

UCSF Travel and Entertainment Approval Matrix



Updated: July 15, 2024

	Type of Expense				
	Travel		Entertainment		
	Regular Travel	Exceptional including Business or 1st Class Airfare	Regular Entertainment	Exceptional items or meals up to 200% **	Meals over 200% **
	Who Can Approve?	Who Can Approve?	Who Can Approve?	Who Can Approve?	Who Can Approve?
Chancellor's Office					
Chancellor Sam Hawgood	Controller, Shannon Turner	Controller, Shannon Turner	Controller, Shannon Turner	Controller, Shannon Turner	Controller, Shannon Turner
Associate Chancellor Theresa O'Brien	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	Chancellor Sam Hawgood
Chancellor's Office Staff	Assoc Chancellor Theresa O'Brien or Beaumont Yung	Assoc Chancellor Theresa O'Brien or Beaumont Yung	Assoc Chancellor Theresa O'Brien or Beaumont Yung	Assoc Chancellor Theresa O'Brien or Beaumont Yung	Chancellor Sam Hawgood
Executive Vice Chancellor & Provost (EVCP)					
EVC & Provost Catherine Lucey	Chancellor Sam Hawgood	Chancellor Sam Hawgood	Chancellor Sam Hawgood	Chancellor Sam Hawgood	Chancellor Sam Hawgood
EVCP Units	Manager w/ Travel Signature Authority	EVC & Provost Catherine Lucey	Manager w/ Entertainment Signature Authority	EVC & Provost Catherine Lucey	Chancellor Sam Hawgood
<i>Exceptional Authority Delegated</i>		Clarice Estrada		Clarice Estrada	
Senior Vice Chancellor (SVC)					
Senior Vice Chancellor	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	Chancellor Sam Hawgood
FAS Units	Manager w/ Travel Signature Authority	SVC Erin Gore	Manager w/ Entertainment Signature Authority	SVC Erin Gore	Chancellor Sam Hawgood
<i>Exceptional Authority Delegated</i>		Cristina Morrison (primary) Becky Daro (backup)		Cristina Morrison (primary) Becky Daro (backup)	
School of Dentistry					
School of Dentistry Dean Michael Reddy	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	Chancellor Sam Hawgood
School of Dentistry Departments	Manager w/ Travel Signature Authority	Dean Michael Reddy	Manager w/ Entertainment Signature Authority	Dean Michael Reddy	Chancellor Sam Hawgood
<i>Exceptional Authority Delegated</i>		Darin Lum		Darin Lum	

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School of Medicine

School of Medicine Dean Talmadge King	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	Chancellor Sam Hawgood
School Of Medicine Departments	Manager w/ Travel Signature Authority	Dean Talmadge King	Manager w/ Entertainment Signature Authority	Dean Talmadge King	Chancellor Sam Hawgood
<i>Exceptional Authority Delegated</i>		Simon Schuster Michael Da Luz Denise Lau Amal Smith		Simon Schuster Michael Da Luz Denise Lau Amal Smith	

School of Nursing

School of Nursing Dean Carol Dawson-Rose	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	Chancellor Sam Hawgood
School of Nursing Departments	Manager w/ Travel Signature Authority	Dean Carol Dawson-Rose	Manager w/ Entertainment Signature Authority	Dean Carol Dawson-Rose	Chancellor Sam Hawgood
<i>Exceptional Authority Delegated</i>		Cecilia Chang		Cecilia Chang	

School of Pharmacy

School of Pharmacy Dean Kathy Giacomini	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	Chancellor Sam Hawgood
School of Pharmacy Departments	Manager w/ Travel Signature Authority	Dean Kathy Giacomini	Manager w/ Entertainment Signature Authority	Dean Kathy Giacomini	Chancellor Sam Hawgood
<i>Exceptional Authority Delegated</i>		Alesia Woods		Alesia Woods	

University Development and Alumni Relations

Vice Chancellor Erin Hickey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	Chancellor Sam Hawgood
University Development and Alumni Relations	Manager w/ Travel Signature Authority	VC Erin Hickey	Manager w/ Entertainment Signature Authority	VC Erin Hickey	Chancellor Sam Hawgood
<i>Exceptional Authority Delegated</i>		Wendy Gamboa		Wendy Gamboa	

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Office of Communications					
Vice Chancellor Won Ha	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	Chancellor Sam Hawgood
Communications Staff	Manager w/ Travel Signature Authority	VC Won Ha	Manager w/ Entertainment Signature Authority	VC Won Ha	Chancellor Sam Hawgood
Community & Government Relations					
Vice Chancellor Dan Bernal	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	Chancellor Sam Hawgood
Community & Government Relations Staff	Manager w/ Travel Signature Authority	VC Dan Bernal	Manager w/ Entertainment Signature Authority	VC Dan Bernal	Chancellor Sam Hawgood
Office of Diversity & Outreach					
Vice Chancellor Renee Navarro	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	Chancellor Sam Hawgood
Diversity & Outreach Staff	Manager w/ Travel Signature Authority	VC Renee Navarro	Manager w/ Entertainment Signature Authority	VC Renee Navarro	Chancellor Sam Hawgood
Legal					
Chief Campus Council Greta Schnetzler	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	Chancellor Sam Hawgood
Legal Department Staff	Manager w/ Travel Signature Authority	Chief Campus Council Greta Schnetzler	Manager w/ Entertainment Signature Authority	Chief Campus Council Greta Schnetzler	Chancellor Sam Hawgood
Global Health					
Executive Director of Global Health Payam Nahid	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	Chancellor Sam Hawgood
Global Health Staff	Manager w/ Travel Signature Authority	Executive Director Payam Nahid	Manager w/ Entertainment Signature Authority	Executive Director Payam Nahid	Chancellor Sam Hawgood
QB3					
QB3 Institute Staff	Manager w/ Travel Signature Authority	EVC & Provost Catherine Lucey	Manager w/ Entertainment Signature Authority	EVC & Provost Catherine Lucey	Chancellor Sam Hawgood
<i>Exceptional Authority Delegated</i>		Clarice Estrada		Clarice Estrada	

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UCSF Health

Medical Center CEO Suresh Gunasekaran	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	EVC & Provost Catherine Lucey	Chancellor Sam Hawgood
Medical Center Units	Manager w/ Travel Signature Authority	CEO Suresh Gunasekaran	Manager w/ Entertainment Signature Authority	CEO Suresh Gunasekaran	Chancellor Sam Hawgood
<i>Exceptional Authority Delegated</i>		Interim CFO James Wentz		Interim CFO James Wentz	

Extended Absence Approval

Extended Absence of Chancellor Sam Hawgood	SVC Erin Gore	SVC Erin Gore	SVC Erin Gore	SVC Erin Gore	SVC Erin Gore
Extended Absence of EVC & Provost Catherine Lucey	SVC Erin Gore	SVC Erin Gore	SVC Erin Gore	SVC Erin Gore	SVC Erin Gore

** Some department limits may be more restrictive; check your specific department policy.

Special Approvals Required for Miscellaneous Expenses

Relocation

In addition to the departmental approval, Senior Management Group (SMG) relocation expenses require additional approval.	Senior Management Group	Holly Rodriguez
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Donations and Contributions

\$10,000 and below	Abby Ellis, Community & Government Relations
Over \$10,000	Chancellor, Maureen Gomes, & Abby Ellis

Honorarium

\$2501 up to \$5,000	Emerald Light
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