



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF THE CHIEF INFORMATION OFFICER

THE CHIEF INFORMATION OFFICER

MEMORANDUM

TO: Principal Officers and Other Addressees

FROM: The Chief Information Officer

SUBJECT: Delegation of Travel Authority

I. DELEGATION

Under the authority from the Secretary vested in me by delegation EA/EI/14, certified October 30, 2008, I hereby delegate to you, to your successor in function, or to anyone serving for you in an acting capacity, the authorities described below. These authorities must be exercised in accordance with 41 CFR Chapters 300-304, commonly known as the Federal Travel Regulation (FTR).

- A. The authority to approve travel within the Continental United States (CONUS) and non-foreign travel areas. The term “non-foreign travel areas” as used in this delegation refers to the States of Alaska and Hawaii, the Commonwealths of Guam, Puerto Rico, and the Northern Mariana Islands, and the territories and possessions of the United States such as American Samoa and the Virgin Islands, and excludes the Trust Territories of the Pacific Islands.
- B. The authority to certify travel authorizations and travel vouchers for temporary duty including:
 - 1. Authority to approve use of non-contract carriers between defined city pairs.
 - 2. Authority to approve the use of public transportation between defined locations.
 - 3. Authority to approve the use of privately owned conveyances by employees when advantageous to the Government.
 - 4. Authority to approve rental automobile and miscellaneous travel expenses.
- C. The authority to certify travel authorizations and travel vouchers for permanent changes of station. This authority may be delegated to Executive Officers or their functional equivalents only.
- D. The authority to approve direct flights as indicated by the FTR. This authority may be delegated to Executive Officers or their functional equivalents only.

Unless otherwise noted in future delegations of authority, amendments to the authority cited herein are included within the scope of this delegation.

II. RESERVATIONS

- A. The authority to approve international travel is reserved to the Secretary or his or her delegatee. International travel is travel outside the CONUS and non-foreign travel areas.
- B. The authority to approve premium class travel accommodations, cash travel advances, and actual subsistence expenses over the total allowable per diem rate for each trip in accordance with the Federal Travel Regulation is reserved to the Director, Financial Systems Services, Office of the Chief Information Officer, or his or her delegatee.
- C. The authority to certify one's own travel and voucher expenses is reserved to Principal Officers and other addressees.

III. REDELEGATION

Notwithstanding the terms of this delegation, any redelegations stemming from the previous delegation from the Chief Financial Officer (EL/GEN/14) to all Principal Officers remain in effect unless and until you choose to revise or revoke them.

Subject to the restrictions in Section I, you may redelegate the authorities in this document only to persons or positions with authority to certify funds, as specified in delegation EL/GEN/1, certified on December 3, 1998. No further redelegation is authorized.

IV. CERTIFICATION AND EFFECTIVE DATE

The delegation is effective upon certification by the Department's Principal Delegations Control Officer and supersedes all previous delegations of this authority except as noted above. I hereby ratify actions within the scope of this delegation taken by addressees prior to the date of certification.

/s/
Danny Harris

OGC Clearance and Date: /s/ David Berthiame, 11/21/2008
Certified Date: 12/5/2008
Departmental Delegations Control Officer: /s/ Naty G. Beetle
Control Number: **EI/GEN/15**

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Addressee List:

Principal Officers: ←

Deputy Secretary
Under Secretary
Assistant Secretary for Civil Rights
Assistant Secretary for Planning, Evaluation and Policy Development
Inspector General
General Counsel
Assistant Secretary for Special Education and Rehabilitative Services
Chief Financial Officer
Assistant Secretary for Legislation and Congressional Affairs
Assistant Secretary for Management
Chief Operating Officer, Federal Student Aid
Assistant Secretary for Communications and Outreach
Assistant Secretary for Postsecondary Education
Assistant Deputy Secretary for Safe and Drug-Free Schools
Director, Institute of Education Sciences
Assistant Secretary for Elementary and Secondary Education
Assistant Deputy Secretary and Director for English Language Acquisition
Assistant Deputy Secretary for Innovation and Improvement
Assistant Secretary for Vocational and Adult Education

Other Addressees:

Staff Director, Advisory Committee on Student Financial Assistance
Director, National Institute for Literacy
Executive Director, National Assessment Governing Board