

**From:** [Business Resource Center](#) on behalf of [Mark Lozano](#)  
**To:** [BUSINESSRESOURCECENTER-L@LISTSERV.UCOP.EDU](mailto:BUSINESSRESOURCECENTER-L@LISTSERV.UCOP.EDU)  
**Subject:** Requests for Exception to Policy  
**Date:** Thursday, December 08, 2016 4:25:18 PM

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Good afternoon!

Effective immediately, please follow the steps listed below for all exception-to-policy requests for business travel and entertainment reimbursements:

1. Submit via email to [Mark.Lozano@ucop.edu](mailto:Mark.Lozano@ucop.edu).
2. Subject: Request for Exceptional Approval
3. Relevant policy reference from:
  - a. G-28, *Travel Regulations*, at <http://policy.ucop.edu/doc/3420365/BFB-G-28>, or
  - b. BUS-79, *Expenditures for Business Meetings, Entertainment, and Other Occasions*, at <http://policy.ucop.edu/doc/3420364/BFB-BUS-79>.

If you need assistance obtaining the relevant policy reference, please contact Mark Lozano or the T&E team.

4. Approval from the department head to seek exceptional approval.
5. Reason for the exceptional approval request, including all relevant supporting documentation and details.
6. Full FAU(s).

The T&E team will submit, manage and track the requests. If you have any questions or need guidance, please contact Mark Lozano at 987-9160 for assistance, or send an email to the T&E team at [BRCTravelAndEnt@ucop.edu](mailto:BRCTravelAndEnt@ucop.edu).

Thank You,

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