



Subject: Travel Requirements, Officials, and Redelegations

Responsible Office: Office of the Chief Financial Officer

1. POLICY

- a. The NASA Administrator has delegated to the Center Director the authority to authorize travel orders and approve travel vouchers in accordance with the provisions of NASA Policy Directive (NPD) 9710.1 W, Delegation of Authority—To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters.
- b. Pursuant to Agency guidance and related internal control practices travel orders will be authorized and travel vouchers will be approved by individuals in positions at least one organizational level above the traveler, except as provided in NPD 9710.1 W for very senior Agency officials. For example, Organizational Directors requesting travel for themselves will have such travel authorized by the Associate Center Director.
- c. It is the policy of NASA that temporary duty travel assignments will be authorized or approved only when officially justified in order to meet strategic NASA mission requirements consistent with good management practices. When planning and scheduling trips, authorizing officials will try to combine missions in order to maximize the use of financial and staff resources. Procedures will be implemented by authorizing officials to scrutinize requests for temporary duty travel assignments to ensure that the following conditions are met:
 - (1) The assignment has been authorized to conduct official NASA business.
 - (2) The purpose of the mission cannot be satisfactorily accomplished less expensively by correspondence, telephone, video teleconferences (ViTS), or other appropriate means.
 - (3) The duration of an assignment is no longer than justified by the requirements of the mission.
 - (4) The number of persons on an assignment is held to a minimum consistent with the purpose of the mission.
- d. Any leave in conjunction with official, approved travel should be approved by the traveler's supervisor. Employees and approving officials should be aware of the

appearance of impropriety of taking extensive personal leave in conjunction with official travel.

- e. Travel Authorizations will incorporate management determinations, authorizations, and justifications in accordance with the provisions of the travel regulation, and will cover the specific purpose, allowances, period of travel, place of duty, itinerary, allowable or directed mode of transportation, and administrative conditions and limitations.

2. APPLICABILITY

This directive is applicable to Langley Research Center.

3. AUTHORITY

- a. Federal Travel Regulation (FTR)
- b. Government Employees Training Act (5 U.S.C. 4109).

4. APPLICABLE DOCUMENTS

- a. NPD 9710.1 W, Delegation of Authority—to Authorize or Approve Temporary Duty Travel on Official Business and Related Matters
- b. NPR 9710.1, General Travel Requirements
- c. LMS-CP-0012, Preparation and Processing of Foreign Travel (for NASA Form 1167 and Program Travel)
- d. Langley Research Center Travel Web site (<https://sites-n.larc.nasa.gov/larctravel/>)

5. RESPONSIBILITY

- a. A Travel Requesting Official is responsible for proposing only travel that is necessary and justified in the completion of the Agency mission that cannot be satisfactorily accomplished less expensively. A Travel Requesting Official can be an employee's supervisor, the traveler, or another person having full knowledge of the purpose and requirements of the proposed travel.
- b. Authorizing and Approving Officials should be aware of NASA's travel policies and procedures and ensure effective control, necessity, and justification for all travel determinations.
- c. The Authorizing Official is responsible for ensuring that temporary duty assignments are authorized or approved only when officially justified in order to

meet strategic NASA mission requirements consistent with good management practices. The travel Authorizing Official should be aware of all travel plans, including plans to take annual leave in conjunction with travel.

- d. The Approving Official is responsible for the initial approval or disapproval of travel expense items claimed on vouchers.
- e. Pursuant to Agency policy, the Center Director is responsible for authorizing all first-class and business-class air travel orders.

6. DELEGATION OF AUTHORITY

Subject to the conditions and limitations contained in NPD 9710.1 W, the Center Director has elected to make the following redelegations. The redelegations represent the lowest level that a particular type of travel, Travel Authorization, Travel Voucher, or reimbursement will be authorized. Periodically, special travel authorization/requirements may be required on a short-term basis. These special requirements will be communicated to the Center under separate memo.

a. Local Travel for Official Business

Senior Officials in OD, Organizational Directors, and branch, section/other unit heads (based on the discretion of the Director) will approve local travel by means of a Local Travel Voucher. A Travel Authorization is not required unless the following are involved:

- (a) Per diem
- (b) Lodging
- (c) Rental Car
- (d) Government-owned vehicle (GOV)
- (e) Government-owned aircraft (GOA)
- (f) Travel outside of a 35 miles radius of both the employee's official duty station and the residence from which the employee commutes to the official duty station

b. Single Trip for Official Business

(1) Senior Officials in OD, Directors of organizations, and branch, section/other unit heads (based on the discretion of the Director) will authorize travel orders and approve travel vouchers for:

- (a) Single trip for official business of NASA employees
- (b) Invitational travel, including pre-employment interviews
- (c) Foreign travel
- (d) Outside meetings within the United States sponsored by international groups
- (e) Nonofficial speaking and lecturing activities
- (f) Reimbursable or sponsored travel
- (g) Program travel, management and operations travel, and scientific and technical development travel

- (h) Professional meetings (nonprogram travel)
- (i) Presentation or publication of scientific or technical papers and reports, and attendance at technical symposia

(2) NASA Shared Services Center and/or Center Human Resource Office will authorize travel for:

- (a) Extended Temporary Duty
- (b) Permanent Change of Station
- (c) Temporary Change of Station
- (d) Attendance at labor management meetings
- (e) Permissive travel

c. **Amendment/Extension (Modifications)** (Needed only if a traveler has departed on travel and needs to make a modification to the original orders.)

Senior Officials in OD, Directors of organizations, and branch, section/other unit heads (based on the discretion of the Director) who authorized the original travel request will authorize amendment/extension (modifications). Additional signatures may be required depending on what information was added. If an amendment/extension is not necessary, the traveler can get approval from their authorizing official and claim any changes using the E-Travel System.

d. **Limited Open Travel Authorizations**

Senior Officials in OD and Director

e. **Request for Actual Lodging and M&IE Expenses in Lieu of Per Diem**

Financial Management Travel Accountants and Team Lead

7. MEASUREMENT/VERIFICATION

None

8. CANCELLATION

LAPD 9700.3 E, dated May 28, 2014.

/s/ Lisa Ziehm Center Associate Director

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