



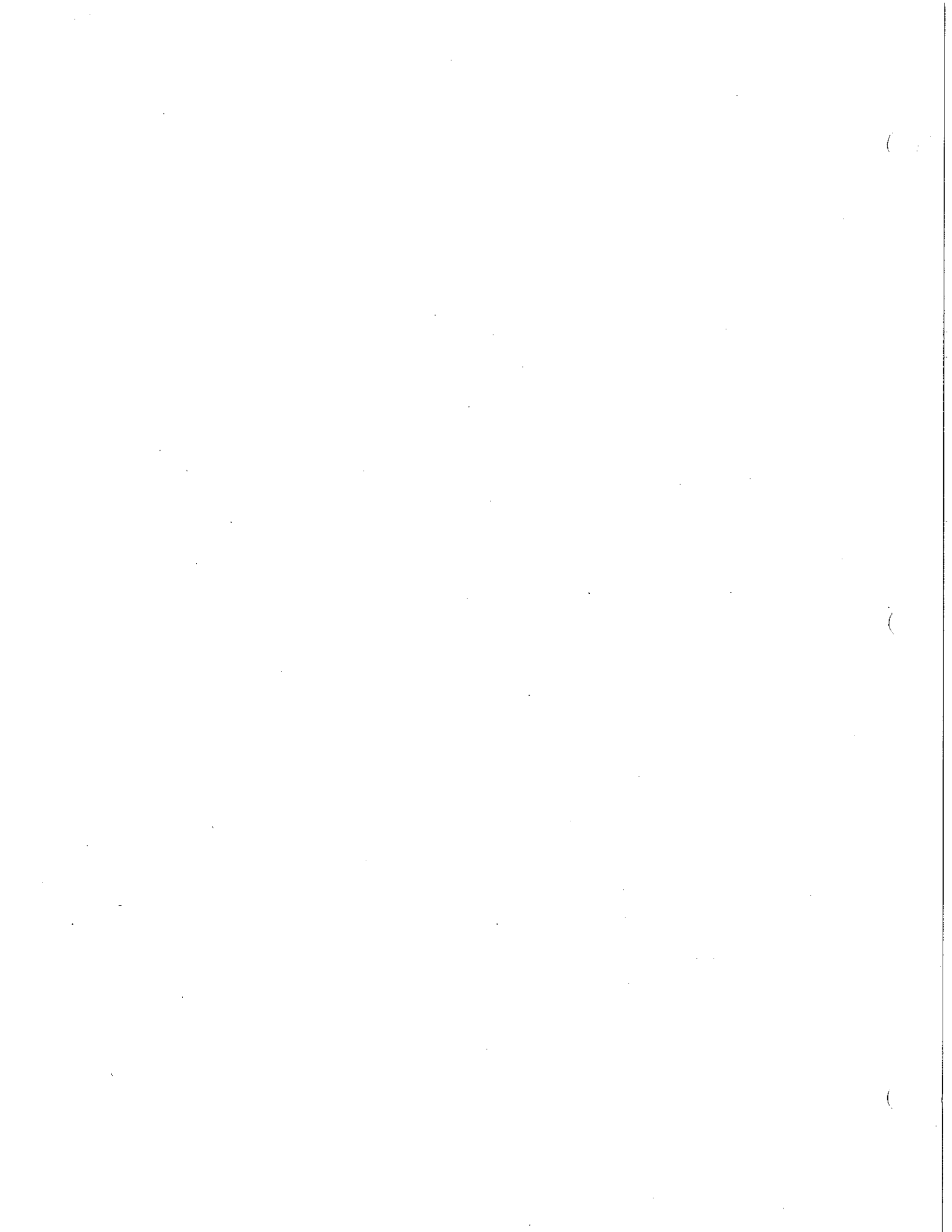
THE SECRETARY OF VETERANS AFFAIRS  
WASHINGTON  
October 24, 2003

**MEMORANDUM FOR UNDER SECRETARIES, ASSISTANT SECRETARIES, AND  
OTHER KEY OFFICIALS**

**SUBJECT:** Delegation of Authority to Exempt Traveler or Payments from the Requirement to Use the Government Travel Card

1. **DELEGATION.** Pursuant to the authority granted the Department of Veterans Affairs under 41 CFR § 301-70.700 and 301-701, I hereby delegate to the Assistant Secretary for Management the authority to exempt "any payment, person, type or class of payments, or type or class of agency personnel" from the requirement to use the individual contractor-issued Government travel charge card to pay for temporary duty travel expenses if the exemption is determined to be necessary and in the interest of the agency.
2. **AUTHORITY.** Title 41 CFR § 301-70.700 requires Federal employees when on official business to use a contractor-issued Government travel charge card to pay for travel expenses unless a vendor does not accept the travel charge card, the Administrator of General Services has granted an exemption, or an agency head or his/her designee has granted an exemption. Title 41 CFR § 301-70.701 states that agency heads or their designees are granted the authority to exempt employees from the requirement to use the individual contractor-issued Government travel charge card when on official travel; this exemption may also be applied to a type or class of payment.
3. **RESTRICTIONS.** Agencies must notify the Administrator of General Services, in writing within 30 days, after granting such exemptions, stating the reasons for the exemption.
4. **REDELEGATION.** This authority may not be re-delegated.
5. **EFFECTIVE DATE.** This delegation of authority is effective upon signature and remains in effect until superceded.

  
Anthony J. Principi

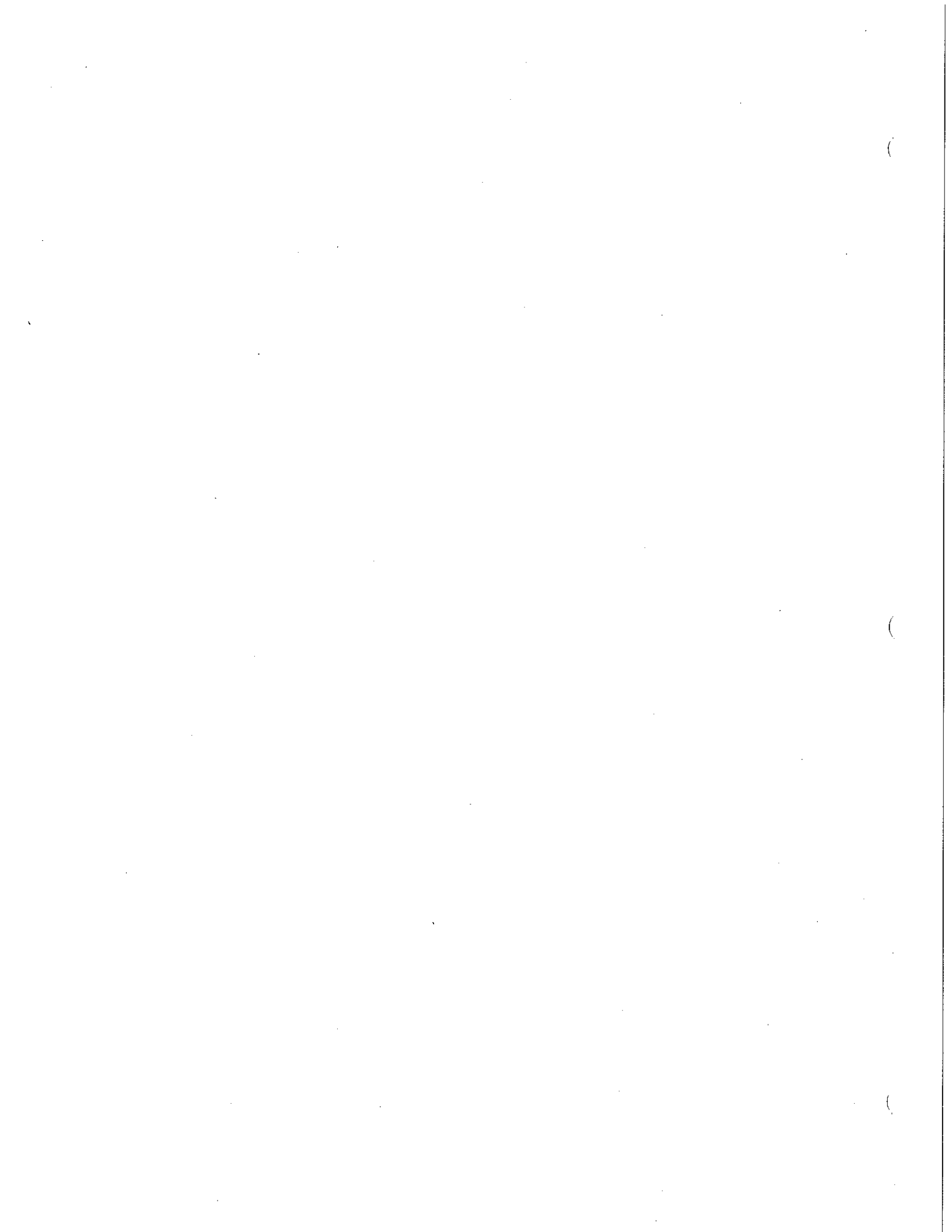


Department of  
Veterans Affairs

# Memorandum

Date: OCT 20 2003  
From: Assistant Secretary for Management (004)  
Subj: Delegation of Authority – Travel Charge Card Exemptions (EDMS 236004)  
To: Secretary (00)

1. The General Services Administration (GSA) has mandated the use of the individual contractor-issued government travel charge card to pay for common carrier transportation, lodging, and rental cars in connection with temporary duty (TDY) travel. The Federal Travel Regulations allow the "head of a Federal agency or his/her designee(s)" to exempt "any payment, person, type or class of payments, or type or class of agency personnel" from this requirement if the exemption is determined to be necessary and in the interest of the agency.
2. The GSA Administrator, through regulation, has already exempted the following from mandatory use of the contractor-issued government travel charge card: (a) expenses incurred from a vendor that does not accept the contractor-issued government travel charge card; (b) laundry/dry cleaning; (c) parking; (d) local transportation system; (e) taxi; (f) tips; (g) meals (only when use of the card is impractical, i.e., group meals or the contractor-issued government charge card is not accepted); (h) telephone calls (when a government calling card is available for use in accordance with agency policy); (i) an employee who has an application pending for the travel charge card; (j) individuals on invitational travel; and (k) new appointees. An agency may provide further exemptions, if needed, to carry out their mission.
3. Attached is a proposed delegation of authority that would transfer the exemption authority from the Secretary to the Assistant Secretary for Management (004). This would permit the Assistant Secretary for Management to consider requests to waive the requirement to use the contractor-issued government travel charge card when it is in the interest of the agency and the exemption is not currently available through GSA regulations or VA policy. Further, the Office of Finance, within the Office of Management, establishes travel charge card policy and administers the travel charge card program. Finance staff is able to provide my office the expertise needed to make determinations on when an exemption should be granted. Each request will be reviewed on a case-by-case basis, and a determination will be made in conformance with the exemptions allowed under the Federal Travel Regulations.
4. This delegation of authority, and the prohibition on the re-delegation of this authority, would allow expedient approval of such requests and would relieve the Secretary of the administrative burden of making these determinations. For every instance when an exemption is granted, all federal agencies must report it to the Administrator of GSA. Having the authority to approve travel charge card exemptions under the Assistant Secretary for Management would allow this office to track exemptions and centralize



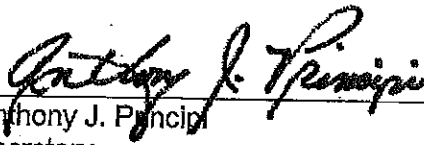
Delegation of Authority – Travel Charge Card Exemptions

the reporting process. This delegation of authority would also allow for the consistent application of federal regulations and VA policy.

5. VA Directive 0000, Delegations of Authority, mandates a 2-year sunset time limit on all delegations of authority, unless the time limit is waived by the Secretary. By means of this memo, I also request that you waive the 2-year sunset requirement, allowing the delegation of authority to remain in effect until superceded.

  
William H. Campbell

Attachment

Approved:  10/24/03  
Anthony J. Principi Date  
Secretary

