Person's Travel ¹	TR	
	High-Cost Upgrades for Car Rentals ¹	TR	
	Flying First Class, Business Class or Using Premium Services ¹	TR	
	Lodging Rate Overage ²	TR	
	Lodging within 40 Miles of Home/Headquarters ²	TR	IDA 380: Exceptions to Travel Policy

ADDITIONAL APPROVAL (Required for certain expenses that are not considered exceptions to the UCI guidelines but instead are simply deemed to need a higher level of approval.)

VC	Honoraria for Non-UC Faculty up to \$5,000 ³	DV	IDA 449: Honoraria
AVC	Program Sponsorship ⁴	DV	(Falls under additional approval per SA Exceptional & Additional Approval Process doc)
	Employee Morale-Building/Recognition Activities ¹	ENT	G-41: Employee Non-Cash Awards and Other Gifts, BUS-79: Expenditures for Business Meetings, Entertainment, and Other Occasions &
	Event Tickets ¹	ENT	
	Meals for Spouses/Partners ¹	ENT	IDA 444: Exceptional Approval for Business Meetings, Entertainment and Other Occasions
	Cash Contributions as Part of a Nonprofit Fundraising Event ¹	ENT	
	Expenses Exceed Maximum Per-Person Rates	ENT	Sec. 900-13: Policy on the Sale, Service and Consumption of Alcoholic Beverages
Alcohol is Being Reimbursed	ENT		

DIRECTOR PURCHASE

Check here if this purchase is being made by the director and you'd like this form to also serve as AVC pre-approval for the director's purchase. (Example: Employee-morale building activity paid on director's Corporate Card.)

Department Approval:

AVC Approval:

VC Approval (if required):

Marcelle Hayashida, Ph.D.
Associate Vice Chancellor
Wellness, Health & Counseling Services

Willie L. Banks Jr., Ph.D.
Vice Chancellor
Student Affairs
or
Brice Kikuchi
Associate Vice Chancellor
Auxiliary Services

Additional Policy Summary Information:

- 1) <http://www.accounting.uci.edu/travel/reimbursement/approval.html>
- 2) <http://www.accounting.uci.edu/travel/book/meals-lodging.html>

- 3) <http://www.policies.uci.edu/specialtopics/honoraria.php>
- 4) <http://www.accounting.uci.edu/ap/dv-payment-codes.html>