



Department of Energy
National Nuclear Security Administration
Washington, D.C. 20585



August 30, 2016

MEMORANDUM FOR RANDALL M. HENDRICKSON
ASSOCIATE ADMINISTRATOR
FOR MANAGEMENT AND BUDGET

THROUGH: PHILIP T. CALBOS
ACTING DEPUTY ADMINISTRATOR
FOR DEFENSE PROGRAMS

FROM: KERRY M. CLARK
ACTING ASSISTANT DEPUTY ADMINISTRATOR
FOR SECURE TRANSPORTATION

SUBJECT: Delegation of Authority to Approve Actual Travel Expense
Reimbursements Exemption Action Request

ISSUE: Whether to grant re-delegation of authority to approve actual travel expense reimbursements to the Office of Secure Transportation (OST) Assistant Deputy Administrator and exempting OST from requirements limiting re-delegation authority to two levels below the head of the Departmental element for the period October 1, 2016, through September 30, 2017.

BACKGROUND: Pursuant to DOE O 552.1A, Administrative Change 1, *Travel Policies and Procedures*, section 5.d.(2), the heads of Departmental elements:

"...approve actual expense reimbursement not to exceed 300 percent of locality per diem under special or unusual circumstances as identified in the FTR.


- (a) Re-delegation of this authority is limited to two levels below the head of the Departmental element.
- (b) Requests for exemptions to this policy will be forwarded to the CFO for non-NNSA organizations or the NNSA Associate Administrator of Management and Administration for NNSA organizations."

Granting this request allows OST to approve warranted travel justification due to situations in which there is unavailability of federal government rate room as a result of major events, expos, etc... or remote location which do not offer government rate room, furthermore it allows OST to closely monitor and track its actual travel expenses internally.

R. Hendrickson

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RECOMMENDATION: Please approve the exemption request for the period October 1, 2016, through September 30, 2017.

Approve:  _____ Disapprove: _____ Date: _____

cc:

J. Trainor, NA-MB-20

M. Flynn, NA-155

T. Loughhead, NA-155.4

D. To, NA-155.43

B. Holmberg, NA-155.43