

Student Affairs Exceptional & Additional Approval Process

The pre-approval process is required for departments to be granted exceptional or additional approval for all pre-planned activities. Please see the “Additional Information & Resources” section for details on exceptional and additional approval items. The following matrix indicates the appropriate approver for each cluster and expense type:

Exceptional & Additional Approval Matrix

The authority for exceptions to travel regulations and exceptions and additional approvals concerning business meeting and entertainment expenses is delegated per the [Irvine Delegation of Authority 632 \(IDA632\)](#)

Expense Type (ENT/TR)	Cluster	Type of Approval	Exceptional/Additional Approver	Pre-Approval Required
Travel	All	Exceptional	AVC, Auxiliary Services	Yes
Entertainment	Auxiliary Services	Additional & Exceptional	AVC, Auxiliary Services	Yes
	Student Life & Leadership	Additional	AVC, Student Life & Leadership/Dean of Students	Yes
		Exceptional	AVC, Auxiliary Services	Yes
	Wellness, Health & Counseling Services	Additional	AVC, Wellness, Health & Counseling Services	Yes
		Exceptional	AVC, Auxiliary Services	Yes
	OVCSA	Additional	AVC/Chief of Staff	Yes
Exceptional		AVC, Auxiliary Services		

Payments & Reimbursements to AVCs

Expense Type (ENT/TR)	Cluster	Type of Approval	Pre-Approval Required	Exceptional/Additional Approver	KFS Approver*
Travel & Entertainment	All	Standard	No	N/A	VCSA
		Exceptional & Additional	Yes	AVC, Auxiliary Services	VCSA

* “Approval” ad-hoc required

Pre-Approval Process for Exceptional & Additional Approval Expenses

The pre-approval process should be done at least ten business days in advance of the expense and can be submitted via the [Exceptional & Additional Approval Request form](#).



Once the KFS document has been processed, attach the approval form to the *Notes & Attachments* section.

Additional Information & Resources

Exceptional Approval

Exceptional Approval is required whenever an expense does not conform to UCI travel and entertainment guidelines.

Common Travel & Entertainment Situations Requiring EXCEPTIONAL Approval

Missing Required Supporting Documentation	Exceptional approval required if traveler cannot provide required supporting documentation. This would include, for example, receipts for travel expenses like airfare, lodging, car rentals and anything else exceeding \$75.
Delinquent Submission	Any document submitted six months after the trip end date will require exceptional approval along with a justification.
Travel Packages Without Itemized Expenses	Travel packages purchased from Internet vendors often do not include itemized expenses. Unless the vendor separately itemizes each aspect of the package (e.g. hotel charges, airfare, car rental, etc.), you will need exceptional approval.
Paying for Another Person's Travel	Unless part of designated group travel, exceptional approval is required for reimbursement of expenses paid on behalf of other people, except in the case co-travelers sharing a room.
High-Cost Upgrades to Car Rentals	An intermediate-size car rental can be normally reimbursed, but higher-cost upgrades require exceptional approval.
Valet Parking	Valet parking charges in excess of normal parking charges are the responsibility of the traveler unless exceptional approval is acquired.
Flying First Class, Business Class or Using Premium Services	<p>Unless you meet the criteria listed below, traveling first class, business class, extra legroom, seat upgrade or using services like priority boarding, early check-in; all require a written authorization from the Chancellor. This should be avoided.</p> <p>Exceptional approval is not required when flying first or business class or using premium services is necessary to reasonably accommodate a disability or medical need of a traveler for chronic or temporary medical conditions. You also do not need exceptional approval when first or business class is the only option available, is less expensive or significantly less time consuming, or when overnight travel will not allow the opportunity to rest before the commencement of working hours.</p> <p>Documentation of such circumstances should be provided, but do not disclose personal medical information. The department should keep on file the doctor's note pertaining to the chronic or temporary medical condition.</p>
Lodging for locations less than 40 miles from UCI or home	Regardless of the length of time for business travel, the traveler must be at least forty miles from the headquarter location or home, whichever is closer, to be reimbursed for an overnight stay.
Any other situation where you are seeking an exception to UCI's Travel and Entertainment Rules and Guidelines	<p>UCI processes travel and entertainment expenses in accordance with these two UC policies:</p> <ul style="list-style-type: none"> • UC Policy G-28: Travel Regulations • UC Policy BUS-79: Expenditures for Business Meetings, Entertainment, and Other Occasions <p>Additional information and guidelines can be found in these two UCI policies:</p> <ul style="list-style-type: none"> • UCI Policy Sec. 715-01: Travel Policy • UCI Policy Sec. 701-20: Business Meetings and Entertainment Guidelines

Additional Approval

These expenses are not considered exceptions to UCI guidelines. Instead, these expenses are simply deemed to need a higher level of approval. Administrators who can provide exceptional approval for entertainment and business expenses can also grant additional approval

Entertainment Expenses that Require ADDITIONAL Approval

Employee Morale-Building Activities	Meals provided to employees as part of morale-building activity, including retirement and recognition receptions, etc., require additional approval.
Event Tickets	Additional approval is required to provide tickets to prospective donors, employees, or student appointees in connection with an entertainment event.
Meals for Spouses/Partners	The expense of providing meals to a spouse, domestic partner, or other partner requires additional approval and must serve a bona fide university business purpose.
Cash Contributions as Part of a Nonprofit Fundraising Event	Additional approval and other additional documentation is required if a nonprofit community or charitable fundraising event includes a cash donation as part of the meal or registration fee.
Delinquent Submission	Any document submitted six months after the trip end date will require exceptional approval along with a justification.
Program Sponsorships*	There must be a clearly stated benefit to the University which needs to be entered in the Description or Notes and Attachments fields of the KFS document. Includes table purchases at events.
Honoraria	Required supporting documents: 1) A letter of invitation including the date of the event and amount being offered, 2) A flyer of the event Foreign individuals receiving an honoraria requires additional documents. Please see Accounting's Disbursement Voucher website (link below).

*Accounting's website states that an exceptional approval is required, but Alexa Lopez has confirmed that it is an additional approval.

Sources:

<http://www.accounting.uci.edu/travel/reimbursement/approval.html#exceptional>

<http://www.accounting.uci.edu/supportingdocs/index.html#dv>