



United States Department of Agriculture

Research, Education and Economics
Agricultural Research Service

October 3, 2008

SUBJECT: Delegation of Travel for FY 2009

TO: Center Directors
Research Leaders
Administrative Officers

FROM: Laurence D. Chandler /s/
Director

In accordance with Policy & Procedure 340.0, **I am delegating to you for FY 2009, the authority to approve the following travel for employees under your supervision:**

1. ARS-sponsored meetings held within the continental United States (CONUS)
2. Training and work related travel within the CONUS, not requiring approval at a higher level. (this includes Federal Student positions)
3. Local travel expenses such as local mileage, parking fees, etc. (e-forms AD-202 Authorization and SF-1164 reimbursement)
4. National scientific meetings within the CONUS. RLs may sign CAT 1 SY travel for all national scientific meetings other than their own that are within CONUS, even if they were not on the ARMPS Plan.
5. Non-foreign work-related travel between CONUS and Alaska, Hawaii, Puerto Rico, Virgin Islands and other U.S. territories and possessions.
6. Travel Expenses paid from other U.S. Government agencies.
7. Travel Advances.
8. Travel vouchers, except relocation or first-duty station, for employees under your immediate supervision. I am delegating to the Location Coordinators and/or AO the authority to approve travel vouchers for CD/RL located within their Location.

Delegations to approve travel authorizations may not be made below the Research Leader level. Location Coordinators should be approving the travel for Location Support Staffs.

In accordance with P&P 340.0, the authority to approve the following travel must be held at the Area or Headquarters levels:



1. All foreign travel.
2. Limited Open Travel Authorizations (Blanket).
3. Non-foreign travel to international meetings.
4. Travel expenses paid by non-federal sources.
5. All Actual Subsistence requests.
6. Domestic travel for pre-employment interviews.
7. Change of official station and first post of duty station.
8. Domestic travel of persons not holding federal appointments.
9. Employees directly under my supervision.
AOs may sign RL travel authorizations to attend national scientific meetings approved by me on the FY 2009 ARMP Travel Plan. See Item #6 below for procedure for RL domestic travel not on the ARMPS Travel Plan.
10. Premium Class Travel.

The above travel requests should be submitted to the Area Transportation Assistant (ATA) for approval in the following manner:

1. Foreign Travel: Foreign travel generates increased scrutiny, especially that supported by outside funds. Foreign travel will be approved on a case-by-case basis. As a reminder, all foreign trips on the ARMPS Travel Plan have not been pre-approved and must still be submitted within the previously established time frames. The Authorization and all required paperwork must be submitted as a complete package to the ATA for Area Director's approval. See Item #2 below for acceptance of non federal source funds in support of foreign travel.
2. Non Federal Source Travel: ALL travel that is to be supported by a non federal source must get separate, specific approval by the Area Office after the situation has been examined for ethics implications. Under NO circumstances should anyone agree, verbally or in writing, to accept outside funds or in-kind support for foreign travel until you have been given approval to do so by the Area Director (or Associate or Assistant). When outside funds are offered, clearly inform the party offering the support that you cannot accept it until acceptance has been approved. Authorizations must be submitted to the ATA along with the completed Non Federal Source Report, Conflict of Interest Analysis, letter of invitation and emailed letter of acceptance for Area Director's approval. A sample letter of acceptance is available in the PASTG SOP Manual located on the MWA website.
3. Actual Subsistence for National Meetings/Conferences: Complete and email/FAX the Actual Subsistence Request Form to the ATA for Headquarters approval. Upon receipt of Headquarters email approval, Fax/Scan to the Authorization as authority for the RL to sign the Authorization. Per the new ARS policy, employees are to discontinue the practice of

routinely seeking post-approval for actual expense travel costs. Post-approval will be granted by Headquarters only in rare, extenuating circumstances.

4. Pre-employment interview travel: Upon receipt of the approved REE-11, Fax/Scan to the Authorization as delegation of authority for the RL to sign the Authorization.

5. Domestic travel for non government travelers: Submit an email to the ATA with justification including destination, purpose of trip, and per diem rate for the destination. Upon receipt of approved email from the Area Director, Fax/Scan to the Authorization as delegation of authority for the RL to sign the Authorization.

6. RL domestic travel not on the FY09 Travel Plan: Submit an email to the ATA which includes destination, purpose of trip, and per diem for the destination and request AD approval of the trip and delegated authority for the AO to sign the Authorization. Upon receipt of approved email from the Area Director, Fax/Scan to the Authorization as delegation of authority for the AO to sign the Authorization.

6. Premium Class Travel: All requests must comply with the criteria and procedures outlined in REE Bulletin 07-311 and must be approved in advance of ticket purchase. No later than 30 days prior to the travel date, submit the Authorization, USDA Form "Authorization for Use of First and Business Class Travel", and documentation listed for the justification to the ATA for Headquarters approval.

While under a Continuing Resolution at the beginning of the fiscal year, all travel is approved contingent upon the availability of funds. Your budgets will be restricted and thus travel will need to be limited to only those trips that are essential. Please make sure the statement, "Contingent Upon Availability of Funds" is on each authorization until the full budget is approved, and inform your travelers of a possible last minute travel cancellation due to budget restrictions.

As always, travel will be performed only when necessary to carry out the mission of the Management Unit. There must be a bona fide reason to attend meetings, such as to present a paper or poster, or to attend a workshop or training course.

For your convenience a one page table has been included as a quick reference of the delegation of authority to approve FY2009 travel. Please follow these guidelines when approving travel within your Management Unit and when submitting travel to this office for approval.

Enclosures:
Delegation of Authority Table

cc: w/Enclosures:
DAD
ABFO
ATA
RL Secretaries

FY09 Travel Delegation Table

TYPE	PROCEDURES	AD/ HQ	RL
ARS sponsored meetings	ARS sponsored meetings held within the CONUS		X
Training/work related travel w/in the CONUS	Training and work related travel within the CONUS not requiring approval at a higher level (includes Federal Student positions)		X
Other Travel	Local travel expenses (e-forms AD-202 and SF-1164) and expenses paid by other U.S. Gov. agencies.		X
All other travel w/in CONUS to National Scientific Mtgs.	RLs may sign Cat 1 SY travel for all national scientific meetings other than their own that are within CONUS, even if they were not on the ARMPS Plan.		X
Outside CONUS (OC)	Authorizations for employees under their supervision for travel outside the 48 contiguous states (AL, HI and US territories-PR, VI Guam)		X
Travel Advance/ Travel Vouchers	Travel vouchers except relocation or first-duty station, for employees under your immediate supervision. Location Coordinators and/or AO may approve vouchers for CD/RL located within their location		X
Foreign Travel	Foreign travel is on-going and will be approved on a case-by-case basis. As a reminder, all foreign trips on the attached Travel Plan have not been pre-approved and must still be submitted within the time frames previously established in the MWA.	X	
Non Federal Source travel	Authorizations requesting approval for acceptance of outside funds must be greater than \$250 , submitted to the ATA along with completed Non Federal Source Report, Conflict of Interest Analysis, letter of invitation, and letter of acceptance for AD approval.	X	
Relocation Travel	All Authorizations and vouchers for relocation travel will be prepared by the ATA and signed at the area level.	X	
Actual Subsistence for Meetings/Conferences	Complete and email/FAX the Actual Subsistence Request Form to the ATA for HQTRS approval. Upon receipt of HQTRS e-mail approval, FAX/scan to the Authorization as delegation of authority for the RL to sign the Authorization.	X	
New Hire Interviews	Use REE-11 form to obtain AD approval to pay travel expenses. Upon receipt of approved REE-11, FAX/scan to Authorization as delegation of authority for RL to sign Authorization	X	
Non Government Travelers	E-mail request to ATA with justification including dates, destination, and purpose of trip. Upon receipt of AD approval, FAX/scan to Authorization as delegation of authority for RL to sign Authorization	X	
RL travel to National Scientific Meetings	AO may sign RL Authorizations to attend national meetings approved by AD on ARMPS. For national scientific meetings not on ARMPS, E-mail request including date, destination, purpose of trip and per diem of destination. Upon receipt of AD approval, FAX/scan to Authorization as delegation of authority for the AO to sign the Authorization	X	