

# ARS □ CSREES □ ERS □ NASS

## *Policies and Procedures*

**Title:** Delegations of Authority to Approve Travel

**Number:** 340.0

**Date:** 7/12/91

**Originating Office:** Financial Management Division  
Budget and Fiscal Services Branch

**This Replaces:** 350.2 Dated 6/30/80

**Distribution:** Headquarters, Areas, and Locations

This DIRECTIVE as governed by the FTR and ATR:

- States authorities which control travel.
- Delegates authority to approve travel authorizations (Type A, Type N, Type B, Type C, and Type L) to specific positions within ARS.
- Assigns responsibilities.

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## 1. ABBREVIATIONS

- AAO - Area Administrative Officer
- ABFO - Area Budget and Fiscal Officer
- AM - Administrative Management
- ATR - Agriculture Travel Regulations
- CONUS - Continental United States
- FMD - Financial Management Division
- FTR - Federal Travel Regulations
- NFC - National Finance Center
- NPS - National Program Staff
- OCI - Office of Cooperative Interactions
- OFM - Office of Finance and Management, USDA
- PAO - Procurement Assistance Officer

## 2. FORMS

SF-1164 - Claim for Reimbursement for Expenditures on Official Business

## 3. DEFINITIONS

**Authorizing Officials** are persons designated by this DIRECTIVE to approve official travel.

**Continental United States (CONUS)** is the contiguous 48 States and the District of Columbia.

**Foreign Travel** is travel outside the United States, except for areas included as nonforeign areas outside CONUS.

**Nonforeign areas outside CONUS** are the States of Alaska and Hawaii, the Commonwealth of Puerto Rico, Virgin Islands, and the possessions of the United States.

### **Travel Authorization Types**

- Type A -- Unlimited Open Travel. Holder may travel for any purpose without further authorization, except for foreign travel or a change of official station. Foreign travel or a change of official station require a Type C authorization. Type A authorizations are issued on a fiscal year basis. Only the Administrator, ARS, may travel under a Type A authorization.
- Type N -- Nationwide Limited Open Travel. Holder may travel anywhere in the United States or nonforeign areas outside CONUS for frequent, specific, and repetitive travel of

national importance. Type N authorizations must be issued on a quarterly basis. The Administrator, ARS, must approve positions eligible for Type N authorizations.

- Type B -- Limited Open Travel. Holder may travel for frequent, specific, and repetitive travel within all States that comprise their area (e.g., Southern Plains Area - Texas, Oklahoma, New Mexico, Arkansas) plus four additional States. Type B authorizations must be issued on a quarterly basis. The Administrator, ARS, must approve positions eligible for Type B authorizations. Type B authorizations may be issued by Area Directors on a case-by-case basis to those scientists/technicians within an Area who are required to travel on a recurring basis to field locations and plot sites on short notice.
- Type C -- Trip-by-Trip Travel. Holder authorized to take specific trips on a case-by-case basis.
- Type L -- Local Travel. This type of authorization permits an employee who does not have access to imprest funds to obtain reimbursement for local travel and other such expenses (e.g., mileage, tolls, parking, etc.) normally reimbursed on SF-1164. Local travel is generally defined as official travel performed within the confines of the employee's official duty station.

**United States** are the 50 States and the District of Columbia.

#### **4. AUTHORITIES AND REFERENCES**

- ATR 301-1
- FTR 301-1
- OFM letter dated January 10, 1991

#### **5. POLICY**

It is ARS policy that:

- Employees, when directed by appropriate officials, are authorized to perform official travel and to incur necessary travel expenses to carry out authorized temporary duty assignments according to provisions of applicable laws, FTR's, ATR's, and this DIRECTIVE.
- Travel will be performed only when necessary to carry out authorized activities.
- Employees will be reimbursed within limits prescribed by the ATR's and FTR's.
- No one in ARS may authorize their own travel.

- Only the Administrator, ARS, may travel under a Type A authorization.

## **6. DELEGATION OF AUTHORITY**

Only the Administrator, ARS, is authorized to approve positions eligible for either a Type B or Type N travel authorization. Officials who are authorized to approve travel by this DIRECTIVE may issue these travel authorizations for the positions shown in Exhibit 1. Any additions to this list must be approved on a case-by-case basis by the Administrator.

Specific delegations to approve travel are shown in Exhibit 2 of this DIRECTIVE.

Delegations to approve travel authorizations may not be made below the Research Leader level within ARS.

## **7. RESPONSIBILITIES**

**Associate Administrator; Deputy Administrator, NPS; Deputy Administrator, AM; and Director, FMD; may:**

Act for the Administrator, ARS, to approve travel and expenses that can be authorized by the Administrator as indicated in Exhibit 2 of this DIRECTIVE.

**Authorizing Officials will:**

- Approve travel for employees as delegated in this DIRECTIVE.
- Determine that proposed travel is in the best interest of the Government.
- Authorize itineraries which will most effectively serve mission needs at the least cost.
- Approve the most economical modes of transportation consistent with services generally meeting acceptable standards.
- To the maximum extent practicable, schedule employees' travel within their regular workweek.

**Supervisors:**

All travel vouchers must be approved by the traveler's supervisor or higher management authority. No one in ARS may approve their own travel voucher.

**Travelers will:**

- Plan itineraries and modes of transportation which will most effectively serve mission needs at the least cost.

NOTE: Costs incurred for lodging and other subsistence should be similar to those of a prudent person traveling on personal business.

- Obtain authorization from an appropriate ARS official who has been delegated authority to approve travel, as listed in this DIRECTIVE, before commencing any official travel.

T. J. CLARK  
Deputy Administrator  
Administrative Management

Exhibits

- 1 Types of Travel Authorizations Approved by Position Title
- 2 Delegations of Authority

**TYPES OF TRAVEL AUTHORIZATIONS APPROVED BY POSITION TITLE**

A Officials who are authorized to approve travel by this DIRECTIVE in Exhibit 2 may issue travel authorizations for the following positions:

<u>Position(s)</u>	<u>Type of Travel Authorization(s) that can be issued</u>
Associate Administrator	Type N, B, C, or L
Assistant Administrator, OCI	Type N, B, C, or L
Administrator's Staff Officers	Type N, B, C, or L
Deputy Administrators (AM and NPS)	Type N, B, C, or L
Associate Deputy Administrators	Type N, B, C, or L
National Program Leaders	Type N, B, C, or L
AM Division/Staff Directors	Type N, B, C, or L
Area Administrative Officers	Type N, B, C, or L
AAO's Functional Heads (ABFO, PAO, etc.)	Type B, C, or L
Area Directors	Type N, B, C, or L
Associate Area Directors	Type N, B, C, or L
Assistant Area Directors	Type N, B, C, or L
Deputy Area Directors	Type N, B, C, or L
Center Directors	Type N, B, C, or L
Lab Directors	Type B, C, or L
Research Leaders	Type B, C, or L
Scientists	Type C or L
All Others	Type C or L

B Type B authorizations may be issued by Area Directors on a case-by-case basis to those scientists/technicians, within an Area, who are required to travel on a recurring basis to field locations and plot sites on short notice. These authorizations must be confined to specific locations and the limitations associated with Type B authorizations. Authorizations must be issued quarterly as needed to complete trips associated with research operations.

C Other employees may be issued either Type B or Type N authorizations, as appropriate, when their particular positions require extensive and frequent travel. These situations must be requested in writing by the Area Director to FMD for approval by the Administrator.

- D Issue travel authorizations only if the employee is entitled to claim reimbursement of non-local travel expenses (i.e., per diem or subsistence expenses). Payment of per diem or subsistence expenses will require a voucher be prepared and submitted to NFC to claim reimbursement.
  
- E. Do not issue a travel authorization to cover local travel expenses incurred at or near the official duty station for:
  - 1 Training
  - 2 Attendance at meetings
  - 3 Site visits or plot work where no per diem or subsistence is involved.
  
- F. Direct employees to claim local transportation expenses, registration fees, and other miscellaneous expenses on an SF-1164 and claim payment through the imprest fund.



DELEGATIONS OF AUTHORITY  
TO APPROVE OFFICIAL TRAVEL

<b>Types of travel</b>	<b>Positions delegated to approve travel</b>
<b>FOREIGN</b>	
1 International meetings on the Foreign Travel Plan.	Administrator, ARS
2 All foreign travel for <b>work-related</b> research projects.	Administrator, ARS Deputy Administrator, NPS Area Directors
3 Travel which establishes a post of duty outside the United States.	Administrator, ARS
4 Travel to or from an official station outside CONUS as follows:	Administrator, ARS Deputy Administrator, NPS Area Directors
a Change of official station. (See ARS DIRECTIVE 416.2 for appointments to foreign posts of duty.)	
b Reporting by appointee to first duty station:	
- In CONUS, from a point outside CONUS.	
- Outside CONUS. (See ARS DIRECTIVE 416.2 for appointments to foreign posts of duty.)	
c Leave between tours of duty.	
d Returning to CONUS for separation from ARS.	
e Educational travel expenses of	

dependents according to the Standardized Regulations (Government Civilian, Foreign Areas) issued by the Department of State.

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|---|--|--|
| 5 | The use of actual subsistence expenses for foreign travel. | Administrator, ARS<br>Deputy Administrator, NPS<br>Area Directors  |
| 6 | Foreign travel within areas of assignment.                 | Administrator, ARS<br>Deputy Administrator, NPS<br>Area Directors<br>Center Directors<br>Lab Directors<br>Research Leaders |

**DOMESTIC AND NONFOREIGN**

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|----|---|---|
| 7  | Nonforeign travel to attend international meetings.                                       | Administrator, ARS<br>Deputy Administrator, NPS<br>Area Directors   |
| 8  | Travel within CONUS to attend National scientific meetings.                               | Administrator, ARS<br>Deputy Administrator, NPS<br>Deputy Administrator, AM<br>Area Directors<br>(May be redelegated.)  |
| 9  | Travel within CONUS for work-related temporary duty assignments.                          | Administrator, ARS<br>Deputy Administrator, NPS<br>Deputy Administrator, AM<br>Area Directors<br>AM Division Directors<br>Area Administrative Officers<br>Center Directors<br>Lab Directors<br>Research Leaders |
| 10 | Travel within CONUS to first duty station with the concurrence of the Personnel Division. | Administrator, ARS<br>Deputy Administrator, NPS<br>Deputy Administrator, AM<br>Area Directors   |

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|----|--|--|
| 11 | Travel within CONUS for changes of station.  | Administrator, ARS<br>Deputy Administrator, NPS<br>Deputy Administrator, AM<br>Area Directors<br>AAO for AM Employees                                      |
| 12 | Nonforeign work-related travel between CONUS, and Alaska, Hawaii, Puerto Rico, Virgin Islands, and other U.S. territories and possessions.   | Administrator, ARS<br>Deputy Administrator, NPS<br>Area Directors<br>(May be redelegated.)   |
| 13 | Travel within Alaska, Hawaii, Puerto Rico, Virgin Islands, and other U.S. territories and possessions.   | Administrator, ARS<br>Deputy Administrator, NPS<br>Area Directors<br>Area Administrative Officers<br>Center Directors<br>Lab Directors<br>Research Leaders |
| 14 | Domestic travel for preemployment interviews.<br><br>Note: Contact Personnel Division for information on positions covered, documentation required, and procedures for obtaining approval.<br>See ARS DIRECTIVE 454.2. | Administrator, ARS<br>Deputy Administrator, NPS<br>Deputy Administrator, AM<br>Area Directors  |
| 15 | Domestic travel of persons not holding Federal appointments.   | Administrator, ARS<br>Deputy Administrator, NPS<br>Deputy Administrator, AM<br>Area Directors  |
| 16 | The use of actual subsistence expenses for travel within CONUS and nonforeign areas outside CONUS.   | Administrator, ARS<br>Deputy Administrator, NPS<br>Area Directors  |

## **TRAVEL USING NON-FEDERAL FUNDS**

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|---|---|
| 17 The use of non-Federal funds from foreign Governments, foreign organizations, private profit, and nonprofit organizations. | Administrator, ARS<br>Deputy Administrator, NPS<br>Area Directors |
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