

FDA STAFF MANUAL GUIDES, VOLUME II - DELEGATIONS OF AUTHORITY

ADMINISTRATIVE - TRAVEL

AUTHORITY TO AUTHORIZE AND APPROVE LOCAL AND DOMESTIC TRAVEL, CASH OR IN KIND TRAVEL, TRANSPORTATION, AND RELATED ALLOWANCES - CIVIL SERVICE PERSONNEL

Effective Date: 01/08/2010

1. AUTHORITY DELEGATED.

- A. To authorize and approve: (1) local and domestic travel, (2) foreign travel, (3) permanent change of station, (4) actual and necessary travel and subsistence expenses, (5) cash or in kind travel, (6) cash for non-emergency transportation, (7) travel expenses connected with missing persons and deceased and injured employees and deceased dependents, (8) the use of non-contract air carriers, (9) the use of cash to purchase emergency and non-emergency transportation in excess of \$100.00, (10) to approve attendance at domestic nongovernmental meetings; (11) use of non-US air carriers; and (12) Doubtful Claims of \$25.00 or less.
- B. To authorize and approve advance of funds.

NOTE: Contact the Office of Financial Management, Office of Administration (OA) or the Office of Financial Services, OA, for pertinent HHS travel manual chapters concerning items 1.A and 1.B.

2. TO WHOM DELEGATED.

- A. The following officials are delegated authorities listed in paragraph 1.A.: Principal Deputy Commissioner; Deputy Commissioners; Direct Reports to the Commissioner; Associate Commissioner for Regulatory Affairs; Center Directors and Deputies; Center Associate Directors for Management; Director, Office of Management, CDER; Director, Office of Resource Management, ORA; Director, Office of Executive Operations, OC; Chief, Office of Shared Services (OSS), and Senior Travel Official or designee.
- B. The following officials are delegated authority listed in paragraph 1.B.: Director of the Office of Financial Operations (OFO), Director, Office of Financial Management, OFO, OA; Chief, OSS, OA, and Director, OFS, OA.

3. LIMITATIONS.

- A. The Senior Travel Official or designee must approve all first class/business class air travel (see section 5 below).
- B. No FDA official may authorize or approve his/her own travel. An authorizing official occupying a higher organizational level of authority may approve such travel.
- C. Prior to signing a request, all officials delegated travel approval authority must assure that the request is validated as to the availability of funds.
- D. The Senior Travel Official or designee may approve travel up to \$4,000.

4. REDELEGATION AND CERTIFICATION.

This authority may be redelegated within the limitations listed above. Any delegation must be in writing and specify the nature and extent of the authority redelegated. Delegates must be certified as knowledgeable about the legal, regulatory, and policy requirements regarding travel.

A copy of the redelegation of the authority must be furnished to the Director of the Office of Financial Operations (OFO); Director, Office of Financial Management, OFO; Director, Office of Financial Services, OFO; and to the FDA Principal Delegation Control Officer, OMP. Delegates are subject to compliance audits.

5. RESPONSIBILITIES.

- A. Designation and Responsibilities of the Senior Travel Official (STO).

The Commissioner of Food and Drugs shall designate a Senior Travel Official (STO), who is a full time Federal employee at the SES level or equivalent and who, for purposes of serving as STO, reports directly to the Commissioner. The designation of the STO must be reported to the Office of Acquisition Management and Policy, Office of the Assistant Secretary for Administration, HHS. The STO responsibilities include but are not necessarily limited to:

- a. Reporting directly to the Commissioner of Food and Drugs on all matters related to travel policy, programs, and practices;
- b. Serving as the principal liaison between OAMP, the FDA, and the subordinate components within the FDA on all matters regarding travel policy, programs, and practices;

- c. Communicating travel related policy and operational information to all travelers and approving officials in the FDA;
- d. Reviewing and approving where appropriate all Premium Class Accommodations traveler requests;
- e. Conducting appropriate oversight within the FDA of all travel related matters and adherence to travel policy; and
- f. Timely filing and certifying the accuracy of reports of travel activity required by law, regulation, or HHS policy.

In fulfilling this role, the STO will be required to attend information sharing meetings and sessions to discuss travel policy, its application, and matters related to travel programs and practices.

The designation of the STO does not relieve the FDA Commissioner of the ultimate responsibility to ensure that employees comply with all elements of the Department’s travel policy and that the FDA’s travel program and practices are designed and followed to achieve the requirements of the Department’s travel policy.

B. Responsibilities of the Delegated Approving Official.

As management officials are empowered with these delegated authorities, there must also be corresponding accountability. The delegated STO will be required to maintain necessary records to respond to any internal audits or external inquiries from Congress and control agencies regarding these approvals.

These officials are also required to timely report any incident that could potentially cause criticism or have a negative impact on HHS or the Secretary.

6. EFFECTIVE DATE.

Russell J. Abbott, Deputy Commissioner for Administration, approved this delegation, via memorandum, on January 8, 2010.

STATUS (I,R,C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	09/16/2008	N/a	OC/OM/ OFM	John P. Gentile, Associate Commissioner for Operations
Revision	01/08/2010	N/a	OC/OA/ OFO	R. Abbott, Deputy Commissioner for Administration