

**Department of
Veterans Affairs**

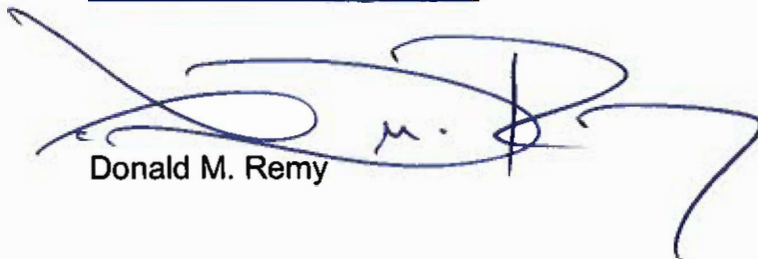
Memorandum

Date: 09/02/2021
From: Deputy Secretary (00)
Subj: Travel Approval Process – Update (VIEWS 4276652)
To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. This memorandum supersedes my earlier memorandum entitled Travel Approval Process (VIEWS 4276652) issued on August 27, 2021.

2. Please refer to the August 27, 2021, Secretary of Veterans Affairs Memorandum for the Deputy Secretary, Under Secretaries, Assistant Secretaries and other Key Officials regarding the Delegations of Authority for travel and conferences (VIEWS 4276652). No further delegation is necessary.

3. Thank you for your support. If you have any questions, please contact Mr. Jonathan Lambert, Associate Deputy Assistant Secretary for Financial Policy, at 202 461-6173 or Jonathan.Lambert@va.gov.



Donald M. Remy



THE SECRETARY OF VETERANS AFFAIRS
WASHINGTON

August 27, 2021

**MEMORANDUM FOR THE DEPUTY SECRETARY, UNDER SECRETARIES,
ASSISTANT SECRETARIES AND OTHER KEY OFFICIALS**

SUBJECT: Delegation of Authority for Travel and Conferences (VIEWS 4276652)

1. DELEGATION. Pursuant to 38 U.S.C. § 512(a) I delegate to the Deputy Secretary, Under Secretaries, Assistant Secretaries, Other Key Officials with an equivalent level of authority, Senior Executive Service (SES) and SES Equivalent positions the travel and conference authorities specified in Attachment 1, Delegations of Authority.

2. AUTHORITIES.

- a. 38 U.S.C. § 303, Secretary of Veterans Affairs, and § 512(a), Delegation of authority, assignment of functions and duties;
- b. VA Directive 0000, Delegations of Authority;
- c. 41 C.F.R. §§ 301, 302, 303, 304, Federal Travel Regulation System;
- d. 5 C.F.R. § 410, Training;
- e. 5 U.S.C. § 4109, Expenses of training;
- f. 38 U.S.C. § 517, Quarterly reports to Congress on conferences sponsored by the Department;
- g. P.L. 116-260 § 738, Consolidated Appropriations Act, 2021; and
- h. Office of Management and Budget (OMB) Memorandum M-12-12, Promoting Efficient Spending to Support Agency Operations, and M-17-08, Amending OMB Memorandum M-12-12.

3. RESTRICTIONS. This delegation cancels and supersedes all previous travel and conference-related Delegations of Authority (DOA) specified in Attachment 2, Rescinded Delegations of Authority. This delegation is concurrent with the Secretary's authority and does not affect the Secretary's authority to carry out or further delegate the authority delegated herein.

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4. REDELEGATION. The Deputy Secretary, Under Secretaries, Assistant Secretaries, Other Key Officials with an equivalent level of authority, SES and SES Equivalent positions may further delegate the assigned authorities as specified in Attachment 1, Delegations of Authority.

5. EFFECTIVE DATE. I waive the 2-year expiration date required by VA Directive 0000 for this delegation. This delegation is effective upon signature and remains in effect for 4 years until otherwise rescinded, modified or superseded.

A handwritten signature in black ink, appearing to read "DMcD", with a stylized flourish at the end.

Denis McDonough

Attachments

Attachment 1: Delegations of Authority

Authorities	Responsibility	Delegation Level	Re-delegation Authority
41 C.F.R. §§ 301-10.123 (air); 301-10.162 (train); 301-10.183 (ship)	Approval of first-class or business-class travel accommodations (air/train/ship).	Deputy Secretary, Under Secretaries, Assistant Secretaries and Other Key Officials with an equivalent level of authority	No re-delegation authority
41 C.F.R. § 301-11.301	Authority to approve requests for actual expense in excess of 150% up to 300% of the applicable General Services Administration (GSA) per diem rates.	Deputy Secretary, Under Secretaries, Assistant Secretaries and Other Key Officials with an equivalent level of authority	May be re-delegated to no lower than Senior Executive (SES) or SES Equivalent positions
41 C.F.R. §§ 301-50.4; 301-73.102; 301-73.103	Authority to grant an exception to the required use of the Travel Management System or Electronic Travel System.	Deputy Secretary, Under Secretaries, Assistant Secretaries and Other Key Officials with an equivalent level of authority	No re-delegation authority
41 C.F.R. § 302-2.6	50-mile waiver request for employees authorized relocation but are not eligible due to not meeting the minimum 50-mile distance requirement.	Deputy Secretary, Under Secretaries, Assistant Secretaries, and Other Key Officials with an equivalent level of authority	No re-delegation authority

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Authorities	Responsibility	Delegation Level	Re-delegation Authority
41 C.F.R. § 302-2.102	Approval authority of discretionary expenses, excluding appraised value offer program, for relocation expenses.	Deputy Secretary, Under Secretaries, Assistant Secretaries and Other Key Officials with an equivalent level of authority	May be re-delegated via Department of Veterans Affairs (VA) Financial Policy, Volume XIV Chapter 8, Relocation Packages
41 C.F.R. § 302-2.106	Delegation to waive the Federal Travel Regulations within the Continental United States (associated with employee relocation to or from a remote or isolated location).	Deputy Secretary, Under Secretaries, Assistant Secretaries and Other Key Officials with an equivalent level of authority	No re-delegation authority
41 C.F.R. §§ 303-70.301; 303-70.500	Reimbursement of death-related expenses for an employee or an employee's immediate family member residing with the employee outside the Continental United States (OCONUS).	Deputy Secretary, Under Secretaries, Assistant Secretaries and Other Key Officials with an equivalent level of authority	No re-delegation authority
41 C.F.R. § 303-70.700	Upon the death of an employee as a result of personal injury sustained while in the performance of the employee's law enforcement duties, authorize payment of certain transportation and other expenses for an employee's immediate family to an alternate residential destination.	Deputy Secretary, Under Secretaries, Assistant Secretaries and Other Key Officials with an equivalent level of authority	No re-delegation authority

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Authorities	Responsibility	Delegation Level	Re-delegation Authority
5 U.S.C. § 4109(a)(2)(F) and 5 C.F.R. § 410.401	Approve the exception for lodging and meal expenses in the local area. The Secretary may approve a per diem allowance for travel in the local area if an employee is authorized to travel under the Government Employees Training Act.	Deputy Secretary, Under Secretaries, Assistant Secretaries and Other Key Officials with an equivalent level of authority	No re-delegation authority
OMB M-12-12 and M-17-08	Authorization of VA sponsored, VA co-sponsored and non-Federal sponsored conferences with net expenses greater than \$100,000.	Deputy Secretary, Under Secretaries, Assistant Secretaries and Other Key Officials with an equivalent level of authority	No re-delegation authority
Agency Requirement	Authorization of VA sponsored, VA co-sponsored and non-Federal sponsored conferences with net expenses equal to or less than \$100,000.	SES and SES Equivalent positions	No re-delegation authority
41 C.F.R. § 301-11.301	Authority to approve requests for actual expense up to 150% of the applicable GSA per diem rates.	Assistant Secretary for Management and Chief Financial Officer (ASM/CFO)	May be re-delegated via VA Financial Policy, Volume XIV Chapter 2, Travel Per Diem
41 C.F.R. §§ 301-51.4; 301-70.700; 301-70.701	Authority to exempt a class of traveler or type of expense from the requirement to use the Government Travel Card (e.g., infrequent travelers or for travel expenses to an area where the	ASM/CFO	May be re-delegated via VA Financial Policy, Volume XVI, Chapter 2, Government

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Authorities	Responsibility	Delegation Level	Re-delegation Authority
	infrastructure does not support use of the card etc.).		Travel Charge Card Program
41 C.F.R. § 301-71.104	Authority to approve employee travel activities throughout the Department.	ASM/CFO	May be re-delegated via VA Financial Policy, Volume XIV, Chapter 1, Travel Administration
41 C.F.R. § 304-6.4	Reporting payments from non-Federal sources to the Office of Government Ethics.	ASM/CFO	May be re-delegated via VA Financial Policy, Volume XIV, Chapter 9, Non-Federal Source Funding (Donated Travel)
38 U.S.C. § 517	Quarterly reports to Congress on conferences sponsored by the Department.	ASM/CFO	May be re-delegated to no lower than SES or SES Equivalent positions
Consolidated Appropriations Act, 2021, P.L. 116-260, § 738 of Division E	To submit VA Office of Inspector General (OIG) conference reporting obligations and for subsequent fiscal years in which an appropriations act requires that VA submit an annual report to the VA OIG.	ASM/CFO	May be re-delegated to no lower than SES or SES Equivalent positions
OMB M-12-12 and M-17-08	To publicly report agency-sponsored conferences on a dedicated VA official website.	ASM/CFO	May be re-delegated to no lower than SES or SES

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Authorities	Responsibility	Delegation Level	Re-delegation Authority
			Equivalent positions

Attachment 2: Rescinded Delegations of Authority

Delegations of Authority (DOA) to be Rescinded	Date DOA Signed
Delegation of Authority to Approve the Use of First-Class and Premium-Class Travel Accommodations	4/25/2003
Delegation of Authority to Approve Actual Expense	9/15/2003
Delegation of Authority to Grant an Exception to the Required Use of the Electronic Travel System	6/16/2016
Delegation of Authority to Approve an Exception to the 50-Mile Distance Requirement for Relocation Entitlement	6/16/2016
Delegation of Authority to Waive the Federal Travel Regulations Within the Continental United States	2/8/2008
Delegation of Authority to Authorize Other Expenses for Training (Local Per Diem)	6/16/2016
Delegation of Authority to Exempt Traveler or Payments from the Requirement to Use the Government Travel Card	10/24/2003
All prior DOAs delegating 41 C.F.R. § 301-71.104 Approval Authority for Travel Authorizations	Various
Delegation of Authority on Conference Reporting Requirements (VIEWS 144041)	6/3/2019
Streamlined Conference Planning and Approval, Oversight and Reporting Policies and Procedures (VAIQ 7551953)	12/5/2014