



U.S. Department
of Transportation
Maritime
Administration

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

MAO 350-1, dtd.
12-21-82

NO.

350-1

EFFECTIVE DATE

November 15, 1985

SUBJECT

OFFICIAL TRAVEL

Section 1. Purpose:

This order delegates authority to authorize official travel, and provides for supplementing the policies, procedures, and responsibilities pertaining thereto as prescribed in Department of Transportation issuances.

Section 2. Applicable Laws and Regulations:

2.01 Except as provided in 2.02 below, all travel of employees on official business shall be in accordance with the provisions of this order and:

- 1 "Federal Travel Regulations," Federal Property Management Regulations (FPMR) 101-7, as amended by GSA Bulletin FPMR A-40, and supplements thereto (Federal Travel Regulations); these are the basic regulations governing official travel.
- 2 Order DOT 1500.6A, "Travel Manual," and the Maritime Administration supplement thereto (manual). The manual prescribes Departmental and Maritime Administration policies, procedures, and responsibilities for official travel, including allowable expenses. It applies to all organizational components, officials, and civilian employees of the Maritime Administration and implements Federal laws and regulations pertaining to travel.
- 3 Other DOT directives, particularly those in the 1500 series.

2.02 Except as provided in 3.14 below, the provisions of this order do not apply to the travel of U.S. Merchant Marine Academy midshipmen.

Section 3. Delegation of Authority:

3.01 Ordinary Travel:

The following Maritime Administration officials are designated as Authorizing Officials for official travel as specified below:

Maritime Administrator	Office Directors
Deputy Maritime Administrator	Secretary, Maritime Administration/Maritime Subsidy Board
Deputy Maritime Administrator for Inland Waterways and Great Lakes	Region Directors*
Associate Administrators*	Superintendent, U.S. Merchant Marine Academy
Deputy Associate Administrators	Deputy Superintendent, U.S. Merchant Marine Academy
Chief Counsel	
Deputy Chief Counsel	

*Where there is no Deputy, one alternate may be designated as Authorizing Official.

The above officials may authorize the following types of travel in accordance with applicable regulations and subject to the availability of funds and the limitations specified in subsections 3.02-3.08 of this order (Exception - the Maritime Administrator's approval is required in advance for all administrative travel, defined to include all travel that is not directly related and essential to the performance of a Federal program or mission.):

- 1 Travel of personnel under their jurisdiction (including their own) to and between points within the United States, its territories and possessions.
- 2 Travel between foreign locations of overseas personnel under their jurisdiction when the authorizing official is at the Associate Administrator level or higher.
- 3 Travel for training under the Government Employees Training Act of 1958, subject to the provisions of Maritime Administrative Order 740-410, "Training," and other governing directives.

3.02 Travel of Private Individuals and Executive Reservists:

Only the Maritime Administrator may authorize travel of private individuals to confer on official matters, including members of advisory committees (boards) and Congressional boards of visitors, etc.; and travel of executive reservists under the National Defense Executive Reserve program as provided in paragraph 1-0409 of the manual.

3.03 Foreign Travel:

- 1 Only the Maritime Administrator, the Deputy Maritime Administrators, the Associate Administrator for Administration and Deputy, Region Directors and their designated alternates, and the Superintendent and Deputy at the U.S. Merchant Marine Academy may authorize routine operational foreign travel (as defined in the manual), except as provided in subsections 3.01 2, 3.03 2, 3.08, and 3.14 of this order. Only the Maritime Administrator may authorize nonroutine foreign travel, except for the following:
 - (1) The Deputy Secretary will approve all nonroutine foreign travel involving five or more employees traveling to the same destination in connection with the same temporary duty requirement.
 - (2) The Deputy Secretary will approve travel of the Maritime Administrator and the Deputy Maritime Administrators.

Prior approval of the Associate Administrator for Policy and International Affairs or designated alternate is required for all foreign travel, both routine and nonroutine.

- 2 The Superintendent and Deputy Superintendent, U.S. Merchant Marine Academy, and the Head, Department of Shipboard Training, U.S. Merchant Marine Academy, may authorize travel by the Academy Training Representatives between the United States and foreign areas as necessary to handle emergency situations involving midshipmen during shipboard training voyages.

3.04 Travel on Actual Subsistence Expense Basis:

- 1 Authorizing Officials, as designated in subsection 3.01, may authorize travel on an actual subsistence expense basis only to the high rate geographical areas specified in the Federal Travel Regulations and within the prescribed daily rates set forth in those regulations.
- 2 Except as provided in subsection 3.04 1 above, only the Maritime Administrator, the Deputy Maritime Administrators, the Associate Administrator for Administration, and the Deputy Associate Administrator for Administration may authorize travel on an actual subsistence basis.

3.05 Multiple-Trip Travel (Limited Open Authorizations):

Only the Maritime Administrator, the Deputy Maritime Administrators, the Associate Administrator for Administration and Deputy, the Region Directors and their designated alternates, and the Superintendent and Deputy Superintendent, U.S. Merchant Marine Academy, may authorize travel under "limited open authorizations" (previously referred to as annual, blanket, or multiple-trip travel orders). Limited open authorizations shall be reviewed on a quarterly basis, canceled if no longer needed, and are subject to the restrictions prescribed for such authorizations. "General travel authorizations" and "unlimited open authorizations" are not authorized within the Maritime Administration.

3.06 Travel Incident to Attendance at Meetings, Conferences, or Conventions; Meeting Facilities, Equipment, and Materials; and Subsistence Items Furnished or Shared:

- 1 Only the Maritime Administrator, Deputy Maritime Administrators, Associate Administrators and deputies or alternates, Chief Counsel, Deputy Chief Counsel, independent office directors and their designated alternates in Washington, D.C., Region Directors and their designated alternates, Superintendent and Deputy Superintendent, U.S. Merchant Marine Academy, may authorize travel for attendance at meetings, conferences, seminars, technical sessions, symposia, conventions, etc., involving travel expenditures except those where the training value is clearly dominant (e.g., seminars with formal classroom sessions). (See subsection 3.08 1 below.) Limitations:
 - (1) Advance approval of the Maritime Administrator is required for attendance by any Maritime Administration employee at an external meeting, as defined in paragraph 8-0102 of the manual, which involves travel away from the employee's official station. When ten or more employees are to travel away from their official station to attend the same external meeting, approval of the Special Assistant to the Secretary or his/her designee is also required.
 - (2) Advance approval of the Maritime Administrator is required for the conduct of Maritime Administration-sponsored conferences, workshops, briefings, and similar activities that involve:
 - 1) travel by five or more Maritime Administration employees away from their official station, or
 - 2) travel expenses estimated to exceed \$5,000 in combined subsistence and transportation costs.

- 2 Only the Maritime Administrator and Deputy Maritime Administrators may authorize expenses for the use of meeting or conference facilities, equipment, and materials outlined in paragraphs 4-0501b and 8-0110 of the manual.
- 3 Only the Maritime Administrator and Deputy Maritime Administrators may approve payment of a less-than-10-percent per diem rate, or no rate, e.g., when contractually furnished subsistence items (meals and lodgings) exceed 90 percent of the maximum authorized per diem rate.
- 4 Only the Maritime Administrator and Deputy Maritime Administrators may authorize reimbursement rates less than 50 percent of the locality per diem rate or 50 percent of the actual expense maximum if travel is in a high rate geographical area (HRGA) (reference paragraph 4-0203f(1) of the manual).

3.07 Leasing of Rooms for Employees in Travel Status:

Only the Maritime Administrator may approve requests to the Deputy Secretary of Transportation for approval to pay for the rental or leasing of rooms by purchase order for employees traveling on temporary duty as provided for in section 3 of chapter 8 of the manual.

3.08 Other Travel:

In addition to the authorities delegated in subsection 3.01 above, the following officials may authorize travel and related transportation expenses as specified below:

- 1 Associate Administrator for Administration, Deputy Associate Administrator for Administration, and Director, Office of Personnel:
 - (1) All changes of duty station (including to, from, and between foreign areas and field locations) and appointments to, and return from, foreign areas.
 - (2) Travel of overseas employees to take leave and return to a foreign duty station; transportation expenses of immediate family before return of employee from foreign duty when authorized under regulations; and any other authorized travel required because of conditions of employment or for medical reasons, or in connection with other personnel matters, including interviews to determine qualifications for excepted positions, as required.
 - (3) Travel for training of any Maritime Administration employee (see subsection 3.01 3 above), including meetings where the training value is considered to be clearly dominant.

2 Associate Administrator for Administration; Deputy Associate Administrator for Administration; Director, Office of Personnel; Region Directors and Their Designated Alternates; Superintendent and Deputy Superintendent, U.S. Merchant Marine Academy:

- (1) When circumstances warrant, travel and transportation expenses to the first duty station for new appointees and student trainees assigned to positions upon completion of college work which positions have been determined to be in a personnel shortage category.
- (2) Preparation and transportation to home, official station, or other appropriate place of the remains of an employee who has died while in a travel status away from his or her official station in the U.S. or while performing official duties in a territory or possession of the U.S., or in a foreign country or in transit thereto or therefrom; and transportation of employee's dependents, household goods, effects, and other personal property and transportation of the remains of dependents; subject to the provisions of paragraph 1-0406 of the manual.

3 Associate Administrator for Shipbuilding, Operations and Research or Designated Alternate and Director, Office of Ship Operations:

Transportation and services on a reimbursable basis incident to the death outside the continental limits of the United States of U.S. citizen masters, officers, and members of crews of merchant vessels operated by or for the account of the United States through the Maritime Administration, and their dependents, under conditions specified in Section 3(c) and (f) of the Act of July 15, 1954 (68 Stat. 478).

4 Region Directors and Their Designated Alternates:

Travel to Canada, when required in connection with the utilization of repair yards, terminals, and other approved Region program activities.

3.09 Nonstandard Items. The authorities delegated in subsections 3.01-3.08 of this order shall include, when determined necessary, the authorization of nonstandard items, including but not limited to: the use of extra-fare trains, special conveyances, taxicabs, and long distance telephone calls (subject to any other conditions and limitations specified in this order, the manual, and the Federal Travel Regulations or other applicable directives). Note: Pursuant to subparagraph 3-0201b(1) of the manual, only the Secretary, Deputy Secretary, Maritime Administrator, and Deputy Maritime Administrators may authorize the use of first-class air accommodations, within certain limitations outlined in subparagraph 3-0201c of the manual.

3.10 Travel Advances. Authorizing Officials may authorize travel advances for authorized travel.

3.11 Travel Vouchers. Authorizing Officials may approve travel vouchers for authorized travel, including travel previously authorized by the Maritime Administrator and Deputy Maritime Administrators subject to the provisions of paragraphs 9-0105 and 9-0108 of the manual.

3.12 Travel at Official Station.

- 1 Only the Maritime Administrator, the Deputy Maritime Administrators, the Associate Administrator for Administration and Deputy, and Chief Counsel and Deputy may approve the use of taxicabs for travel between the official duty station and the employee's residence when an employee is dependent on public transportation and the travel is incident to unscheduled overtime the requirement for which has arisen after the employee has arrived at work. When emergency overtime is required, reimbursement for taxi fares may be authorized only when the use of public transportation would subject the employee to substantial personal hazard and the employee can provide no other means of transportation. When overtime is scheduled in advance, all transportation costs between the official duty station and employee's residence are considered commuting expense and are not reimbursable.
- 2 Except as provided in subsection 1 above and subject to the limitations in section 8 of chapter 3 of the manual, Authorizing Officials may approve the use of taxicabs and privately-owned automobiles for official travel at the official station when use of Government-owned or leased automobiles is not feasible.
- 3 Administrative officers and division chiefs or above, in Washington, D.C., and officials so designated by Region Directors and the Superintendent, U.S. Merchant Marine Academy, may approve the use of buses or other scheduled public transportation for official travel at the official station.

3.13 Redelegation of Authority:

The authorities to authorize official travel, travel advances, and other items, as delegated in subsections 3.01-3.12 of this order, may not be redelegated.

3.14 U.S. Merchant Marine Academy Midshipmen Travel:

- 1 Travel of midshipmen shall be governed by Volume One of the Joint Travel Regulations, as supplemented in regulations prescribed by the Maritime Administrator.
- 2 The Superintendent, U.S. Merchant Marine Academy, is hereby authorized to promulgate regulations for travel by midshipmen consistent with Volume One of the Joint Travel Regulations, as supplemented in regulations prescribed by the Maritime Administrator.
- 3 The Superintendent and Deputy Superintendent, U.S. Merchant Marine Academy, may authorize travel and expenses incident thereto (including advances of funds), as well as approve vouchers, for both foreign and domestic travel of midshipmen.
- 4 The Superintendent, U.S. Merchant Marine Academy, may redelegate any of the authorities conferred by paragraphs 2 and 3 above and shall periodically review actions taken under any such redelegated authority for conformity with applicable regulations and policies. A record of each review shall be prepared and maintained on file for examination by appropriate authorities.

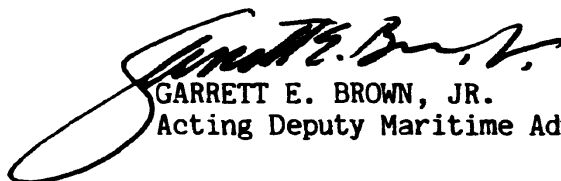
3.15 Summary:

The delegations of travel authority in this section are summarized in the chart attached to this order and referenced to the applicable subsection.

Section 4. Responsibilities:

4.01 The Associate Administrator for Administration is responsible for the Maritime Administration's travel program. The Directors, Office of Management Services and Procurement and Accounting assist the Associate Administrator in carrying out this responsibility, as directed and as prescribed in the Maritime Administration Supplement to the DOT Travel Manual.

4.02 The Director, Office of Management Services and Procurement is authorized to issue supplements to the manual, in the form of loose-leaf pages to be inserted in the manual. These Maritime Administration supplements shall be issued to incorporate other procedures and responsibilities prescribed by the Maritime Administrator by bulletins or other means, and to provide more detailed or clarifying instructions, when required, on specific sections of the manual.



GARRETT E. BROWN, JR.
Acting Deputy Maritime Administrator

*AUTHORIZING OFFICIALS - MARITIME ADMINISTRATION OFFICIAL TRAVEL

(Subject to FTR, DOT Travel Manual, and MAO 350-1)

TYPE OF TRAVEL	HEADQUARTERS							FIELD		MAO 350-1 Sect.
	100, 110, 115	Indep. Off. Dir.	All Assoc. Admin.	300	700	All Off. Dir.	360	Reg. Dir.	Supt. USMMA	
Ordinary Travel	X	X	X	X	X	X ^{1/}	X	X	X	3.01
Actual Subsistence - Not High Rate	X			X						3.04
Air - First Class	X									3.09
Leasing of Rooms	X ^{5/}									3.07
High Rate Geographical Area (HRGA)	X	X	X	X	X	X ^{1/}	X	X	X	3.04
Deceased Dependents				X			X	X	X	3.08
Deceased Employees				X			X	X	X	3.08
Deceased Crew Members					X ^{2/}					3.08
Employment:										
- Personnel Shortage Category				X			X	X	X	3.08
- Change of Station				X			X			3.08
- Entitlement Travel				X			X			3.08
Foreign Travel:**										
- Nonroutine	X ^{5/}									3.03
- Routine Operational	X			X				X	X	3.03
- ATR Travel for Emergencies During Shipboard Training									X ^{3/}	3.03
- Change of Station				X			X			3.08
- Entitlement Travel				X			X			3.08
Meetings, Conferences, Conventions:										
- Travel Only***	X	X	X	X	X			X	X	3.01
- Facilities, Equipment, Materials	X									3.01
Payment of Certain Reduced Per Diem and HRGA Rates	X									3.01
Multiple-Trip Authorizations	X ^{5/}			X				X	X	3.01
NDER	X ^{5/}									3.01
Taxicab to Home - Overtime Work	X	X ^{4/}		X						3.11
Private Individuals:										
- Confer on Official Matters	X ^{5/}									3.01
- Advisory Committee Members	X ^{5/}									3.01
- Advisory Board to USMMA	X ^{5/}									3.01
- Congressional Board of Visitors	X ^{5/}									3.01
Travel for Training	X	X	X	X	X	X ^{1/}	X	X	X	3.01
Midshipmen Travel									X	3.11
Administrative Travel***	X	X	X	X	X	X ^{1/}	X	X	X	3.01

*Includes Principals, Deputies, or designated alternates except as otherwise indicated.

**Prior approval of Associate Administrator for Policy and International Affairs, or alternate, is required for all foreign travel.

***Advance approval of the Maritime Administrator is required. See referenced MAO section.

- 1/Office Directors only
- 2/Also Director, Office of Ship Operations
- 3/Also Head, Department of Shipboard Training
- 4/Chief Counsel and Deputy only
- 5/Maritime Administrator only