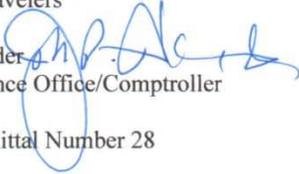




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office of the Chief Financial Officer
Finance Office

MEMORANDUM FOR: All NOAA Travelers
FROM: Jon P. Alexander 
Director, Finance Office/Comptroller
SUBJECT: Travel Transmittal Number 28

1. Purpose. The attached Travel Transmittal Number 28 updates Chapters 300, 301, and 302 of the NOAA Travel Regulation (NTR). Specifically it updates employee and authorizing official responsibilities, travel delegations, gift or bequest travel, upgrade fees, premium class transportation services for reasonable accommodations, and relocation travel. If you have any questions regarding this transmittal, please contact either:

Rachael Wivell/Rachael.S.Wivell@NOAA.gov/(301)444-2136 or
Chasity Donaldson: Chasity.N.Donaldson@noaa.gov/(301)444-2129.

2. Effective Date. The provisions of this transmittal are effective August 1, 2011.

3. Filing Instructions for the NTR. Replacement pages for your NTR are as follows:

Remove

Page 300i
dated January 1, 2002

Pages 300-2-2 thru 300-2-3
dated January 1, 2002

Pages 300-4-1 thru 300-4-2
dated March 1, 2003

Pages 301-1-1 thru 301-1-2
dated November 23, 2009

Pages 301-2-1 thru 301-2-8
dated November 1, 2009

Page 301-2-9
dated March 1, 2010

Insert

Page 300i
dated August 1, 2011

Page 300-2-1
dated August 1, 2011

Pages 301-1-1 thru 301-1-17
dated August 1, 2011

Pages 301-2-1 thru 301-2-8
dated August 1, 2011

Remove

Page 301-2-10
dated May 7, 2010

Page 301-2-11
dated November 1, 2009

Pages 301-2-12 thru 301-2-17
dated May 7, 2010

Pages 301-2-18 thru 301-2-20
dated November 1, 2009

Pages 301-10-1 thru 301-10-2
dated February 1, 2008

Pages 301-10-3 thru 301-10-6
dated February 1, 2006

Page 301-53-1
dated February 1, 2003

Page 301-74-1
dated January 1, 2002

Page 301-74-2
dated November 1, 2009

Page 302i
dated July 1, 2004

Page 302-1-1
dated July 1, 2004

Page 302-2-1
dated July 1, 2004

Page 302-2-2
dated February 1, 2008

Pages 302-2-3 thru 302-2-7
dated July 1, 2004

Insert

Pages 301-10-1 thru 301-10-2
dated August 1, 2011

Pages 301-10-3 thru 301-10-8
dated August 1, 2011

Page 301-53-1
dated August 1, 2011

Page 301-74-1
dated August 1, 2011

Page 302i
dated August 1, 2011

Page 302-2-1
dated August 1, 2011

Page 302-2-2
dated August 1, 2011

Pages 302-2-3 thru 302-2-7
dated August 1, 2011

Remove

Page 302-2-8
dated February 1, 2008

Pages 302-7-1 thru 302-7-2
dated July 1, 2004

Pages 302-9-3 thru 302-9-4
dated July 1, 2004

Insert

Page 302-2-8
dated August 1, 2011

Pages 302-7-1 thru 302-7-2
dated August 1, 2011

Pages 302-9-3 thru 302-9-4
dated August 1, 2011

ATTACHMENTS

NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301

Following is a list of pages currently in effect in the NTR. This check sheet is to be used to verify the accuracy of the NTR.

<u>Page #</u>	<u>Trans</u>	<u>Page #</u>	<u>Trans</u>	<u>Page Trans #</u>
CHAPTER 300		<u>Part 301-2</u>		<u>Part 301-12</u>
300i.....	28	2-1.....	28	12-1.....10
		2-2.....	28	12-1.....10
<u>Part 300-2</u>		2-3.....	28	12-1.....10
2-1.....	28	2-4.....	28	
		2-5.....	28	<u>Part 301-32</u>
CHAPTER 301		2-6.....	28	32-1.....22
301i.....	10	2-7.....	28	32-2.....19
		2-8.....	28	32-3.....19
<u>Part 301-1</u>				
1-1.....	28	<u>Part 301-10</u>		<u>Part 301-51</u>
1-2.....	28	10-1.....	28	51-1.....23
1-3.....	28	10-2.....	28	51-2.....23
1-4.....	28	10-3.....	28	51-3.....23
1-5.....	28	10-4.....	28	51-4.....24
1-6.....	28	10-5.....	28	51-5.....23
1-7.....	28	10-6.....	28	51-6.....23
1-8.....	28	10-7.....	28	51-7.....23
1-9.....	28	10-8.....	28	51-8.....23
1-10.....	28			
1-11.....	28	<u>Part 301-11</u>		<u>Part 301-52</u>
1-12.....	28	11-1.....	10	52-1.....24
1-13.....	28	11-2.....	10	52-2.....24
1-14.....	28	11-3.....	23	52-3.....24
1-15.....	28	11-4.....	10	52-4.....24
1-16.....	28	11-5.....	10	
1-17.....	28	11-6.....	10	<u>Part 301-53</u>
				53-1.....28
				<u>Part 301-74</u>
				74-1.....28

NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 302 and 306

<u>Page</u> <u>#</u>	<u>Trans</u>	<u>Page</u> <u>Trans #</u>	<u>Page</u> <u>#</u>	<u>Trans</u>
CHAPTER 302		Part 302-7		CHAPTER 306
302i.....	28	7-1.....	28	306i.....
		7-2.....	28	
Part 302-2				Part 306-3
2-1.....	28	Part 302-9		3-1.....
2-2.....	28	9-1.....	16	3-2.....
2-3.....	28	9-2.....	16	3-3.....
2-4.....	28	9-3.....	28	
2-5.....	28	9-4.....	28	Part 306-4
2-6.....	28			4-1.....
2-7.....	28	Part 302-11		4-2.....
2-8.....	28	11-1.....	16	
2-9.....	16			Part 306-5
2-10.....	16	Part 302-12		5-1.....
2-11.....	16	12-1.....	23	5-2.....
2-12.....	16	12-2.....	23	5-3.....
		12-3.....	23	5-4.....
		12-4.....	23	
Part 302-3		12-5.....	23	Part 301-52
3-1.....	16	12-6.....	23	6-1.....
3-2.....	16	12-7.....	23	6-2.....

CHAPTER 300–GENERAL

Subchapter A–Introduction

Part	
300-2	How to use the NTR

Subchapter A–Introduction

PART 300-2--HOW TO USE THE FEDERAL TRAVEL REGULATIONS (FTR)

Subpart A-General

Sec.

300-2.1(a) What is the NOAA Travel Regulation (NTR)?

300-2.1(b) Where can I find travel information on the Internet?

300-2.1(a) What is the NOAA Travel Regulation (NTR)?

The NOAA Travel Regulation (NTR) is comprised of the (1) Federal Travel Regulations (FTR) printed on white paper, (2) Department of Commerce (DOC) Travel Handbook printed on yellow paper, and (3) NOAA Travel Regulations (NTR) printed on blue paper.

300-2.1(b) Where can I find travel information on the Internet?

In addition to general travel information, the NTR and all future travel regulation updates, including the FTR and DOC Travel Handbook will be posted on the NOAA Travel Office web site, and will not be distributed in hard-copy format:
<http://www.corporateservices.noaa.gov/~finance/travel.html>.

PART 301-1—APPLICABILITY

Subpart A -- Employee

Sec.

- 301-1.2(a)(1) What are the responsibilities of an employee traveling on official travel?
- 301-1.2(c)(1) What is the definition of invitational travel?
- 301-1.2(c)(2) What travel allowances are invitational travelers entitled to receive?
- 301-1.2(c)(3) How can we ensure that invitational travelers follow the same rules that a NOAA employee follows?
- 301-1.2(c)(4) How are travelers noted as “invitational” on travel authorizations?
- 301-1.2(c)(5) What type of travel can we authorize for invitational travel?
- 301-1.2(c)(6) How are employees from other Federal Agencies who work in NOAA offices classified?
- 301-1.3(e) Are cost-reimbursable contractors or grantees eligible for invitational travel authorizations?

Subpart B – Authorizing Official

Sec.

- 301-1.10 What is an authorizing official?
- 301-1.11 Who can sign travel authorizations when an authorizing official is physically away from the office and cannot approve travel authorizations?
- 301-1.12 What are the responsibilities of an authorizing official?
- 301-1.13 What is the difference between an authorizing official and an approving official as it relates to travel?

Subpart C — Travel Delegations

- 301-1.20 Who has the authority to authorize all types of travel for NOAA employees?
- 301-1.21 Who has the authority to authorize domestic/non-foreign and permanent change of station (PCS) travel?
- 301-1.22 Who has the authority to authorize permanent change of station (PCS) travel for commissioned personnel?
- 301-1.23 Who has the authority to authorize foreign travel?
- 301-1.24 Who has the authority to authorize domestic/non-foreign invitational travel?
- 301-1.25 Who has the authority to authorize domestic/non-foreign blanket travel?
- 301-1.26 Who has the authority to authorize actual expenses for domestic/non-foreign travel?

- 301-1.27 Who has the authority to authorize a conference lodging allowance for a Government sponsored conference?
- 301-1.28 Who has the authority to authorize air, train, and/or ship, premium-class travel accommodations (business and 1st class) for both foreign and domestic/non-foreign travel?
- 301-1.29 Who has the authority to approve group travel?
- 301-1.30 Who has the authority to approve travel of an immediate family member to attend award ceremonies?
- 301-1.31 Who has the authority to approve Commercial Aviation services (CAS)?
- 301-1.32(a) Who has the authority to approve the use of cash to pay for common carrier transportation exceeding \$100?
- 301-1.32(b) What information must be included in a memorandum of request for the use of cash to pay for common carrier transportation exceeding \$100?
- 301-1.33 Who has the authority to change policy and/or add travel delegations to the NOAA Travel Regulations?
- 301-1.34 Who has the authority to request exemptions from the mandatory use of the JPMC JPMC Government travel card?
- 301-1.35 Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses over \$35,000?
- 301-1.35(a) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses under \$35,000?
- 301-1.35(b) Who has the authority to authorize an in-kind donation for travel which exceeds exceeds by \$500 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by \$500" is defined as an in-kind donation which exceeds maximum allowances for official travel by \$500.)
- 301-1.35(c) What form(s) authorizes acceptance of payment for travel expenses from a non-Federal source?
- 301-1.35(d) How do we know when it is appropriate to accept payment from a non-Federal source for official travel?

Subpart A -- Employee

301-1.2(a)(1) What are the responsibilities of an employee traveling on official travel?

Employees are responsible for:

- 1) Knowing the Federal Travel Regulations (FTR), Department of Commerce (DOC) Travel Regulations, and the NOAA Travel Regulations (NTR);
- 2) Performing official travel that is advantageous to the government and does not directly nor personally benefit the employee;
- 3) Exercising the same care in incurring expenses that a prudent person would exercise when traveling on personal business;
- 4) Ensuring that all necessary official expenses are either authorized in advance on a travel authorization or post approved on a travel voucher;
- 5) Submitting an accurate and factual travel voucher within five business days upon completion of temporary duty (TDY) travel or every thirty days while performing extended TDY; and
- 6) Paying their J.P. Morgan Chase travel card bill within 25 days of the statement date if they have one.

301-1.2(c)(1) What is the definition of invitational travel?

Invitational travel is travel paid in part or whole by NOAA of persons other than DOC employees, serving without pay, or at \$1 a year.

See FTR, Chapter 301-1.

301-1.2(c)(2) What travel allowances are invitational travelers entitled to receive?

Invitational travelers are held to the same rules and regulations as NOAA employees and are therefore entitled to the same travel allowances as NOAA employees, i.e., lodging and M&IE not to exceed the maximum. Invitational travelers are entitled to travel advances and are required to procure common carrier transportation through a servicing Travel Management Center.

See NTR, Chapter 301-51

301-1.2(c)(3) How can we ensure that invitational travelers follow the same rules that a NOAA employee follows?

Officials authorizing invitational travel authorizations should ensure, at the time the invitation is extended, that the traveler is aware that **all** of the travel arrangements are being made by NOAA. This is to prevent the invitational traveler from purchasing transportation with personal funds.

301-1.2(c)(4) How are travelers noted as “invitational” on travel authorizations?

“Invitational” is annotated in the title block of the travel authorization.

301-1.2(c)(5) What type of travel can we authorize for invitational travel?

You may only authorize invitational travel to a conference or meeting, but you cannot authorize invitational travel for training purposes.

301-1.2(c)(6) How are employees from other Federal Agencies who work in NOAA offices classified?

Employees from other Federal Agencies who work in NOAA offices are considered an employee for purposes of Travel Manager™ system access. However, they are not eligible for a NOAA travel card. They are required to obtain a travel card from their respective agency.

301-1.3(e) Are cost-reimbursable contractors or grantees eligible for invitational travel authorizations?

Travel authorizations cannot be issued to contractors who receive a fee for services rendered to NOAA. Travel authorizations cannot be issued to individuals who have received a grant, and are using the grant.

Subpart B – Authorizing Official

301-1.10 What is an authorizing official?

An authorizing official holds the authority to approve travel authorizations subject to the limitations established in the NOAA Travel Regulations (NTR) which is comprised of the Federal Travel Regulations (FTR), Department of Commerce (DOC) Travel Regulations, and NOAA specific travel regulations. The authorizing officials who have been delegated the authority to approve travel must personally sign the travel authorization.

301-1.11 Who can sign travel authorizations when an authorizing official is physically away from the office and cannot approve travel authorizations?

Only individuals in suitable management positions should be permitted to sign for authorizing officials during their absences. The term “suitable management positions” excludes secretaries or other office staff performing duties at the clerical or other non-management levels. Authorizing officials are responsible for travel authorizations authorized for them in their absence.

301-1.12 What are the responsibilities of the authorizing official?

Within the bounds of the NTR, it is the authorizing official’s responsibility to:

- 1) Determine whether the travel required, is in the interest of the Government, and complies with the overall travel plans of the organizational unit;
- 2) Approve itineraries which will most effectively serve program needs at the least cost, but within the rules of the NTR;
- 3) Approve transportation that is advantageous to the government, by the most expeditious means practicable, and commensurate with the mission at hand;
- 4) Approve appropriate per diem rates, i.e., reduced per diem, actual subsistence, etc.;
- 5) Schedule employee’s travel within their regular workweek to the maximum extent possible;

- 6) Ensure that the travel authorization is properly prepared and includes where necessary:
 - a. A valid justification when a contract carrier is not used;
 - b. An acknowledgement statement when special fares will be used where change/cancellation fees may be charged;
 - c. An attached valid justification for the use of a foreign flag air carrier;
 - d. The dates of any authorized leave points. Note, while leave dates must be shown on a travel authorization, leave points (location) are not shown; and
 - e. The location of an authorized rest stop.
- 7) Ensure that a CD-334, "Request for Approval for Other than Coach-Class Accommodations" is processed in accordance with FTR and NTR, Chapter 301-10 whenever premium class travel is authorized.

301-1.13 What is the difference between an authorizing official and an approving official as it relates to travel?

An authorizing official authorizes the obligation of funding on the travel authorization and an approving official authorizes reimbursement of the travel expenses on the travel voucher.

Subpart C — Travel Delegations

301-1.20 Who has the authority to authorize all types of travel for NOAA employees?

This section sets forth the responsibilities assigned by the Under Secretary and Administrator to authorizing officials, and the exceptions thereto, and lists by organization title the officials who may authorize official travel. Within NOAA, the following officials have the authority to authorize all types of travel for NOAA employees:

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
General Counsel
Assistant Administrators
Deputy Assistant Administrators
Director, NOAA Marine and Aviation Operations
Director, Marine and Aviation Operations Centers
Chief Financial Officer (CFO)
Deputy CFO
Director, Finance Office/Comptroller
Director, NOAA Budget Office
Chief Administrative Officer (CAO)
Deputy CAO
Director, Public, Constituent and Intergovernmental Affairs
Director, Education and Sustainable Development
Director, Legislative Affairs
Director, International Affairs
Director, Acquisition and Grants Office
Director, Workforce Management Office
Chief Information Officer
Federal Coordinator, Office of the Federal Coordinator for Meteorological Services and Supporting Research
Directors, Corporate Offices
Deputy Directors, Corporate Offices
***For political employees**, the Under Secretary and Administrator will authorize foreign and domestic travel for AAs, DAAs, and Corporate Office Directors.
***For career employees**, the Deputy Under Secretary will authorize foreign and domestic travel for AAs, DAAs, and Corporate Office Directors.

The following types of travel (301-1.21 - 301-1.35) have been redelegated from the levels specified in NTR, Chapter 301-1.20. These delegations require specific authorization or prior approval:

301-1.21 Who has the authority to authorize domestic/non-foreign and permanent change of station (PCS) travel?

Officials listed in *NTR, Chapter 301-1.20*

Within NOAA, each Line and Corporate Office is responsible for maintaining a listing of those who are authorized to approve domestic/non-foreign and PCS travel. Those same individuals are also authorized to approve the following types of travel:

- **Ship Travel** - *See NTR, Chapter 301-11.*
- **Emergency travel** - *See FTR, Chapter 301-30.*
- **Evacuation travel** - *See NTR, Chapter 301-32.*
- **Per Diem Within the Vicinity of one's Official Duty Station or Residence**
See NTR, Chapter 301-11.
- **Reduced Per Diem** - *See FTR, Chapter 301-11.*
- **Rental Car** - *See FTR, Chapter 301-10.*
- **Transportation Expenses Related to Threatened Law Enforcement/Investigative Employees and Members of their family** –
See FTR, Chapter 301-31.
- **Conference Lodging Allowance for a Non-Government Sponsored Conference** *See NTR, Chapter 301-74.*
- **Foreign Air Carriers** *See FTR, Chapter 301-10*

These delegations require specific authorization or prior approval. For more information on this listing, call your Line or Corporate Office.

301-1.22 Who has the authority to authorize permanent change of station (PCS) travel for commissioned personnel?

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
Director, NOAA Corps
Director, Commissioned Personnel Center

301-1.23 Who has the authority to authorize foreign travel?

Officials listed in *NTR, Chapter 301-1.20*

CFO/CAO, NWS

Director of the Office of Strategic Planning and Policy, NWS

CIO, NWS

Directors, Financial Management Centers, NWS

Chief Financial Officer/Chief Administrative Officer, OAR

Deputy Chief Financial Officer/Chief Administrative Officer, OAR

Director, Management and Organizational Development, OAR

Directors, OAR Laboratories, OAR

Deputy/Assistant Directors, OAR Laboratories, OAR

Division Directors, Earth System Research Laboratory, OAR

Director, National Sea Grant College Program, OAR

Director, Climate Program Offices, OAR

Director, Ocean Exploration and Research, OAR

Director, Office of Weather and Air Quality, OAR

Director, Policy, Planning and Evaluation, OAR

Chief Financial Officer, NMFS

Regional Administrators, NMFS

Science Center Directors, NMFS

Chief, of Staff, Office of the Assistant Administrator, NESDIS

Deputy Chief, of Staff, Office of the Assistant Administrator, NESDIS

Director, Strategic Planning Office, Program Planning and Integration (PPI)

Director, Office of Legislative and Intergovernmental Affairs (OLIA)

Associate Director, OLIA

Operations Manager, OLIA

- Foreign travel for Presidential Appointees must be authorized by the Under Secretary and Administrator.

- Foreign travel for the Director, Marine and Aviation Operations Centers and Director, Commissioned Personnel Center will be authorized by the Director, NOAA Marine and Aviation Operations.

- Foreign travel for Assistant Administrators of Line Offices and Directors of Corporate Offices, will be authorized by the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, or the Deputy Under Secretary.

(All requests for foreign travel will be authorized and processed in accordance with DOC Travel Handbook, Chapter 306, and NTR, Chapter 306.)

301-1.24 Who has the authority to authorize domestic/non-foreign invitational travel?

Officials listed in *NTR, Chapter 301-1.20*
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Division Chiefs, OAR Laboratories, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Office of Weather and Air Quality, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Policy, Planning and Evaluation, OAR
Chief, of Staff, Office of the Assistant Administrator, NESDIS
Deputy Chief, of Staff, Office of the Assistant Administrator, NESDIS
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS
Special Agents in Charge, NMFS
Division Chiefs, NMFS
Director, NOAA Coastal Services Center, NOS
Program Manager, NOAA Coastal Services Center, NOS
Director, Center for Operational Oceanographic Products and Services, NOS
Director, National Centers for Coastal Ocean Science, NOS
Director, Center for Coastal Environmental Health and Biomolecular Research at Charleston, NOS
Director, Center for Coastal Fisheries and Habitat Research at Beaufort, NOS
Director, Office of Response and Restoration, NOS
Chief, Hazardous Materials Response Division, NOS
Chief, Coastal Protection and Restoration Division, NOS

Director, Office of Legislative and Intergovernmental Affairs (OLIA)
Associate Director, OLIA
Operations Manager, OLIA
See FTR & NTR Chapters 301-1

301-1.25 Who has the authority to authorize domestic/non-foreign blanket travel?

Officials listed in *NTR, Chapter 301-1.20*
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Division Chiefs, OAR Laboratories, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Chief of Enforcement and Deputy, NMFS
Directors, Center for Operational Oceanographic Products and Services, NOS
Director, Office of Response and Restoration, NOS
Chief, Hazardous Materials Response Division, NOS
Chief, Coastal Protection and Restoration Division, NOS
Director, National Centers for Coastal Ocean Science, NOS
Director, Office of National Geodetic Survey, NOS
Director, Office of Coast Survey, NOS

Director, Office of Aeronautical Charting and Cartography, NOS
Director, Office of Legislative and Intergovernmental Affairs (OLIA)
Associate Director, OLIA
Operations Manager, OLIA
See NTR, Chapter 301-2.

301-1.26 Who has the authority to authorize actual expenses for domestic/non-foreign travel?

Officials listed in *NTR, Chapter 301-1.20*
OFA Office Directors
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Director, Office of Research Technology and Applications, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS Chief Financial Officer (CFO)
CFO/CAO, NESDIS
CIO, NESDIS
Director, Integrated Program Office, NESDIS

Director, Office of Satellite Operations, NESDIS
Director, Office of Satellite Data Processing and Distribution, NESDIS
Director, Office of Research and Applications, NESDIS
Director, Office of Systems Development, NESDIS
Director, National Climatic Data Center, NESDIS
Director, National Oceanographic Data Center, NESDIS
Director, National Geophysical Data Center, NESDIS
Director, Office of Legislative and Intergovernmental Affairs (OLIA)
Associate Director, OLIA
Operations Manager, OLIA
See FTR & NTR, Chapters 301-11

301-1.27 Who has the authority to authorize a conference lodging allowance for a Government sponsored conference?

Officials listed in *NTR, Chapter 301-1.20*
OFA Office Directors
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Director, Office of Research Technology and Applications, OAR
Regional Administrators, NMFS
Science Directors, NMFS

Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS
CFO/CAO, NESDIS
CIO, NESDIS
Director, Integrated Program Office, NESDIS
Director, Office of Satellite Operations, NESDIS
Director, Office of Satellite Data Processing and Distribution, NESDIS
Director, Office of Research and Applications, NESDIS
Director, Office of Systems Development, NESDIS
Director, National Climatic Data Center, NESDIS
Director, National Oceanographic Data Center, NESDIS
Director, National Geophysical Data Center, NESDIS
Director, Office of Legislative and Intergovernmental Affairs (OLIA)
Associate Director, OLIA
Operations Manager, OLIA
See FTR & NTR, Chapters 301-11

301-1.28 Who has the authority to authorize air, train, and/or ship, premium-class travel accommodations (business and 1st class) for both foreign and domestic/non-foreign travel?

Officials listed in *NTR, Chapter 301-1.20*
Chief Financial Officer/Chief Administrative Officer, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Director, National Sea Grant College Program, OAR
Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Director, Policy, Planning and Evaluation, OAR
All premium class travel must be approved on a CD-334, "Request for Approval for Other than Coach-Class Accommodations" in accordance with FTR & NTR, Chapter 301-10.

301-1.29 Who has the authority to approve group travel?

1) Domestic group travel: Memoranda of request for groups of twenty or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee,

2) Foreign and non-foreign group travel: Memoranda of request for groups of ten or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee.

See DOC Travel Handbook, Chapter 301-81

301-1.30 Who has the authority to approve travel of an immediate family member to attend award ceremonies?

Officials listed in *NTR, Chapter 301-1.20*
Regional Administrators, NMFS
Science Center Directors, NMFS
Office Directors, NMFS

301-1.31 Who has the authority to approve Commercial Aviation services (CAS)?

See NTR, Chapter 301-10

301-1.32(a) Who has the authority to approve the use of cash to pay for common carrier transportation exceeding \$100?

Memoranda of request for the use of cash to pay for common carrier transportation exceeding \$100 must be submitted to and approved by either the Director, Financial Policy & Compliance Division, Finance Office, if the travel voucher is processed by the Eastern Operations Branch (EOB), Germantown, MD, or by the Chief, Western Operations Branch (WOB), Finance Office, if the travel voucher is processed by the WOB, Seattle, WA.

See FTR, Chapter 301-51

301-1.32(b) What information must be included in a memorandum of request for the use of cash to pay for common carrier transportation exceeding \$100?

Memoranda of request must come from the authorizing official and must fully explain why cash was used and must be accompanied by:

- A copy of the travel authorization;
- A copy of the passenger's ticket coupon; and
- Original travel voucher or reclaim travel voucher.

301-1.33 Who has the authority to change policy and/or add travel delegations to the NOAA Travel Regulations?

Memoranda of request to change policy and/or add travel delegations to the NOAA Travel Regulations must be submitted to and approved by the Director, Finance Office/Comptroller.

301-1.34 Who has the authority to request exemptions from the mandatory use of the JPMC Government travel card?

Memoranda of request for exemptions from the mandatory use of the JPMC Government travel card must be signed by the Line Office Chief Financial Officer (CFO)/Management and Budget Chief, or Corporate Office Director, and be submitted through the Director, Finance Office/Comptroller, to the NOAA CFO. The NOAA CFO will forward requests to the DOC Chief Financial Officer and Assistant Secretary for Administration for approval. DOC must report all exemptions to General Services Administration (GSA).

See NTR, Chapter 301-51

301-1.35 Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses over \$35,000?

Secretary of Commerce

301-1.35(a) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses under \$35,000?

The Authorizing Official of the travel authorization. Please note that the Office of General Council, Ethics Law and Program Division (OGC, ELPD) (ethicsdivision@doc.gov) on (202-482-5384) is responsible for reviewing all travel gifts greater than \$250 **prior** to travel, in order to determine if the gift can be accepted.

301-1.35(b) Who has the authority to authorize an in-kind donation for travel which exceeds by \$500 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by \$500" is defined as an in-kind donation which exceeds maximum allowances for official travel by \$500.)

Chief Financial Officer and Assistant Secretary for Administration, DOC

301-1.35(c) What form(s) authorizes acceptance of payment for travel expenses from a non-Federal source?

The Form CD-210 is used to authorize acceptance of payment for travel expenses from a non-Federal source. This includes gifts of travel valued at less than \$250. The Form SF-326, Semiannual Report of Payment Accepted from a Non-Federal Source for Travel Expenses must also accompany the CD-210 whenever the payment exceeds \$250. Note, the CD-210 replaces the CD-342 when reporting acceptance of travel gifts from foreign governments.

See NOAA Finance Handbook, Chapter 4, Section 4.04.07, and FTR, Chapter 304. Also see NTR, Chapter 301-2 for travel authorization/travel voucher requirements.

301-1.35(d) How do we know when it is appropriate to accept payment from a non-Federal source for official travel?

The Office of General Council, Ethics Law and Program Division (OGC, ELPD) (ethicsdivision@doc.gov) on (202-482-5384) is responsible for reviewing all travel gifts greater than \$250 **prior** to travel, in order to determine if the gift can be accepted. It is recommended that OGC, ELPD view and advise on all travel gifts, regardless of amounts, before they are accepted. In addition, you may use the following questionnaire to verify if acceptance of the gift is appropriate: <http://www.rdc.noaa.gov/~finance/Chapter%204%20Appendices.pdf>

PART 301-2--GENERAL RULES

Sec.	
301-2.1(a)	What form do I use to authorize travel?
301-2.1(b)	Who do I submit my travel authorization to once it is approved?
301-2.1(c)	How can I secure lower airfare in times when I cannot process a travel authorization in ITM due to system unavailability or in emergency circumstances?
301-2.1(d)	When must I have a travel authorization?
301-2.1(e)	Where do I show leave on the travel authorization?
301-2.1(f)	Can one travel authorization cover a group of individuals?
301-2.1(g)	Are there any other exceptions to list more than one individual on a travel authorization?
301-2.1(h)	How do I show changes to a travel authorization that has already been authorized, but travel has not taken place?
301-2.1(i)	What should I do if I incur unexpected expenses that are not authorized on the travel authorization?
301-2.1(j)	What is a blanket (limited open) travel authorization?
301-2.1(k)	Can blanket travel authorizations be used for foreign travel?
301-2.1(l)	Once my blanket travel authorization is authorized, do I need to have any other approval?
301-2.1(m)	Can actual expenses be authorized on my blanket travel authorization?
301-2.1(n)	Who assigns travel authorization numbers?
301-2.1(o)	Are accounting codes required on travel authorizations and trip authorizations?
301-2.1(p)	What is the format for assigning a travel authorization number?
301-2.1(q)	What are the different travel "type" codes?
301-2.1(r)	How are trip authorization numbers assigned?

TRAVEL AUTHORIZATIONS

301-2.1(a) What form do I use to authorize travel?

NOAA and BIS employees **must** use Integrated Travel Manager (ITM) to electronically process **all** travel authorizations. Travel authorizations properly created, electronically routed, and approved in ITM will generate a Centrally-Billed Account (CBA) obligation number and a Traveler Purchase Order (PO) number in block 8 of the authorization, as applicable. The obligation numbers indicate the authorization is an approved, legally binding document and replaces the ink signature requirement on hard copy travel authorizations. When using the copy feature to copy travel authorizations from a document already data linked in ITM, it is imperative that all obligation data from the copied document be removed. **Please note, authorizations processed in ITM must include the appropriate obligation number(s) in Block 8 of the travel authorization to be considered an “approved” authorization.**

301-2.1(b) Who do I submit my travel authorization to once it is approved?

You will need to e-mail or fax your approved travel authorization to your servicing Travel Management Center (TMC – ADTRAV/Panda/US Travel) in order to be ticketed for airfare. However, you are no longer required to attach the approved travel authorization to your travel voucher when submitted to finance for payment. Please note, your servicing TMC **will not** process a ticket for you

- 1) if the ITM Authorization Default form does not include the “Document History” page which is the last page of the authorization; and
- 2) if the CBA Obligation number does not appear in block 8 of the travel authorization.

301-2.1(c) How can I secure lower airfare in times when I cannot process a travel authorization in ITM due to system unavailability or in emergency circumstances?

Employees who need to secure lower airfare **in times when a travel authorization cannot be processed in ITM due to system unavailability** are authorized to use the hard copy CD-29 form. CD-29s used in this interim process must include one of the italicized justifications in the comments section of the CD-29 and must contain a ink signature approval. The TMC will not accept a CD-29 without proper justification and ink signature approval. Note: employees will need to re-enter the authorization into ITM once the system is available and prior to voucher submission. Authorizations re-entered into ITM will not need to be sent to the TMC.

Employees who need to secure lower airfare **in times when ITM is available but electronic approvals cannot be obtained due to time sensitivity or “emergency circumstances”** are authorized to use the ITM Travel Manager Default Form. However the authorization must include one of the italicized justifications in the comments section and must contain a ink signature approval.

Regardless of which method used, all authorizations will be required to route through the system for electronic approval(s) in order to process the travel voucher.

System Unavailability/Emergency Circumstance Justifications:

1) *“Emergency Travel – Obligation Information not Available”*

- Emergency Travel is defined here as an unforeseen combination of circumstances which results in the immediate need to travel.

2) *“Mission Essential – Obligation Information not Available”*

- Mission Essential travel is defined here as an urgent need to travel to perform activities which are critical to achieving the Line Offices’ objectives and goals.

3) *“System Downtime – Obligation Information not Available”*

- System Downtime is an occurrence in which one or more of the CBS applications are inaccessible to users due, but not limited, to causes such as system maintenance, Internet connectivity, restricted access, unforeseen technical difficulty, etc. System downtime can impact Travel Manager and Core Financial System (CFS) simultaneously or independently.

301-2.1(d) When must I have a travel authorization?

You must have a travel authorization when one or more of the following applies to your TDY travel:

- (i) Travel exceeds one calendar day (24 hour period);
- (ii) Travel exceeds 12 hours and per diem is incurred;
- (iii) Common carrier transportation for travel is required; and
- (iv) *For all gift or bequest travel, regardless of \$ amount.

*A travel authorization is required for **all** gift or bequest travel including situations when an outside source or another Federal agency prepays all travel expenses and NOAA is charged nothing (zero [\$0] dollar travel authorization). Having an approved authorization in place is important since it not only covers the employee, but also shows that the employee is in a temporary duty (TDY) status. *Note: travel vouchers are also required for zero cost gift or bequest travel.*

301-2.1(e) Where do I show leave on the travel authorization?

Leave in conjunction with official travel (before, during, or after), must be shown in the “General Itinerary” and “Other Authorizations” section of the ITM Travel Authorization Default Form, or “Remarks” section of the travel order. Personal points of travel must never be shown on travel authorizations.

301-2.1(f) Can one travel authorization cover a group of individuals?

No, travel authorizations (including blanket travel authorizations and trip authorizations) must be for a single traveler only unless they fall under one of the exceptions described in 301-2.1(i).

301-2.1(g) Are there any exceptions to list more than one individual on a travel authorization?

Yes, travel authorizations can cover more than one individual for award ceremony travel, home leave travel, evacuation travel, travel of an employee with special needs where an attendant is required, death of an employee, and permanent change of station travel. In these cases, only one travel authorization and one travel voucher will be filed for reimbursement.

Note: Two separate travel authorizations and two separate travel vouchers will be processed whenever a NOAA employee is authorized to accompany another NOAA employee who is performing award ceremony travel.

301-2.1(h) How do I show changes to a travel authorization that has already been approved, but travel has not taken place?

You should complete an amended travel authorization. Amendments should be issued to add expenses that require specific approval (e.g., to add a destination) or to show when travel is delayed more than 30 days. Amendments will completely replace original travel authorizations and will include all costs for the trip.

301-2.1(i) What should I do if I incur unexpected expenses that are not authorized on the travel authorization?

After travel, unexpected expenses that are not authorized on the travel authorization may be post-approved at the discretion of your authorizing official in the remarks section of the travel voucher using the following statement: "Electronic approval of this travel voucher indicates reimbursement of the (specific expense(s)) as stated on the travel voucher were necessary and post-approved." **Please note employees are responsible for obtaining approval from their authorizing official prior to incurring unexpected expenses. Failure to obtain approval in advance of incurring an unexpected expense may result in the employee being denied reimbursement.**

In addition, amendments are required in cases where the expenses incurred exceed the estimated amounts on the original order outside of the tolerance levels established in the Core Financial System (CFS) and in cases where expenses incurred fall into object class codes that were not on the original order. *See FTR, Chapter 301-12 and NTR, Chapter 301-1.20 - 301-1.35 for expenses that require specific authorization.*

301-2.1(j) What is a blanket (limited open) travel authorization?

A blanket travel authorization is issued to pre-authorize multiple trips which cannot be scheduled in advance. Blanket travel authorizations:

- 1) Can only be issued to NOAA employees and should be limited to repetitive operational travel;
- 2) Should include a specific purpose that would apply to all trips made under the blanket travel authorization;
- 3) Should be limited as to duration and places to be visited. The duration of a blanket travel authorization (up to the limit of one fiscal year) will depend on the nature of the activity in which the employee, station, or field party is engaged; and
- 4) Cannot be used for conferences, meetings, seminars, etc.

301-2.1(k) Can blanket travel authorizations be used for foreign travel?

Yes. Blanket travel authorizations may be used for foreign travel only when:

- 1) Daily assignments are of a routine operational nature, such as cross-the-border travel to Canada, or
- 2) Travel to any foreign area is an emergency, e.g., disaster clean-up, and spills of oil and hazardous materials.

301-2.1(l) Once my blanket travel authorization is authorized, do I need to have any other approval?

Yes. All travel accomplished through blanket travel authorizations must be covered by individual trip authorizations. Each trip accomplished through blanket travel authorizations must be authorized by the employee's supervisor prior to travel or post-approved on the travel voucher after travel. Post-approvals should be rare and should be considered only for emergencies. Note: Blanket travel authorizations are not used for obligating travel funds. Only the individual trip authorizations are used for obligating travel funds.

301-2.1(m) Can actual expenses be authorized on my blanket travel authorization?

No. Actual expenses cannot be authorized on blanket travel authorizations. Actual expenses can only be authorized on individual travel authorizations, including trip authorizations, authorized at the level of authority cited in *NTR*, Chapter 301-1.26.

301-2.1(n) Who assigns travel authorization numbers?

Each Line and Corporate Office is responsible for assigning all travel authorization numbers.

301-2.1(o) Are accounting codes required on travel authorizations and trip authorizations?

Every travel authorization and trip authorization must include a CAMS accounting classification code which would include the bureau, the project/task, organization code, and object classification code(s).

301-2.1(p) What is the format for assigning a travel authorization number?

Travel authorization numbers are always nine characters (either numeric or alpha) without dashes (-), spaces, or any special characters. All travel authorization numbers **must** be unique and will always start with the last digit of the fiscal year, followed by a three character organization code, followed by a one character travel type code, and will end with four sequential alphanumeric characters (i.e. numbers, letters or a combination of both).

301-2.1(q) What are the different travel “type” codes?

B-Blanket Travel (Domestic/Non-Foreign)	YXXX B 0050
Domestic Trip Authorization Scheme	YXXX B 0051-YXXX B 0099
K-Blanket Travel (Foreign)	YXXX K 0050
Foreign Trip Authorization Scheme	YXXX K 0051-YXXX K 0099
E-Evacuation Travel	YXXX E 0001
L-Local Travel	YXXX L 0001
P-PCS (Domestic/Non-Foreign)	YXXX P 0001
R-PCS/Overseas Assignment & Return (Foreign)	YXXX R 0001
S-Single (Domestic/Non-Foreign)	YXXX S 0001
F-Single (Foreign)	YXXX F 0001

Note: The type of travel must be entered in the fifth position of the travel authorization number.

301-2.1(r) How are trip authorization numbers assigned?

An individual trip authorization number will be a sequential alphanumeric scheme within the blanket travel authorization number (positions 6-9). For example: If the blanket domestic/non-foreign travel authorization number is YXXXB0050; the trip authorization numbers will be YXXXB0051 through YXXXB0099.

Part 301-10-TRANSPORTATION EXPENSES

Subpart A-General

- Sec.
301-10.126 What form authorizes premium-class (business or first class) accommodations?
301-10.127 How do I request approval to upgrade to premium class travel accommodations based on a medical disability?
301-10.128 Do I need to provide any medical documentation to substantiate my medical condition?
301-10.129 How do I know when I am authorized to use premium class travel accommodations for a medical disability?
301-10.130 How long is a “Reasonable Accommodations Certification” valid?
301-10.131 What other documentation is required in order to upgrade to premium class travel based on a medical disability?
301-10.132 What other documentation is required in order to upgrade to “choice or premium” seating?

Subpart B--Common Carrier Transportation

- Sec.
301-10.110(a) How do I purchase airfare when personal travel is being taken in conjunction with official travel?
301-10.110(b) Are there ever any circumstances I could utilize the Government contract fare when a personal travel location is involved?

Subpart D--Privately-Owned Vehicle (POV)

- Sec.
301-10.309(a) How do I compare the cost of POV versus common carrier transportation?

Subpart E--Special Conveyances

- Sec.
301-10.454 Can I accept a rental car rate that is lower than the Government rental car rate?

Subpart F--Commercial Aviation Services (CAS)

- Sec.
301-10.500 What services are included under CAS and what are the reporting requirements?
301-10.501 What is the definition of a contracted (leased) aircraft?
301-10.502 What is the definition of charter aircraft?
301-10.503 How are charter aircraft services, for one-time exclusive use, authorized and what method of payment is used for procurement?
301-10.504 How are charter aircraft services, for field party activities, authorized and what method of payment is used for procurement?
301-10.505 What is the definition of a rental aircraft?
301-10.506 What is the definition of a privately-owned aircraft?
301-10.507 When can a privately-owned aircraft be authorized?

Subpart A--General

301-10.126 What form authorizes premium-class (business or first class) accommodations?

Form CD-334 is used to authorize premium-class (business or first class) travel accommodations for air, train, and ship travel. See NOAA Travel Regulation (NTR), Chapter 301-1.20 and Chapter 301-1.28 for a list of authorizing officials who may approve premium class travel accommodations. Once the CD-334 is approved by the authorizing official, a copy of the approved CD-334 must be sent to ADTRAV for ticketing and a copy must also be faxed to the NOAA Travel Office (NTO). The NTO fax number is (301) 413-3066.

See <http://www.corporateservices.noaa.gov/~finance/SI.html> and click on "Premium Class Travel" for CD-334, Instructions, and premium class delegations.

301-10.127 How do I request approval to upgrade to either premium class travel accommodations or choice seating based on a medical disability?

Your supervisor should consult with NOAA's Reasonable Accommodation Coordinator (RAC) to determine if premium-class travel accommodations or choice/premium seating can be provided based on your medical disability and in accordance with Department Administrative Order (DAO) 215-10, "Reasonable Accommodation for Applicants with Disabilities"

http://www.osec.doc.gov/opog/dmp/daos/dao215_10.html .

301-10.128 Do I need to provide medical documentation to substantiate my medical condition?

The RAC will advise if medical documentation is required. Normally, medical information is not required when the disability and need for reasonable accommodation are obvious and/or already on file. However, medical information will be required when the disability and need for accommodation are not obvious and/or is not on file. Please note that if medical documentation is required, you will only be required to submit the documentation to your RAC using a secure mode of transmission in order to protect your personally identifiable information (PII). **Please do not send your medical documentation to anyone other than your RAC, this includes your supervisor, approving official(s), and ADTRAV staff.**

301-10.129 How do I know when I am authorized to use premium class travel accommodations or choice seating for a medical disability?

When premium class travel accommodations or choice/premium seating are deemed necessary to accommodate a medical disability, your supervisor will work with the NOAA RAC to approve either a one-time or annual “Reasonable Accommodation Certification”.

See link below for “Reasonable Accommodation Certification”:

<http://www.corporateservices.noaa.gov/~finance/SI.ReasonableAccommodationsCertification.docx>

301-10.130 How long is a “Reasonable Accommodation Certification” valid?

- 1) If your condition is **transitory (not permanent)**, your certification is valid in accordance with the terms of your “Reasonable Accommodation Certification”. If your condition continues beyond one year, your supervisor and RAC will recertify the “Reasonable Accommodation Certification” each year reasonable accommodations are required.
- 2) If your condition is **chronic (lifelong)**, only a one-time “Reasonable Accommodation Certification” is required. This means that your certification is valid indefinitely.

301-10.131 What other documentation is required in order to upgrade to premium class travel based on a medical disability?

In addition to the “Reasonable Accommodation Certification”, you will need to submit a CD-334 to the authorizing official responsible for reviewing/approving premium class travel within your Line/Corporate Office **each time** you upgrade to premium class travel. Once approved, you will need to submit both the CD-334 and the “Reasonable Accommodation Certification” to ADTRAV for ticketing and copies of both documents must also be faxed to the NOAA Travel Office (NTO). The “Reasonable Accommodation Certification” will be retained by your authorizing official for future reasonable accommodation requests.

301-10.132 What other documentation is required in order to upgrade to “choice or premium seating”?

In addition to the “Reasonable Accommodation Certification”, you will also need to include the following statement in the comments section of your travel authorization **each time** you are authorized an upgrade to choice/premium seating: “Choice/premium seating is authorized due to medical condition”. The “Reasonable Accommodation Certification” must be submitted to ADTRAV for ticketing and a copy must be retained by your authorizing official for future reasonable accommodation requests. See *DOC Bulletin 10-08*:

<http://www.osec.doc.gov/oas/travel/tbulletins/TravelBulletin10-08.pdf>

Subpart B--Common Carrier Transportation

301-10.110(a) How do I purchase airfare when personal travel is being taken in conjunction with official travel?

Both your travel authorization and official airline ticket must only show from your official duty station, to the official TDY site, and return to your official duty station; it cannot include any personal points of travel. Once the official ticket is issued, it is the employee's responsibility to turn it into the airlines for a new ticket that will include the personal points of travel. This also applies to situations where an employee chooses to turn a connecting flight into a layover and there is no additional cost to do so. Please note, employees are responsible for any additional costs, including change and cancellation fees, and paper ticket fees, as a result of rebooking the ticket.

301-10.110(b) Are there ever any circumstances I could utilize the Government contract fare when a personal travel location is involved?

Yes. If you receive notice during your personal trip, that you must perform official travel, you can utilize the Government contract fare from your personal travel location, to an official travel location(s), and return to your personal travel location.

Subpart D–Privately-Owned Vehicle (POV)

301-10.309(a) How do I compare the cost of POV versus common carrier transportation?

COMMON CARRIER

Air fare
Round trip taxi fare & tip
(**do not** use POV costs)
Shuttle/taxi to hotel
Per diem
Excess baggage

POV

Mileage
Tolls, bridge, ferry, road, tunnel
Parking (hotel)
Per diem (including stops)

You **do not** include the cost of local transportation at the TDY site.

Subpart E–Special Conveyances

301-10.454 Can I accept a rental car rate that is lower than the Government rental car rate?

No. If you are offered a rental car rate that is lower than the Government rental car rate, you are required to decline the lower rate. Rental car rates offered at a lower than Government rate do not include full coverage insurance for damages resulting from an accident while performing official travel.

301-10.455 How can I ensure that I am covered under the terms of the Government Rental Car agreement?

You can ensure full coverage insurance under the terms of the Government Rental Car Agreement as long as you secure the rental vehicle at Government rate and are charged a Government Administrative Rate Supplement (GARS) fee of \$5 a day. The GARS fee is intended to cover those costs incurred by the rental car company which are unique for doing business with the Government.

Subpart F–Commercial Aviation Services (CAS)

301-10.500 What services are included under CAS and what are the reporting requirements?

Services included under CAS are:

- (a) Leasing aircraft for exclusive use or lease-purchasing an aircraft with the intent of taking title;
- (b) Chartering or renting aircraft for exclusive use;
- (c) Contracting for full services (i.e., aircraft and related aviation services for exclusive use:) or obtaining full services through an inter-service support agreement (ISSA); or
- (d) Obtaining related aviation services (i.e., services but not aircraft) by commercial contract or ISSA, except those services acquired to support a Federal aircraft.

Note: Official travel on scheduled air carrier is not a “commercial aviation service.”

The reporting requirements require that all CAS, of any dollar value, be reported to the Office of Marine and Aviation Operations (OMAO) Program Services and Outsourcing Division, 1315 East West Highway, SSMC#3, Room 12782, Silver Spring, Maryland 20910, using NOAA Form 56-56, Commercial Aviation Services Report. OMAO may be contacted on (301) 713-1045. (Authority: 41 CFR 102-33, Management of Government Aircraft; NAO 216-104, Management and Utilization of Aircraft.)

301-10.501 What is the definition of a contracted (leased) aircraft?

A leased aircraft is defined as an aircraft hired under a commercial contractual agreement in which an executive agency has exclusive use of the aircraft for an agreed upon period of time. The acquiring executive agency operates and maintains the aircraft. Leased aircraft are hired as CAS.

301-10.502 What is the definition of charter aircraft?

A charter aircraft is defined as an aircraft that an executive agency hires commercially under a contractual agreement specifying performance, including pilots and flight crew, and one-time exclusive use. The commercial source operates and maintains a charter aircraft. A charter is one form of a full service contract.

301-10.503 How are charter aircraft services, for one-time exclusive use, authorized and what method of payment is used for procurement?

A NOAA Form 56-48, Request for Aircraft Services, must be submitted to the Office of Marine and Aviation Operations Program Services and Outsourcing Division, and an OMAO Assigned Clearance number issued before an agreement can be completed. (Authority: NAO 216-104, Management and Utilization of Aircraft.)

Charter aircraft services under \$2,500 can be procured on the J.P. Morgan Chase Government travel card. A copy of the NOAA Form 56-48, the OMAO Assigned Clearance Number and J.P. Morgan Chase Government travel card receipt must accompany the travel voucher when submitted to the servicing finance office for payment. Air charter services exceeding \$2,500 must be purchased through the servicing procurement office.

301-10.504 How are charter aircraft services, for field party activities, authorized and what method of payment is used for procurement?

Prior approval is required for chartering helicopters or other small aircraft for short flights to move personnel or equipment during the course of normal field party activities. Air charter services for field parties are authorized by submitting a NOAA Form 56-48 (Request for Aircraft Support) to the Office of Marine and Aviation Operations Program Services and Outsourcing Division, and obtaining an OMAO Assigned Clearance Number. (Authority: NAO 216-104, Management and Utilization of Aircraft.)

Charter aircraft services, under \$2,500 for field party activities, can be procured on the J.P. Morgan Chase Government travel card. The original NOAA Form 56-48 with the OMAO Assigned Clearance Number annotated, and a copy of the J.P. Morgan Chase Government travel card receipt must accompany the travel voucher when submitted to the servicing finance office for payment. Charter aircraft services exceeding \$2,500 for field party activities must be purchased through the servicing procurement office.

301-10.505 What is the definition of a rental aircraft?

Rental aircraft is defined as an aircraft hired commercially under an agreement in which the executive agency has exclusive use of the aircraft for an agreed upon period of time. The executive agency operates, but does not maintain a rental aircraft.

301-10.506 What is the definition of a privately-owned aircraft?

A privately-owned aircraft is defined as an aircraft owned by a NOAA traveler who is then reimbursed on a mileage basis per FTR, 301-10.303.

301-10.507 When can a privately-owned aircraft be authorized?

A privately-owned aircraft may be authorized in accordance with FTR, Chapter 301-10.303, and NOAA Administrative Order 216-104, “Management and Utilization of Aircraft.”

**PART 301-53 USING PROMOTIONAL MATERIALS AND FREQUENT
TRAVELER PROGRAMS**

Sec.

301-53.3(a) Under what circumstances may I use frequent traveler benefits to upgrade to premium class accommodations for official travel?

301-53.3(b) Is there any special delegation and/or approval required when I use frequent traveler benefits earned on official travel to upgrade to premium class accommodations for official travel?

301-53.7 May I be reimbursed an upgrade fee charged by the airlines when approved to upgrade for official reasons?

301-53.3(a) Under what circumstances may I use frequent traveler benefits to upgrade to premium class accommodations for official travel?

You may use frequent traveler benefits to upgrade to premium class accommodations for official travel anytime.

301-53.3(b) Is there any special delegation and/or approval required when I use frequent traveler benefits earned on official travel to upgrade to premium class accommodations for official travel?

There is no special delegation and/or approval required when you use frequent traveler benefits earned on official travel to upgrade to premium class accommodations for official travel. This includes when you use personal funds for the upgrade. However, **if appropriated funds are used to pay for the upgrade to premium class accommodations**, you must be approved under one of the exceptions listed in the Federal Travel Regulations (FTR), 301-10.123 using the CD-334 Form. See NTR, 301-1.20 for premium class delegations and NTR 301-10 for premium class regulations.

301-53.7 May I be reimbursed an upgrade fee charged by the airlines when approved to upgrade for official reasons?

Yes, you may be reimbursed an upgrade fee charged by an airline as long as you
1) are authorized to upgrade based on an official reason as outlined in FTR Chapter 301-10.123; and
2) provide a cost comparison on the CD-334 which proves that the total cost of airfare using the upgrade fee is less expensive than the total cost of the airfare and charging appropriated funds for the upgrade.

Note: You cannot be reimbursed for the cost of frequent flyer miles.

PART 301-74–CONFERENCE PLANNING

Sec.

301-74.11(a) When can we provide light refreshments at a conference?

301-74.11(b) How do we pay for light refreshments at a conference?

301-74.11(a) When can we provide light refreshments at a conference?

Light refreshments may be provided to federal employees and invitational travelers attending a conference as long as they are in a temporary duty (TDY) status. See Memorandum to All NOAA Offices dated February 28, 2003:
<http://www.corporateservices.noaa.gov/~finance/SI.light%20refreshments.jpg>

301-74.11(b) How do we pay for light refreshments at a conference?

Light refreshments can be procured by either the purchase card, or convenience checks, but cannot be purchased on the individual JPMC Government travel card. Please contact your servicing procurement office for further information on how to procure light refreshments for a conference.

CHAPTER 302 RELOCATION ALLOWANCES

Subchapter-A Introduction

Part

302-1 - General Rules - abolished

302-2 - Employee Eligibility Requirements

Subchapter B-Relocation Allowances

Part

302-3 - Relocation Allowances by Specific Type

Subchapter D -Transportation and Storage of Property

Part

302-7 - Transportation and Temporary Storage of Household Goods and Professional Books, Papers, and Equipment

302-9 - Allowances for Transportation and Emergency Storage of a Privately Owned Vehicle (POV)

Subchapter E -Residence Transaction Allowances

Part

302-11 - Allowances for Expenses Incurred in Connection with Residence Transactions

302-12 - Use of a Relocation Services Company

PART 302-2 - EMPLOYEE ELIGIBILITY REQUIREMENTS

Subpart B Agency Responsibilities

Sec.

- 302-2.102(a) Who is responsible for providing employees relocation counseling?
- 302-2.102(b) Who has the authority to approve **relocation travel and all entitlements**, i.e., relocations within the Continental United States (CONUS), and overseas assignments, i.e., relocation travel outside-CONUS (O-CONUS)?
- 302-2.102(c) What paperwork must I submit in order to be approved relocation travel?
- 302-2.102(d) Who has the authority to approve an amended CD-29, Travel Order, for the **extension of temporary quarters over 60 days** up to the maximum of 120 days?
- 302-2.102(e) Who has the authority to approve an amended travel order for the extension of **temporary storage over 90 days** up to the maximum of 180 days?
- 302-2.102(f) Who has the authority to approve an amended travel order for the **extension of the two-year time limitation for completion of the sale and purchase of a residence or lease termination transaction**?
- 302-2.102(g) Who has the authority to approve an amended travel order for **exceptions to driving less than the average minimum distance of 300 miles per day**?
- 302-2.102(h) Who has the authority to approve the **shipment of a privately-owned vehicle (POV) within the Continental United States (CONUS)**?
- 302-2.102(i) Who has the authority to approve **return travel when an employee separates from Government service from a post of duty prior to completion of the service agreement**?
- 302-2.102(j) Who has the authority to approve **overseas tour renewal travel**?
- 302-2.102(k) Who has the authority to approve **transportation of a POV to a post of duty**?
- 302-2.102(l) Who has the authority to approve an amended travel order for the **shipment of a POV subsequent to the time of assignment at a post of duty**?
- 302-2.102(m) Who has the authority to approve an amended travel order for the **emergency storage of a POV**?
- 302-2.102(n) Who has the authority to approve **weight up to 18,000 pounds for household goods when Government housing is provided at a post of duty**?
- 302-2.102(o) Who has the authority to approve **short-distance transfers**?

- 302-2.102(p) Who has the authority to **designate areas as isolated official stations?**
- 302-2.102(q) Who has the authority to **waive the \$700,000 maximum home value for which NOAA will pay for homesale services?**
- 302-2.102(r) Who has the authority to approve a **waiver of repayment of relocation expenses when an employee does not remain in Government service for the period of time as stated in their service agreement?**

Subpart C Travel Order Exhibits

Exhibit 302-2A - Summary of Relocation Reimbursable Expenses

Exhibit 302-2B - Sample of Relocation Travel Order for Government Employee Transferring

Exhibit 302-2C - Sample of Relocation Travel Order for New Appointee

Subpart B Agency Responsibilities

302-2.102(a) Who is responsible for providing employees relocation counseling?

Prior to your reporting date at your new duty station, your servicing Relocation Specialist, who is provided to you by your servicing WFMO, is responsible for providing you relocation counseling. NOAA's relocation program is serviced by the Western Operations Branch (WOB), NOAA Finance Office, in Seattle, Washington. Employees interested in NOAA's home sale/home purchase program will receive counseling specific to the program by NOAA's Relocation Services Company (RSC). Please visit the NOAA Travel Website for information regarding your servicing Relocation Specialist and RSC:

<http://www.corporateservices.noaa.gov/~finance/RELO.html>.

Note: The Government cannot be bound beyond the actual authority conferred upon its agents by statute or these regulations.

302-2.102(b) Who has the authority to approve relocation travel and all entitlements, i.e., relocations within the Continental United States (CONUS), and overseas assignments, i.e., relocation travel outside-CONUS (O-CONUS)?

Relocations within CONUS and overseas assignments must be authorized and approved by the appropriate NOAA official as listed in NOAA Travel Regulation (*NTR*), *Chapter 301-1.20*. Officials authorized to approve travel orders have the responsibility to make sure that all travel orders are prepared properly in accordance with applicable Federal Travel Regulations (FTR), Department of Commerce (DOC) Travel Regulations, and *NTR*.

302-2.102(c) What paperwork must I submit in order to be approved relocation travel?

You **must** provide your Relocation Specialist a completed and signed CD-150, "Request for Authorization of Travel/Moving Expense", a completed "Relocation Expense Worksheet", and an approved travel order **before** you incur any relocation expenses. Employees must use the "NOAA Relocation Travel Form" (<http://www.corporateservices.noaa.gov/~finance/RELO.NOAA%20Relocation%20Forms%20revised%2003-29-2011.xls>) which includes the following forms:

- CD-150,
- Relocation Worksheet,
- CD-29, Travel Order,
- CD-370, Travel Voucher,
- CD-371, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or Both) of Residence Upon Change of Official Station, and
- CD-372, Expense Record for Temporary Quarters.

302-2.102(d) Who has the authority to approve an amended CD-29, Travel Order, for the extension of temporary quarters over 60 days up to the maximum of 120 days?

On a case by case basis, approval for the extension of temporary quarters over 60 days up to the maximum of 120 days, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain a justification explaining the compelling reason(s) requiring the additional time. The justification should describe circumstances which occurred during the initial period and which are beyond the transferee's control.

(See FTR, Chapter 302-6)

302-2.102(e) Who has the authority to approve an amended travel order for the extension of temporary storage for CONUS shipments over 60 days up to the maximum of 150 days?

On a case by case basis, approval for the extension of temporary storage for CONUS shipments over 60 days up to the maximum of 150 days, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain the date temporary storage initially began, along with a justification explaining the compelling reason(s) requiring the additional time.

(See FTR, Chapter 302-7)

302-2.102(f) Who has the authority to approve an amended travel order for the extension of the one-year time limitation for completion of the sale and purchase of a residence or lease termination transaction?

On a case by case basis, approval to extend the one-year time limitation for completion of the sale and purchase of a residence or lease termination transaction may be authorized one level higher than the authorizing official of the travel order for an additional one-year period, not to exceed two years. The amended travel order must contain a justification explaining the compelling reason(s) requiring the additional time.

(See FTR, Chapter 302-11)

302-2.102(g) Who has the authority to approve an amended travel order for exceptions to driving less than the average minimum distance of 300 miles per day?

On a case by case basis, exceptions to driving less than the average minimum distance of 300 miles per day, may be authorized one level higher than the authorizing official of the travel order. The travel order must contain a justification explaining why an exception to the 300 mile rule was granted.
(See *FTR, Chapter 302-4*)

302-2.102(h) Who has the authority to approve the shipment of a privately-owned vehicle (POV) within the Continental United States (CONUS)?

On a case by case basis, approval for the shipment of a POV within CONUS, may be authorized one level higher than the authorizing official of the travel order when it is considered advantageous and cost effective to the government and as long as the total number of miles between the old and new duty stations exceed 600 miles. The travel order must contain a justification, and include an approved cost comparison worksheet, as provided in *NTR, Chapter 302-9A*, which can be found at the following web-site:

<http://www.corporateservices.noaa.gov/~finance/TR.302-9.pdf>

(See *FTR, Chapter 302-9*)

302-2.102(i) Who has the authority to approve return travel when an employee separates from Government service from a post of duty prior to completion of the service agreement?

On a case by case basis, return travel when an employee separates from Government service from a post of duty prior to completion of the service agreement, may be authorized one level higher than the authorizing official of the travel order, provided the employee is returned for compassionate reasons or for circumstances beyond the employees control, e.g., physical or mental health, death of a member of the immediate family, or obligations imposed by authority or circumstances over which the employee has no control. The travel order must show the move date, the origin and destination location of the move, and contain a justification for moving prior to the completion of the service agreement.

(See *FTR, Chapter 302-3*)

Note: Accepting private employment at the termination location is not an acceptable reason to authorize return travel.

302-2.102(j) Who has the authority to approve overseas tour renewal travel?

On a case by case basis, requests to approve overseas tour renewal travel must be submitted by the authorizing official of the travel order to the servicing Workforce Management Office (WFMO) for approval.

302-2.102(k) Who has the authority to approve transportation of a POV to a post of duty?

On a case by case basis, transportation of a POV to a post of duty may be authorized one level higher than the authorizing official of the travel order. The travel order must contain a justification for such approval.

(See FTR, Chapter 302-9)

302-2.102(l) Who has the authority to approve an amended travel order for the shipment of a POV subsequent to the time of assignment at a post of duty?

On a case by case basis, approval for the shipment of POV subsequent to the time of assignment at a post of duty, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain a justification which shows the use of a POV at the post of duty as being advantageous, cost-effective, and in the Government's interest.

(See FTR, Chapter 302-9)

Note: NOAA organizations are advised to limit shipments under this authority to only those post of duty stations considered remote stations without reasonable access to automobile dealerships. POVs under this part will not be transported for employees with less than one year of service left on their service agreement.

302-2.102(m) Who has the authority to approve an amended travel order for the emergency storage of a POV?

On a case by case basis, approval for the emergency storage of a POV, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain a justification explaining why emergency storage was necessary, and will include the storage location site.

(See FTR, Chapter 302-9)

302-2.102(n) Who has the authority to approve weight up to 18,000 pounds for household goods when Government housing is provided at a post of duty?

In unusual cases when circumstances warrant, weight up to 18,000 pounds for household goods when Government housing is provided at a post of duty may be authorized one level higher than the authorizing official of the travel order. NOTE: Extended storage at Government expense may be allowed for the difference between the amount of household goods transported and the amount of household goods stored. (See NTR, Chapter 302-7)

302-2.102(o) Who has the authority to approve short-distance transfers?

Both preliminary and final determinations for short-distance transfers must be submitted through your Line Office Chief Financial Officer (CFO) to the Director, Finance Office/Comptroller for approval using the "Short Distance Transfer Worksheet" of the Short Distance Transfer Guidelines which can be found at the following web-site:

<http://www.corporateservices.noaa.gov/~finance/RELO.SDT.pdf>

(See FTR, Chapter 302-2)

Note: Preliminary determinations for a short-distance transfer must be submitted in advance of the transfer, but not more than 90 days prior to the projected transfer.

302-2.102(p) Who has the authority to designate areas as isolated official stations?

Requests to approve the designation of an area as an isolated official station must be submitted through your Line Office CFO to the Director, Finance Office/Comptroller for approval.

(See FTR, Chapter 302-8)

Note: No item of furniture may be shipped to an isolated area which duplicates items provided by the Government unless such shipment is determined to be a necessity and authorized on the travel order. (See FTR, Chapter 302-8).

302-2.102(q) Who has the authority to waive the \$700,000 maximum home value for which NOAA will pay for homesale services?

Requests to waive the \$700,000 maximum home value, for which NOAA will pay for homesale services, must be submitted through your Line Office CFO, through the NOAA CFO, and to the DOC Director, Administrative Services for approval. A copy of the travel order and listing agreement must accompany all requests. (See *FTR, Chapter 302-12*)

302-2.102(r) Who has the authority to approve a waiver of repayment of relocation expenses when an employee does not remain in Government service for the period of time as stated in their service agreement?

Requests to approve a waiver to repay relocation expenses when an employee does not remain in Government service for the period of time as stated in their service agreement *may* be approved by the Department's Assistant General Counsel for Finance and Litigation. Please check with your servicing finance office for more information.

Subchapter D TRANSPORTATION AND STORAGE OF HOUSEHOLD GOODS
Subpart A General Rules

Sec.

- 302-7.1(a) Who do I contact to arrange for the transportation and storage of my household goods?
- 302-7.15(a) How am I reimbursed for expenses as a result of shipping my household goods under the “commuted rate method”?
- 302-7.16(a) What is the weight limitation for household goods when furnished Government housing is provided at a post of duty?

302-7.1(a) Who do I contact to arrange for the transportation and storage of my household goods?

You should contact your servicing Relocation Specialist in the Western Operations Branch (WOB), Seattle, WA to arrange the transportation and storage of your household goods. Please visit the NOAA Travel Website for your servicing Relocation Specialist:

<http://www.corporateservices.noaa.gov/~finance/RELO.html>.

302-7.15(a) How am I reimbursed for expenses as a result of shipping my household goods under the “commuted rate method”?

If you are authorized the “actual expense method” but choose to move yourself under the “commuted rate method”, reimbursement will be limited to the actual costs incurred (e.g., truck rental, material handling equipment, packaging materials, gasoline, tool charges, etc.), not to exceed the maximum amount that would have been paid under the “actual expense method”.

Under the “commuted rate system”, you would be responsible for:

- choosing the carrier selection;
- arranging for the transportation and storage of your household goods;
- paying the shipment and storage costs up front; and
- filing a travel voucher supported by:
 - a bill of lading,
 - a weight certificate for services provided by the commercial carrier or a weight certificate showing gross and tare weight of the vehicle when rental trucks/trailers are used; and
 - a cost estimate based on shipping the household goods under the “actual expense method” from NOAA’s household goods service provider.

302-7.16(a) What is the weight limitation for household goods when furnished Government housing is provided at a post of duty?

Under normal circumstances, weight will be limited as follows:

(i) The weight limitation for household goods for the employee and immediate family members when furnished Government housing is provided at a post of duty is 4,000 pounds plus 500 pounds for each additional dependent, not to exceed a maximum of 7,000 pounds; or

(ii) The weight limitation for household goods for single employees when furnished Government housing is provided at a post of duty is 3,000 pounds.

See NTR, Chapter 302-2 for approval authority when weight limitation for household goods exceed weight limitations as set forth in NTR, Chapter 302-7.16(a)(i) and (ii) above.

Note: No items of furniture may be shipped to an area which duplicates items provided by the Government unless such shipment is determined to be a necessity and authorized on the travel order.

Subpart D Transportation of a POV Within CONUS

302-9.302(a) How many POVs may I transport within CONUS?

The number of POVs transported, within CONUS, is restricted to one (1) vehicle except under special circumstances, e.g., large family size or employee en route departure date differs from family's en route departure date. Under special circumstances, no more than two POVs may be transported when approved on the travel order as cost-effective to the Government and supported by a cost comparison of driving two POVs versus shipping two POVs.
See EXHIBIT 302-9A.

EXHIBIT 302-9A

COST COMPARISON FOR TRANSPORTATION OF POV WITHIN CONUS

Transportation of POV within CONUS should be authorized only when cost-effective to the Government.

Employee Name

Travel order Number

Driving POV:

Number of miles from old duty station to new duty station: _____ x
Applicable mileage rate _____ = \$ _____

(Note: The total number of miles from old to new duty station **must**
exceed 600 miles. See GSA site for mileage rate:

<http://www.gsa.gov/portal/content/105054>)

Total Per Diem incurred for employee and family = + _____

(Note: 3/4 of the M&IE may be claimed on the first and last day of en route travel)

Number of work hours lost as a result of driving: _____ x hourly wage: _____ = + _____

Total Cost

\$ _____

Transportation of POV:

Cost of Transportation of POV \$ _____

Cost of Government Airfare for Employee and Family + _____

Taxi Fare/Shuttle Residence to Airport + _____

Taxi Fare/Shuttle Airport to place of lodging + _____

Total Cost \$ _____

Based on the information above, I certify that the POV being shipped to my new duty station is in operating order and legally titled and tagged for driving. In addition, I certify that transportation of the POV to the new official duty station is more cost-effective for the Government than driving a POV to the new official duty station. This approval will be attached to the travel order.

Signature of Authorizing Officer of Travel order

Date

Name of Authorizing Official (Type or print)