

UCSF Travel and Entertainment Approval Matrix



Updated: September 18, 2020

	Type of Expense				
	Travel		Entertainment		
	Regular Travel	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	President
Associate Chancellor Theresa O'Brien	EVC & Provost Lowenstein	EVC & Provost Lowenstein	EVC & Provost Lowenstein	EVC & Provost Lowenstein	Chancellor Hawgood
Chancellor's Office Staff	Assoc Chancellor O'Brien or Beaumont Yung	Assoc Chancellor O'Brien or Beaumont Yung	Assoc Chancellor O'Brien or Beaumont Yung	Assoc Chancellor O'Brien or Beaumont Yung	Chancellor Hawgood

Executive Vice Chancellor & Provost (EVCP)

EVCP Units	Manager w/ Travel Signature Authority	EVC & Provost Lowenstein	Chancellor Hawgood	Chancellor Hawgood	Chancellor Hawgood
EVCP & Provost Daniel Lowenstein	Chancellor Hawgood	Chancellor Hawgood	Chancellor Hawgood	Chancellor Hawgood	Chancellor Hawgood

Senior Vice Chancellor (SVC)

SVC Units	Manager w/ Travel Signature Authority	SVC Paul Jenny	Chancellor Hawgood	Chancellor Hawgood	Chancellor Hawgood
Senior Vice Chancellor Paul Jenny	EVC & Provost Lowenstein	EVC & Provost Lowenstein	EVC & Provost Lowenstein	EVC & Provost Lowenstein	Chancellor Hawgood

School of Dentistry

School of Dentistry Dean Michael Reddy	Manager w/ Travel Signature Authority	Dean Reddy	Chancellor Hawgood	Chancellor Hawgood	Chancellor Hawgood
School of Dentistry Departments	Manager w/ Travel Signature Authority	Dean Reddy	Chancellor Hawgood	Chancellor Hawgood	Chancellor Hawgood
<i>Exceptional Authority Delegated</i>		Holly Ames		Holly Ames	

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School of Medicine

School of Medicine Dean Talmadge King	EVC & Provost Lowenstein	EVC & Provost Lowenstein
School Of Medicine Departments	Manager w/ Travel Signature Authority	Dean King
<i>Exceptional Authority Delegated</i>		Simon Schuster Denise Lau Amal Smith

EVC & Provost Lowenstein	EVC & Provost Lowenstein	Chancellor Hawgood
Manager w/ Entertainment Signature	Dean King	Chancellor Hawgood
	Simon Schuster Denise Lau Amal Smith	

School of Nursing

School of Nursing Dean Catherine Gilliss	EVC & Provost Lowenstein	EVC & Provost Lowenstein
School of Nursing Departments	Manager w/ Travel Signature Authority	Dean Gilliss
<i>Exceptional Authority Delegated</i>		David Rein

EVC & Provost Lowenstein	EVC & Provost Lowenstein	Chancellor Hawgood
Manager w/ Entertainment Signature	Dean Gilliss	Chancellor Hawgood
	David Rein	

School of Pharmacy

School of Pharmacy Dean Joseph Guglielmo	EVC & Provost Lowenstein	EVC & Provost Lowenstein
School of Pharmacy Departments	Manager w/ Travel Signature Authority	Dean Guglielmo
<i>Exceptional Authority Delegated</i>		Michael Nordberg

EVC & Provost Lowenstein	EVC & Provost Lowenstein	Chancellor Hawgood
Manager w/ Entertainment Signature	Dean Guglielmo	Chancellor Hawgood
	Michael Nordberg	

University Development and Alumni Relations

Vice Chancellor Jennifer Arnett	EVC & Provost Lowenstein	EVC & Provost Lowenstein
University Development and Alumni Relations	Manager w/ Travel Signature Authority	VC Arnett

EVC & Provost Lowenstein	EVC & Provost Lowenstein	Chancellor Hawgood
Manager w/ Entertainment Signature	VC Arnett	Chancellor Hawgood

Office of Communications

Vice Chancellor Won Ha	EVC & Provost Lowenstein	EVC & Provost Lowenstein
Communications Staff	Manager w/ Travel Signature Authority	To be Determined

EVC & Provost Lowenstein	EVC & Provost Lowenstein	Chancellor Hawgood
Manager w/ Entertainment Signature	To be Determined	Chancellor Hawgood

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Community & Government Relations

Vice Chancellor Francesca Vega	EVC & Provost Lowenstein	EVC & Provost Lowenstein	EVC & Provost Lowenstein	EVC & Provost Lowenstein	Chancellor Hawgood
Community & Government Relations Staff	Manager w/ Travel Signature Authority	To be Determined	Manager w/ Entertainment Signature	To be Determined	Chancellor Hawgood

Legal

Chief Campus Council Greta Schnetzler	EVC & Provost Lowenstein	EVC & Provost Lowenstein	EVC & Provost Lowenstein	EVC & Provost Lowenstein	Chancellor Hawgood
Legal Department Staff	Manager w/ Travel Signature Authority	Chief Campus Council Schnetzler	Manager w/ Entertainment Signature	Chief Campus Council Schnetzler	Chancellor Hawgood

Global Health

Executive Director of Global Health Jaime Sepulveda	EVC & Provost Lowenstein	EVC & Provost Lowenstein	EVC & Provost Lowenstein	EVC & Provost Lowenstein	Chancellor Hawgood
Global Health Staff	Manager w/ Travel Signature Authority	Exec Director Sepulveda	Manager w/ Entertainment Signature	Exec Director Sepulveda	Chancellor Hawgood

QB3

QB3 Inst Executive Director Regis Kelly	EVC & Provost Lowenstein	EVC & Provost Lowenstein	EVC & Provost Lowenstein	EVC & Provost Lowenstein	Chancellor Hawgood
QB3 Institute Staff	Manager w/ Travel Signature Authority	Exec Director Kelly	Manager w/ Entertainment Signature	Exec Director Kelly	Chancellor Hawgood

UCSF Health

Medical Center CEO Mark Laret	EVC & Provost Lowenstein	EVC & Provost Lowenstein	EVC & Provost Lowenstein	EVC & Provost Lowenstein	Chancellor Hawgood
Medical Center Units	Manager w/ Travel Signature Authority	CEO Laret	Manager w/ Entertainment Signature	CEO Laret	Chancellor Hawgood
<i>Exceptional Authority Delegated</i>		CFO Raju Iyer		CFO Raju Iyer	

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Extended Absence Approval

Extended Absence of Chancellor Hawgood	SVC Paul Jenny	SVC Paul Jenny	SVC Paul Jenny	SVC Paul Jenny	SVC Paul Jenny
Extended Absence of EVC & Provost Daniel Lowenstein	SVC Paul Jenny	SVC Paul Jenny	SVC Paul Jenny	SVC Paul Jenny	SVC Paul Jenny

** 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, relocation expenses require approval from one of the following:	Academic Position	Emerald Light
	Senior Management Group	Holly Rodriguez

Donations and Contributions	
\$1,000 and below	Paul Takayama, University Relations
Over \$1,000	Chancellor & Paul Takayama