



Goddard Policy Directive

DIRECTIVE NO. GPD 9710.1A
EFFECTIVE DATE: September 5, 2002
EXPIRATION DATE: September 5, 2007

Responsible Office: 151/Regional Finance Office

Title: Delegations of Travel Authority and Attendance at Meetings of Outside Organizations

1. POLICY

It is the policy of NASA/Goddard Space Flight Center (GSFC) that officials shall authorize and/or approve travel and transportation only when officially justified in order to meet strategic mission requirements consistent with good management practices.

2. APPLICABILITY

This Goddard Policy Directive (GPD) applies to NASA/Goddard Space Flight Center, including remote facilities.

3. AUTHORITY

NPD 9710.1, "Delegation of Authority - To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters"

4. REFERENCES

- a. 41 CFR Chapter 302 - "Relocation Allowances"
- b. 41 CFR Part 301 - "Temporary Duty (TDY) Travel Allowances"
- c. 41 CFR Part 304 - "Payment From a Non-Federal Source for Travel Expenses"
- d. GMI 9710.8, "Power and Authority to Execute Reimbursable Arrangements Solely for Travel and Related Matters"
- e. NASA Federal Travel Regulations Supplement (NFTRS), Financial Management Manual 9700
- f. GMI 3410.2, "Required Training"
- g. GSFC Announcement 97-40, Expenses for Formal External meetings (including Conferences and Courses), June 17, 1997
- h. 5 CFR Part 2635 - "Standards of Conduct for Employees of the Executive Branch"
- i. 5 CFR Part 410 - "Training"

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5. RESPONSIBILITY

All travel shall be authorized by appropriate officials, or their redelegated officials, as designated in paragraph 6 of this directive. This directive delegates to certain GSFC officials the authority to authorize and approve official travel. As used in this directive, “authorize” is a pre-travel action; “approve” is a post-travel action. Delegated levels for authorizing and approving travel are contained in the attachment and management instructions below.

Authorizing and approving officials shall be cognizant of the Federal Travel Regulation (FTR), published by the General Services Administration (GSA), Travel and Transportation Management Policy Division, as it is the source for federal policy on travel. Authorizing and approving officials shall also be cognizant of the NASA Federal Travel Regulation Supplement (NFTRS) which addresses matters for which NASA has authority or responsibility to set specific policy, or establish specific procedures which apply only to NASA and matters not covered by the FTR. Authorizing officials are encouraged to attend Agency sponsored training to become knowledgeable of the travel regulations. Authorizing and approving officials are responsible for establishing controls to ensure that only travel that is essential to the purposes of the Government and for accomplishment of the Agency’s mission in the most effective and economical manner is authorized or approved.

6. DELEGATION OF AUTHORITY

- a. This GPD addresses only temporary duty travel, which is comprised of the following: local, continental U.S. (CONUS), foreign, outside continental U.S. (OCONUS) travel, actual subsistence, extended temporary duty and invitational travel for both direct and reimbursable funds.
- b. Directors of, Staff Office Heads and Deputies, Division and Center Chiefs, and Branch Heads, except as noted on the attachment to this Directive, may authorize and/or approve all temporary duty travel for themselves, and all others within their budgetary area of responsibility, without power of redelegation. This delegation is authorized provided that Directors of remain fully accountable for the actions of their subordinates. Authorization delegations are by position title; the announcement of key personnel will automatically serve as a basis for designating personnel with such authorization.
- c. No employee may execute, as approving official, his/her own travel voucher for reimbursement. No subordinate may authorize or approve the travel of his or her own supervisor.

NOTE: All redelegations must be in writing, and a copy of each official signature specimen or electronic password signature of both the delegating and receiving official must be on file with the Travel Office of the Regional Finance Office (RFO) at either Greenbelt or the Wallops Flight Facility.

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7. MEASUREMENT

Data for measures and metrics will be collected in the quantitative measures review and evaluation process that serves as part of the functional evaluation of financial management activities within the Agency.

8. CANCELLATION

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/Original Signed by/

A. V. Diaz
Director

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ATTACHMENT

Travel Limited to Director of/Staff Office Head or Deputies Authorization

- Foreign Travel (if timely submission per HQ guidance)
- Invitational Travel, including pre-employment interviews
- First Class Travel Accommodations
- Annual leave while on travel
- Actual Expenses (written justification with specific not to exceed amount)
- NASA sponsored conference invoking 25% conference allowance (specified amount not to exceed 25%)

Travel Limited to Chief Counsel Authorization

- Foreign Travel (if late submission per HQ guidance)
- Reimbursable Travel (if not part of a preexisting reimbursable agreement)
- Post Approval Travel

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	06/16/99	Initial Release
A	09/05/02	<ul style="list-style-type: none">• Streamlined travel review cycle• Delegated to branch heads temporary duty travel authorization• Clarified travel authorizations• Deleted reference to permanent change of station travel• Deleted guidance of annual leave while on travel

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