Process Names/Types of Travel			
Bureau LO/FMC	**DOC NONDELEGATED**	**DOC DELEGATED**	**DOC REDELEGATED**
BIS Default Delegations	• Foreign Travel		• All other Travel Scenarios
NOAA Default Delegations *(All others not listed)*	• Accompanied Travel • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Actual Expenses • Blanket Travel • Conference Lodging Allowance • Invitational Travel	• All other Travel Scenarios
NOAA Finance Administration *(06)*	• Accompanied Travel • Blanket Travel • Foreign Travel • Invitational Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Actual Expenses • Conference Lodging Allowance	• All other Travel Scenarios
OMAO Default Delegations - Civilians *(08)*	• Accompanied Travel • Actual Expenses • Blanket Travel • Conference Lodging Allowance • Foreign Travel • Invitational Travel • Non-Federal or Foreign Funded Travel • Premium Class		• All other Travel Scenarios
OMAO Default Delegations – Commissioned Officers *(08)*	• Evacuation Travel • Foreign Travel • Travel exceeding 180 days		• All other Travel Scenarios
NOS Default Delegations *(10)*	• Accompanied Travel • Actual Expenses • Blanket Travel • Conference Lodging Allowance • Invitational Travel • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class		• All other Travel Scenarios
NOS Office of Coast Survey *(10-09)*	• Accompanied Travel • Actual Expenses • Foreign Travel • Invitational Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Blanket Travel • Conference Lodging Allowance	• All other Travel Scenarios

Process Names/Types of Travel			
Bureau LO/FMC	**DOC NONDELEGATED**	**DOC DELEGATED**	**DOC REDELEGATED**
NOS Office of the National Geodetic Survey *(10-11)*	• Accompanied Travel • Actual Expenses • Conference Lodging Allowance • Foreign Travel • Invitational Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Blanket Travel	• All other Travel Scenarios
NOS Office of Response and Restoration *(10-12)*	• Accompanied Travel • Actual Expenses • Conference Lodging Allowance • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Blanket Travel • Invitational Travel	• All other Travel Scenarios
NOS National Centers for Coastal Ocean Science *(10-13)*	• Accompanied Travel • Actual Expenses • Conference Lodging Allowance • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Blanket Travel • Invitational Travel	• All other Travel Scenarios
NOS NOAA Coastal Services Center *(10-15)*	• Accompanied Travel • Actual Expenses • Blanket Travel • Conference Lodging Allowance • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Invitational Travel	• All other Travel Scenarios
NOS Center for Operational Oceanographic Products *(10-16)*	• Accompanied Travel • Actual Expenses • Conference Lodging Allowance • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Blanket Travel • Invitational Travel	• All other Travel Scenarios
NWS Default Delegations *(20)*	• Accompanied Travel • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Actual Expenses • Blanket Travel • Conference Lodging Allowance • Invitational Travel	• All other Travel Scenarios
NMFS Default Delegations *(30)*	• Non-Federal or Foreign Funded Travel • Non-WHTI Travel • Premium Class	• Accompanied Travel • Actual Expenses • Blanket Travel • WHTI Travel	• All other Travel Scenarios

Process Names/Types of Travel			
Bureau LO/FMC	**DOC NONDELEGATED**	**DOC DELEGATED**	**DOC REDELEGATED**
NMFS Office of the Assistant Administrator *(30-11)*	• Accompanied Travel • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Actual Expenses • Blanket Travel • Conference Lodging Allowance • Invitational Travel	• All other Travel Scenarios
NMFS Office of Sustainable Fisheries *(30-12)*	• Accompanied Travel • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Actual Expenses • Blanket Travel • Conference Lodging Allowance • Invitational Travel	• All other Travel Scenarios
NMFS Office of Habitat Conservation *(30-13)*	• Accompanied Travel • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Actual Expenses • Blanket Travel • Conference Lodging Allowance • Invitational Travel	• All other Travel Scenarios
NMFS Office of Protected Resources *(30-15)*	• Accompanied Travel • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Actual Expenses • Blanket Travel • Conference Lodging Allowance • Invitational Travel	• All other Travel Scenarios
NMFS Office of Science and Technology *(30-16)*	• Accompanied Travel • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Actual Expenses • Blanket Travel • Conference Lodging Allowance • Invitational Travel	• All other Travel Scenarios
NMFS Office of Constituent Services *(30-17)*	• Accompanied Travel • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Actual Expenses • Blanket Travel • Conference Lodging Allowance • Invitational Travel	• All other Travel Scenarios
NMFS Office of Management and Budget *(30-18)*	• Accompanied Travel • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Actual Expenses • Blanket Travel • Conference Lodging Allowance • Invitational Travel	• All other Travel Scenarios
NESDIS Delegations *(40)*	• Accompanied Travel • Blanket Travel • Foreign Travel • Invitational Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Actual Expenses • Conference Lodging Allowance	• All other Travel Scenarios

Process Names/Types of Travel			
Bureau LO/FMC	**DOC NONDELEGATED**	**DOC DELEGATED**	**DOC REDELEGATED**
OAR Default Delegations *(50)*	• Accompanied Travel • Non-Federal or Foreign Funded Travel	• Actual Expenses • Blanket Travel • Conference Lodging Allowance • Foreign Travel • Invitational Travel • Premium Class	• All other Travel Scenarios
OAR Chief Financial Office *(50-10)*	• Accompanied Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Actual Expenses • Blanket Travel • Conference Lodging Allowance • Foreign Travel • Invitational Travel	• All other Travel Scenarios
OAR Office of Research, Technology & Applications *(50-19)*	• Accompanied Travel • Blanket Travel • Foreign Travel • Invitational Travel • Non-Federal or Foreign Funded Travel • Premium Class	• Actual Expenses • Conference Lodging Allowance	• All other Travel Scenarios

Glossary of Terms	
Types of TAs	**Description**
Accompanied Travel	When a traveler is accompanied by another person. This could be either: **Award Ceremony with Guest** *(Found on Document Information screen – Document Information Tab – under Purpose Code)* **Travel of an employee with special needs where an attendant is required.** *(Found under Other Authorizations screen, "Attendant Traveling with Employee")*
Actual Expenses	Used when the amount of lodging or M&IE is authorized to be higher than the set per diem rates. *(Found under Expense Screen – Expense Description)*
Blanket Travel	According to the NOAA Travel Regulations, section 301-2.1(l), a blanket travel authorization is issued to pre-approve multiple trips which cannot be scheduled in advance. Blanket travel authorizations should be limited to repetitive operational travel; should include a specific purpose that would apply to all trips made under the blanket travel authorizations; should be limited as to duration and places to be visited; and cannot be used for conferences, meetings, seminars, etc. The NOAA Travel Regulations, section 301-2.1(n) states blanket authorizations are not used for obligating travel funds. Therefore all blanket travel authorizations are for zero ($0) dollar amounts only. Integrated Travel Manager edits will prevent users from vouchering against a blanket authorization. Trip authorizations are used to estimate the cost of each trip taken under a blanket authorization. Vouchers are prepared against the trip authorizations. *(Found under Document Information screen – Document Information Tab – Type Code)*

Glossary of Terms	
Types of TAs	**Description**
Conference Lodging Allowance	When a traveler is attending a **Government sponsored conference** where there is a special rate associated with the conference which may or may not be above the set per diem rate. *(Found under Expense screen – Expense Details for lodging line – Lodging Details tab – Conference Allowance box)*
Evacuation	Per NTR 301-32, Evacuation travel allowances are allowances that may be paid to an employee and his or her dependents in the event of an officially-ordered evacuation, in accordance with the Federal Travel Regulations. You will need to have an approved round-trip travel authorization that covers you and your dependents to receive evacuation allowances. Under normal TDY, you are required to have a travel authorization prior to travel. However, under evacuation travel, it may be necessary to issue travel authorizations after the employee and dependents are evacuated. You must: *a) use the letter "E" in the fifth position of the travel authorization number;* *b) list your dependent's names and dates of birth under "Comments" on the travel authorization; and* *c) select the Trip Purpose code "Evacuation" within the Document Information section of the travel authorization."*
Foreign Travel	Travel that occurs outside the Continental US or US territories. *(Found under Document Information screen – Trip Information tab – Itinerary Location)*
Invitational Travel	A traveler that is not employed by NOAA or BIS. Currently this status is **not** being **used** for routing purposes as invitational travelers do not currently route in the system.
Non-Federal or Foreign Funded Travel	When a trip is paid with non-federal or foreign funds. *(Found under Other Authorizations screen – PAID BY FOREIGN GOVERNMENT or PAID BY NON-FEDERAL SOURCE)*
Non-WHTI	Travel that is outside of the Western Hemisphere Travel Initiative locations. **Non-Western Hemisphere Travel Initiative only applies to specific FMCs within NOAA Marine Fisheries** *(Found on the Document Information screen – Trip Information tab – Itinerary Location)*
Over 180 Days	A trip duration that is longer than 180 days. *(Found under Document Information screen – Trip Information tab – Begin/End Travel & Arrival/Departure dates)*
Premium Class	Airplane or Train premium class accommodations (Business and First Class). *(Found under Expense screen – Expense Details – Airline Flight/Train – Ticket Transportation Detail tab – Class Field)*

Glossary of Terms	
Types of TAs	**Description**
WHTI	Travel that is located within the Western Hemisphere Travel Initiative locations. **Western Hemisphere Travel Initiative only applies to specific FMCs within NOAA Marine Fisheries** *(Found on the Document Information screen – Trip Information tab – Itinerary Location)*