

Dean/VP Approvals

The following expense categories require PRIOR written approval from the School's Vice-Dean for Administration. Please submit your written request for approval to Linda Rock. All requests **MUST** include a clearly stated business purpose and source of funds for the expense.

- Actual meals and lodging in excess of \$450 per day
- Meals in excess of \$100 per person, per meal. The amount includes tax and gratuity (policy attached)

Gifts and flowers in excess of \$100 per person. The amount includes tax and gratuity. Gifts are **NOT** allowed on sponsored research accounts. Gift expenses must have a valid and clearly stated business purpose. Gifts are not allowed on sponsored project accounts.

- Note that gifts of a personal nature (birthday, wedding, baby shower, etc.), including gift certificates/cards, may **NOT** be purchased with school funds of any type.
- Entertainment expenses including morale/team building, student events, etc.

All requests for business class travel require PRIOR written approval from the President or applicable VP president. For the School of Engineering, this is Michael Quick. Please submit your written request for approval to Cassandra Nash, Executive Assistant to the Dean at cassandra.nash@usc.edu. All requests **MUST** include dates and trip destination, purpose of the trip, estimated cost and sources of funding proposed.

Please see Business Class Travel for the full policy.