



**UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF MANAGEMENT**

MEMORANDUM

TO: Executive Officer
Office of Management

FROM: The Assistant Secretary for Management

SUBJECT: Delegation of Travel Authority

I. DELEGATION

Under the authority from the Chief Information Officer vested in me by delegation EI/GEN/15, certified December 5, 2008, I hereby delegate to you, and 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). This delegation covers travel for the Office of Management.

- 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.
- D. The authority to approve direct flights as indicated by the FTR.

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 the Principal Officer.

III. REDELEGATION

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 delegation EM/EM1/345. I hereby ratify actions within the scope of this delegation taken by addressee prior to the date of certification.

/s/
Winona H. Varnon
Principal Deputy Assistant Secretary
for Management

Certified Date: 9/24/2010

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

Control Number: EM/EM1/374