DEPARTMENT OF HEALTH AND HUMAN SERVICES

DELEGATION OF AUTHORITY TO DEPUTY SENIOR TRAVEL OFFICIAL (DSTO)

In accordance with the 2012 HHS Travel Policy Manual, Revision 1, Section 1.3.6, I hereby delegate as the Deputy Senior Travel Official (STO) for .

has the authority to perform the following tasks on behalf of .

TRAVEL PROGRAM OVERVIEW

Reports

- ☐ Annual TRIP Report
- ☐ Annual Other than Coach Class Transportation Report
- ☐ Semi-Annual Report of Payments from a Non-Federal Source
- ☐ Semi-Annual Senior Federal Travel Report
- ☐ OMB Quarterly Charge Card Report as required by OMB
- ☐ OMB Yearly Charge Card Report as required by OMB
- ☐ Greenhouse Gas Reduction Report

Conferences

- ☐ Approve Non-HHS Conferences less than $75,000

TRAVEL OVERSIGHT

Travel

- ☐ Approve Relocation discretionary expenses
- ☐ Approve Travel Greater than $10,000 and up to $25,000 per single trip
- ☐ Approve Use of Cash to purchase domestic passenger transportation in excess of $100 in an emergency
- ☐ Approval of Doubtful Claims of $25 or less
- ☐ Approve Actual Expense Allowance after the fact
- ☐ Approve Use of Cash to purchase domestic passenger transportation in excess of $100 in non-emergency situations
- ☐ Acceptance of Payment in Cash or In-Kind to Cover Travel Expenses as the Recommending Official
- ☐ Approval of Premium Class Travel (Other than Coach Class – First Class)
- ☐ Approval of Premium Class Travel (Other than Coach Class – Business Class)

Additional Travel Responsibilities

- ☐ Approve OpDiv/StaffDiv Head Travel
- ☐ Monitoring of Vouchers submitted in a timely manner (Section 3.2.2)
- ☐ Waiver of Use of Contract TMC due to Emergency Situation (Section 3.4.1.2)
- ☐ Approve Use of GPS – After the Fact or in the event of an Emergency (Section 4.1.10.2
- ☐ Approve Per Diem within the Local Travel Area – “80-mile Rule” (Section 4.3.2.2)
- ☐ Approve Actual Expense – After the Fact (Section 5.1.3.6)
- ☐ Approve Leave while on Long Term TDY - Domestic [Greater than 30 lodging nights] (Section 5.3.1)
- ☐ Approve Leave while on Long Term TDY - International [Greater than 30 lodging nights] (Section 6.5.1)
- ☐ Ethics Review of Non-Federal Sponsored Travel (Section 7)
- ☐ Approve Long-Term Travel and Training - Non-Federal Sponsored Travel Reimbursable (Section 7.5.1.10)
- ☐ Approve Advances for Travelers with Cancelled Travel Charge Cards (Section 10.3.6.6)
- ☐ Approval of Relocation Travel (Section 12.5.1)
- ☐ Approval of Relocation Extension from 1 year to 2 years (Section 12.6.1)

Signature	Please Print Name	Date