

Department of
Veterans Affairs

Memorandum

Date: JUN 16 2016

From: Deputy Secretary (001)

Subj: Delegation of Authority to Grant an Exception to the Required Use of the Electronic Travel System (VAIQ# 7682265)

To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. **DELEGATION.** Pursuant to the authority delineated in paragraph two, I hereby delegate to the Under Secretaries, Assistant Secretaries, and Other Key Officials the authorization to approve an exception to the required use of the Department's Electronic Travel System (currently referred to as Concur Government Edition or ETS2).

2. **AUTHORITY.** Federal Travel Regulation (FTR) §301-50.4 states that an agency head or his/her designee may grant an individual case exception to the required use of ETS if the travel episode meets one of the conditions specified in the restrictions paragraph below.

3. **RESTRICTIONS.** FTR §301-50.4 limits the Agency's approval of this exception by requiring the travel meet one of the following conditions:


- (a) Such use would result in an unreasonable burden on mission accomplishment (e.g., emergency travel is involved and Travel Management System/ETS is not accessible; the employee is performing invitational travel; or the employee has special needs or requires disability accommodations under FTR §301-13);
- (b) Such use would compromise a national security interest; or
- (c) Such use might endanger the employee's life (e.g., the employee is traveling under the Federal witness protection program, or the employee is a threatened law enforcement/investigative officer traveling under FTR §301-31).

The Administration or Staff Office must document in writing the justification for why the exception should be granted.

3. **RE-DELEGATION.** This authority may not be re-delegated.

4. **RESCISSION.** This delegation rescinds the Deputy Secretary Delegation of Authority to Grant an Exception to the Required Use of the Electronic Travel System memorandum dated April 12, 2016.

5. **EFFECTIVE DATE.** The Secretary has waived the 2-year time limit for this re-delegation; therefore, this delegation will remain in effect until it is rescinded.



Sloan D. Gibson

Attachment