



**LANGLEY  
POLICY  
DIRECTIVE**

**LAPD 9700.3E**

**Effective Date: May 28, 2014**

**Expiration Date: February 28, 2016**

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**Responsible Office:** Office of the Chief Financial Officer

**SUBJECT:** Travel Requirements, Officials, and Redelegations

**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, "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, in general, travel orders will be authorized and travel vouchers will be approved by individuals in positions at least one organizational level above the traveler. For example, Organizational Unit Managers (OUM's) requesting travel for themselves will have such travel authorized by their Associate 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.
- (5) The use of annual leave in conjunction with official travel should be held to a minimum in order to avoid any adverse "perception" issues.

d. 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, "Delegation of Authority -- To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters"
- b. NPR 9700.1 -- NASA Federal Travel Regulation Supplement (NFTRS)
- c. LMS-CP-0012, "Preparation and Processing of Foreign Travel (for NASA Form 1167 and Program Travel)"
- d. LMS-CP-0904, "Authorizing Flight Aboard Non-LaRC Aircraft"
- e. LMS-CP-0905, "Authorizing Flight Requests for LaRC Aircraft"
- f. Langley Research Center Fed Traveler web site" (<http://www.fedtraveler.com/>)
- g. SF 1164, "Claim for Reimbursement for Expenditures on Official Business"

## **5. RESPONSIBILITY**

- a. A Travel Requesting Official is responsible for only proposing 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, 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, OUM's, and branch, section/other unit heads (based on the discretion of the OUM) will approve local travel by means of a Claim for Reimbursement for Expenditures on Official Business (SF 1164) or the Fed Traveler default form. A Travel Request and Authorization is not required unless per diem, a Government-owned vehicle (GOV) (outside 50 mile radius) or a government owned aircraft (GOA) is involved.

### b. Single Trip for Official Business

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

- (a) Single trip for official business of NASA employees
- (b) Invitational travel
- (c) Foreign travel
- (d) Outside meetings within the United States sponsored by international groups
- (e) Nonofficial speaking and lecturing activities
- (f) Reimbursable 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) The Financial Management Travel Team Lead will concur in the authorization of travel for:

- (a) Extended temporary duty

(3) The Head, Office of Human Capital Management, will authorize travel for:

- (a) Permanent Change of Station
- (b) Preemployment interviews
- (c) Attendance at labor management meetings

Verify the correct revision before use by checking the LMS Web site.

(d) Permissive travel

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

(1) Senior Officials in OD, OUM's, and branch, section/other unit heads (based on the discretion of the OUM) 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 Fed Traveler.

**d. Unlimited Open Travel Authorizations**

(1) Generally not used by LaRC.

**e. Limited Open Travel Authorizations**

(1) Senior Officials in OD and OUM

**f. Travel and Flight Request for Non-LaRC Aircraft and LaRC Aircraft**

(1) See LMS-CP-0904 and LMS-CP-0905 for appropriate authorizations

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

(1) Financial Management Travel Team Lead

**7. MEASUREMENT/VERIFICATION**

None

**8. CANCELLATION**

LAPD 9700.3, dated March 4, 2011.

*Original signed on file*

Stephen G. Jurczyk  
Director

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