



OFFICE OF THE EXECUTIVE VICE PRESIDENT  
BUSINESS OPERATIONS

IMMEDIATE OFFICE  
Interoffice Memo

**To:** Office of the President Department Heads  
**From:** Executive Vice President Katherine N. Lapp  
**Date:** October 13, 2008  
**Subject:** Expenditure limitation measures

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President Yudof has requested that I advise you of the following new restrictions and approval processes on all expenditures, regardless of fund source, at the University of California Office of the President (UCOP).

- Departments will cease all **non-essential travel**, including for conferences and systemwide meetings hosted by UCOP.

We are suggesting that every effort be made to substitute as appropriate videoconference and web-based interactive capabilities.

Please contact Information Resources and Communications for additional information, or access a reservation form online at <http://www.ucop.edu/irc/services/televc.html>.

- Departments will limit expenditures for **food and entertainment**. Outside entertainment at restaurants during these times should be sharply curtailed.
- Until further notice, **all out-of-state travel** chargeable to a University fund source must be approved in advance by the department head. For Vice Presidents, this means approval from the divisional executive leadership (Provost, Executive Vice Presidents, Senior Vice Presidents). The President has authorized me to pre-approve travel by the Provost and Executive/Senior Vice Presidents, and he will pre-approve mine.

Please forward an electronic copy of your approval to Rachael Howard at [Rachael.Howard@ucop.edu](mailto:Rachael.Howard@ucop.edu) in my office so that we may monitor the extent of out-of-state travel being approved.

Reimbursement of all out-of-state travel will not be made without pre-approval.

- Until further notice, **in-state travel over \$500** must be approved in advance by the department head. See note above in regard to Vice Presidents and executive leadership.

As with out-of-state travel, please forward an electronic copy of your approval to Rachael Howard at [Rachael.Howard@ucop.edu](mailto:Rachael.Howard@ucop.edu) in my office so that we may monitor the extent of in-state travel over \$500 being approved.

Reimbursement of all in-state travel over \$500 will not be made without pre-approval, absent extraordinary circumstances.

- All requests for **consulting contracts in excess of \$15,000** (formerly \$25,000), for **purchases in excess of \$500** and for **filling vacant positions** must be reviewed by the OP Budget Office, under Director Mike Rancer, and then approved by me in consultation with the respective Executive and Senior Vice Presidents.

New request forms for consulting services, purchases and new hires, as well as for space changes, are attached. Instructions for processing requests are also included.

Please do not hesitate to contact me with questions or for further information.