



UNITED STATES DEPARTMENT OF EDUCATION
Office of the Chief Information Officer

The Chief Information Officer

MEMORANDUM

TO: The Director, Financial Systems Services

FROM: The Chief Information Officer

SUBJECT: Delegation of Authority to Approve Travel Activities

I. DELEGATION

Under the authority vested in me from the Secretary, by EA/EI/14, certified on October 30, 2008, I hereby delegate to you, to your successor in function, and to anyone serving for you in an acting capacity, the authority to establish Departmental travel policy in accordance with 41 CFR Chapters 301-304, commonly known as the General Services Administration's Federal Travel Regulations. This authority includes, but is not limited to the:

- A. Approval of the issuance of Departmental manuals relating to travel. This authority may not be redelegated;
- B. Approval of actual subsistence expenses over the total allowable per diem rate for each trip;
- C. Approval of premium class travel accommodations; and
- D. Approval of cash travel advances.

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. Authority to approve reimbursement of actual subsistence expenses, premium class travel accommodations, and cash travel advances for the Director, Financial Systems Services, is reserved to the Deputy Chief Information Officer.
- B. Authority to certify one's own travel and voucher expenses is reserved to Principal Officers and heads of special offices only.
- C. Authority to approve international travel is reserved to the Secretary or his or her delegatee.

III. REDELEGATION

The authority to approve the issuance of Departmental manuals, as described in section I.A. above, may not be redelegated.

You may delegate any of the other authorities delegated to you. No further redelegation is authorized.

IV. CERTIFICATION AND EFFECTIVE DATE

The delegation is effective upon certification by the Department's Principal Delegation Control Officer and supersedes all previous delegations of this authority. I hereby ratify actions within the scope of this delegation taken by the Director, Financial Systems Services prior to the date of certification.

/s/
Danny A. Harris, Ph.D.

Certified Date: 1/8/2009

Departmental Delegations Control Officer: /s/ Naty G. Beetle

Control Number; EI/EIF/15