

IDA 628

December 2, 2020

PROVOST AND EXECUTIVE VICE CHANCELLOR  
VICE PROVOST–ACADEMIC PERSONNEL  
DEANS

RE: Delegation of Authority – Removal Expenses

The authority to approve payment of removal expenses and advances for removal expenses was delegated to chancellors in Academic Personnel Manual (APM) sections 550, 560, and 561. In APM 560 chancellors were further authorized to make exceptions in individual cases to APM 560-4 and 560-14. Chancellors also have authority to approve exceptions to Business and Finance Bulletin G-13: Policy and Regulations Governing Moving and Relocation (BFB-G-13).

I am authorizing:

1. The Provost and Executive Vice Chancellor; the Vice Provost–Academic Personnel, and Deans (for appointees within their own schools) to:
  - a) Approve payment of removal and moving expenses for academic appointees.
  - b) Make exceptions in individual cases to APM 560-4, subject to the availability of departmental funds and conditions set forth in APM sections 550, 560, and 561 and Section 715-16 of UC Irvine’s Administrative Policies & Procedures.
  - These authorities may not be redelegated.
2. The Provost and Executive Vice Chancellor and the Vice Provost–Academic Personnel to make exceptions in individual cases to:
  - a) APM 560-14, subject to the availability of departmental funds and conditions set forth in APM sections 550 and 560.
  - This authority may not be redelegated.
  - b) The following provisions of BFB-G-13, subject to the availability of departmental funds and conditions set forth in APM sections 550, 560, and 561 (when applicable):
    - i. the requirement to meet all three elements in the three (3) part test; and
    - ii. advance payments for moving expenses not exceeding 75% of the total estimated reimbursement.
  - The Provost and Executive Vice Chancellor may redelegate this authority to one senior administrator. Any redelegations of these authorities must be processed in accordance with [UCI Sec. 103-12: Delegation of Authority and Signature Authorization Guidelines](#).

This delegation supersedes my July 11, 2017, delegation, IDA 588 - Approve Payment of Academic Appointees' Removal Expenses.

DocuSigned by:

*Howard Gillman*

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Howard Gillman  
Chancellor

cc: Associate Chancellor and Chief Human Resources Executive  
Chief Executive Officer–UCI Health System  
Office of Campus Counsel  
Assistant Vice Chancellor–Academic Personnel  
Controller and Assistant Vice Chancellor–Accounting & Fiscal Services  
Assistant Deans  
Director–Internal Audit  
Chief Procurement Officer and Director–Procurement Services  
Manager–Administrative Policies