

For: FSA Offices

State-Level Authority for Approval of Travel

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

In an effort to improve travel operations and efficiency, the authority to approve travel documents at the State level is being delegated to the lowest practical level possible.

B

Purpose

This notice updates the current delegation of authority for approval of travel documents at the State level.

C

Contact

For questions about this notice, contact FMD Travel Unit at 703-305-1408.

Disposal Date

July 1, 1999

Distribution

All FSA Offices; State Offices relay to County Offices

Notice FI-2306

2 Approval Authority

A

Approving Officials

The following table identifies the lowest level of approval authority for travel documents within States.

Travel Document	Approving Official
Type B/C travel authorization for Chairperson, STC (CONUS TDY)	EDSO
Type B/C travel authorization for STC members (CONUS TDY)	Chairperson, STC
Type B/C/N travel authorization for SED's (CONUS TDY)	Chairperson, STC
Type B/C travel authorization for State Office employee (CONUS TDY)	SED (official travel outside of State or to contiguous State(s) does not require prior approval from EDSO)
Type B/C travel authorizations for Farm Loan Managers (FLM) (CONUS TDY)	DD
Type B/C travel authorizations for credit federal employees (CONUS TDY)	DD (SED may redelegate to FLM)
Travel vouchers for Chairperson, STC	SED (may redelegate to Administrative Officer (AO)). Information copy must be sent to EDSO.
Travel vouchers for STC members and SED's	Chairperson, STC
Travel vouchers for State Office employees	SED (may redelegate to AO)
Travel vouchers for FLM	DD
Travel vouchers for credit federal employees	DD (SED may redelegate to FLM)
Travel of non-USDA employees	SED (requires prior clearance from EDSO)
Travel for pre-employment interviews	SED (requires prior approval of FSA-320 by EDSO)
Travel authorizations for relocation of FSA employees	SED (may redelegate to AO)
Travel authorizations for relocation of new hires	SED (may redelegate to AO) (requires prior approval of FSA-320 by EDSO)

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2 Approval Authority (Continued)

**A
Approving
Officials
(Continued)**

Travel Document	Approving Official
Extension to temporary quarters in excess of 60 calendar days when the homesale portion of relocation services is not authorized	SED (may redelegate to AO)
Extension of temporary storage of household goods for relocating employees	SED (may redelegate to AO)
Extension of time limitation to complete residence transactions for relocating employees	SED (may redelegate to AO)

**B
Approving
Official
Responsibilities**

All approving officials for travel documents:

- must possess knowledge of travel regulations and policies
 - shall be held accountable for their actions and decisions.
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