

**Department of  
Veterans Affairs**

# Memorandum

Date: September 15, 2003

From: Secretary (00)

Subj: Delegation of Authority to Approve Actual Expense for Temporary Duty Travel

To: Under Secretary for Health, Under Secretary for Benefits, Under Secretary for Memorial Affairs, and Assistant Secretary for Management

1. **DELEGATION.** Pursuant to the authority granted the Department of Veterans Affairs under 41 CFR 301-11.301, I hereby delegate to the Under Secretary for Health, Under Secretary for Benefits, Under Secretary for Memorial Affairs, and Assistant Secretary for Management the authority to approve requests for actual expense related to temporary duty travel when such a request is in excess of 150 percent of the GSA per diem rates. The Under Secretaries are authorized to approve such requests for their respective administrations, and the Assistant Secretary for Management is authorized to approve such requests for staff offices.

2. **AUTHORITY.** 41 CFR 301-11.301 provides the authority that allows the head of an agency to approve actual expense. Current VA policy contained in MP-1, part II, chapter 2, paragraph 10 only allows the official authorizing travel to approve actual expense requests up to 150 percent of the published GSA per diem rates.

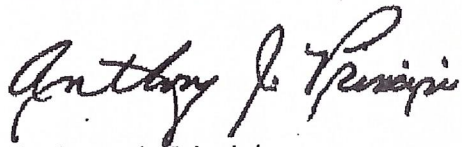
3. **RESTRICTIONS.** 41 CFR 301-11.303 and 301-11.305 limit actual expense to a maximum of 300 percent of per diem. Actual expense may not be approved for travel related to permanent change of station travel including en route travel, travel related to a househunting trip, or temporary quarters subsistence allowance (41 CFR 302-4.200, 302-5.13 and 302-6.102).

4. **REDELEGATION.** At their discretion, the Under Secretaries and the Assistant Secretary for Management may redelegate this approval authority to senior-level officials. Since adequate internal controls must be established to guard against waste, fraud, and abuse, the official delegated authority to approve actual travel subsistence requests of up to 150 percent, and any official delegated authority to approve requests in excess of 150 percent and up to 300 percent, may not be the same person. Persons delegated the 300 percent authority must be at least one position higher in the organization's reporting hierarchy than the official delegated authority to approve actual expense requests of up to 150 percent of per diem. However, when that is not possible within an organization, the person delegated the 300 percent authority must possess sufficient independence from the travel authorizing official to make an unbiased evaluation of the need for actual subsistence expense.

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Under Secretary for Health, Under Secretary for Benefits, Under Secretary for Memorial Affairs, and Assistant Secretary for Management

5. EFFECTIVE DATE. This delegation of authority is effective upon signature and remains in effect until superceded.

A handwritten signature in cursive script, reading "Anthony J. Principi". The signature is written in dark ink and is positioned above the printed name.

Anthony J. Principi