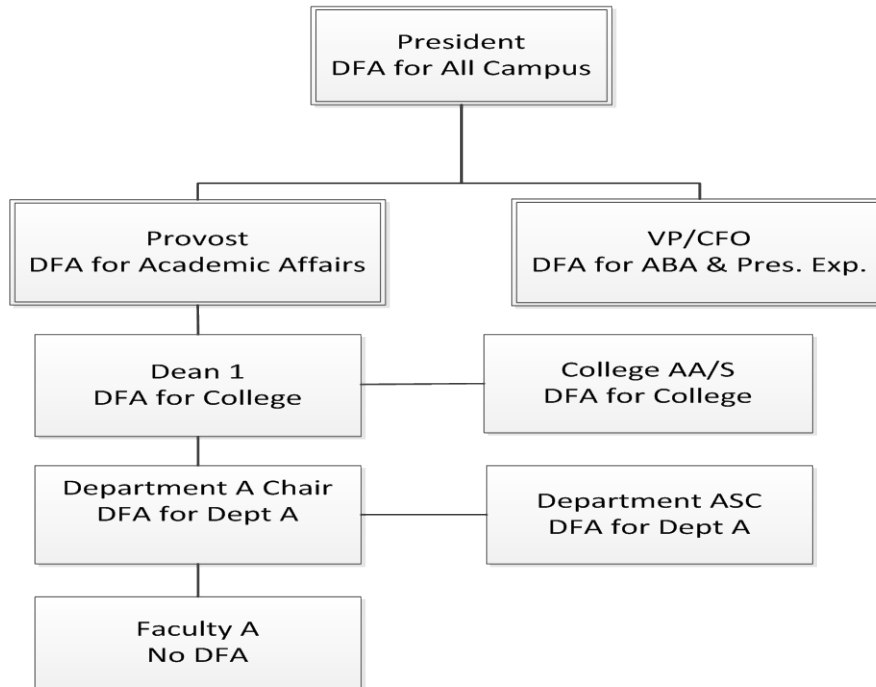


Delegated Fiscal Authority (DFA) – Approval Scenarios



The following examples are based on the organization chart and DFA designations above:

Scenario 1: Department A’s ASC has submitted his/her own travel expense claim.

Conclusion: Although the ASC is the approving official, the ASC cannot approve his/her own travel expense claim, so the supervisor (Department A Chair) must approve it.

Scenario 2: Department A’s Faculty member submitted a travel expense claim.

Conclusion: Department A’s ASC can approve the Faculty Member’s travel expense claim since he/she does not report directly or indirectly to the Faculty Member and has Delegated Fiscal Authority. *Note the Travel Justification pre-approval required Associate VP (Provost) or higher depending on the destination.*

Scenario 3: Department A’s Chair hosted a meeting with refreshments. Guests included the Department A’s ASC and the Dean’s Office AA/S.

Conclusion: Since the Dean’s Office AA/S has been delegated to approve the expenses of Department A and does not report directly or indirectly to the Department A Chair (official host), he/she may approve these hospitality expenses. Note: Department A’s ASC would not be able to approve these hospitality expenses even though he/she has Delegated Fiscal Authority since he/she reports directly to the official host.

Scenario 4: Department A's ASC ordered four office chairs for Department A. One will be used by Department A's ASC.

Conclusion: The ASC may approve this invoice since it is a "regular" business expense (not hospitality or travel) and the ASC has Delegated Fiscal Authority.

Scenario 5: The Dean requests that the Dean's office AA/S use his/her procurement card to pay for the Dean's in-state conference registration fee.

Conclusion: The Dean may approve this expense since it is a professional development registration fee expense (660009), not a travel expense (606001). Note: The Dean's travel expense claim for the entire conference will reflect this charge/payment and must be approved by the Provost.

Scenario 6: The Dean requests that the Dean's office AA/S order Ice Cream from UEI for a college employee recognition event, to be hosted by the Dean. The entire college and the Provost attended the event

Conclusion: The Dean (official host) or those that report directly or indirectly to him/her cannot approve these hospitality expenses; however, the Provost may approve the expenses even though he/she attended because he/she was not the official host.

Scenario 7: The Provost hosts an all-day planning meeting for all of the campus Deans before the beginning of the Academic Year.

Conclusion: The Provost (official host) or those that report directly or indirectly to him/her cannot approve these hospitality expenses; so, the President must approve them.

Scenario 8: The President hosts a Campus Unity Event with refreshments.

Conclusion: The VP/CFO, although he/she reports directly to the President, may approve these hospitality expenses per the exception granted in ICSUAM 1301.00.

RESOURCES:

[Delegated Fiscal Authority and Responsibility ADM-0162](#)

[Hospitality Expenses Policy ADM-0111](#)

[Travel Authorization and Expenses ADM-0147](#)