



OFFICE OF THE PRESIDENT
John A. Delaney

UNIVERSITY *of*
NORTH FLORIDA

April 24, 2008

M E M O R A N D U M


TO: Thomas S. Serwatka, Vice President
Chief of Staff

Mark E. Workman, Provost and Vice President
Academic Affairs

Shari A. Shuman, Vice President
Administration and Finance

Mauricio Gonzalez, Vice President
Student and International Affairs

Pierre N. Allaire, Vice President
Institutional Advancement

FROM: John A. Delaney 
President

SUBJECT: Delegation of Approval Authority for International Travel

Effective this date, I delegate to each Vice President the authority vested in me pursuant to the Resolution on Presidential Authority adopted by the University of North Florida Board of Trustees on January 26, 2007 to review and approve travel requests to destinations outside the continental United States for the university personnel in their respective divisions.

The Vice President and Chief of Staff will approve international travel for staff of the President's Office and will be the additional approver, if required, for any reimbursement or other requests of any Vice President.

The review and approval authority delegated hereby shall be exercised in accordance with Florida law, and University of North Florida regulations, policies and procedures, and shall not be further delegated, except that the Provost and Vice President of Academic Affairs may delegate such authority to Associate Vice Presidents in Academic Affairs, and except in the event of prolonged absence or incapacity of any Vice President, in which case the authority shall be exercised by the Vice President and Chief of Staff.

This delegation of authority shall remain in effect until revoked by me in writing. Thank you for agreeing to accept this responsibility.