GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS

1-17-A. Domestic Travel

Domestic travel is official travel within the continental United States (the 48 contiguous states and the District of Columbia) and nonforeign areas (the states of Alaska and Hawaii, the Commonwealths of Puerto Rico, the Northern Mariana Islands, and the territories and possessions of the United States).

1. **AUTHORITY.** To approve domestic travel for the U.S. Environmental Protection Agency's employees, excluding employees of the EPA's Office of Inspector General, and individuals receiving invitational travel orders as authorized by the Federal Travel Regulation, published by the General Services Administration at 41 C.F.R. Chapters 300 through 304. These regulations implement statutory requirements and Executive branch policies for federal civilian employees and others authorized to travel at federal government expense. Specifically, this authority includes the actions listed below.

   a. Approve employees' travel authorizations and travel vouchers for domestic travel. This includes use of personal cash exceeding $100 for transportation in emergency situations when the Government Transportation Request, Government Centrally Billed Account and Individually Billed Account are unavailable; annual leave in conjunction with official travel and use of lodgings that do not meet the Hotel and Motel Fire Safety Act of 1990 (Public Law 101-391).

   b. Approve official change of station and first-duty moves, including extensions of real estate transactions, temporary quarters and storage of household goods related to relocation. This also includes approving the related travel expenses under the Relocation Services Contractor, Move Management Contractor, and all indefinite travel assignments expected to exceed 12 months or more.

   c. Approve emergency travel due to illness, injury, or a personal emergency.

   d. Approve actual subsistence, up to the maximum percentage authorized in the Federal Travel Regulation, for per diem areas when unusual or unforeseen circumstances result in travel expenses not adequately covered under the worldwide lodgings-plus per diem rate.

   e. Approve use of noncontract air carriers when justified under the conditions provided in the Federal Travel Regulation and Agency travel policy.

2. **TO WHOM DELEGATED.** Branch chiefs, or equivalent, Laboratory Services and Applied Sciences Division.

3. **LIMITATIONS.** As a matter of Agency policy and ethical considerations, employees (officials and staff) must not authorize or approve their own travel. Program offices and regions must designate officials to authorize or approve travel. Additionally, alternate designated individuals must authorize or approve travel for travel authorizing officials.

In the event that someone other than the designated official approves travel, the responsible office for employees must inform the chief financial officer within five business days and must provide adequate justification why the designated official did not approve the travel document.

4. **REDELEGATION AUTHORITY.**

a. The authority in 1.a. may be redelegated to the supervisor level, and may not be redelegated further.

b. The authorities at 1.b., 1.c., 1.d., 1.e. may not be redelegated further.

c. Redelegation requires written documentation maintained in the delegation file in the appropriate office or region according to the EPA records management schedules.

d. An official who redelegates an authority retains the right to exercise or withdraw the authority. Redelegated authority may be exercised by any official in the chain of command down to the official to whom it has been specifically redelegated.

5. **ADDITIONAL REFERENCES.**

a. Additional information is available in the EPA Resource Management Directive System 2550B, Official Travel.

b. Federal Travel Regulation System, 41 C.F.R. chapters 300 – 304.

c. Appendix A, Executive Approval Framework, if the national delegation 1-17-A, which sets forth approving of officials, backups and second backups for senior management officials in the region.

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