




UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460


MAR 1 - 2012

OFFICE OF
CHIEF FINANCIAL OFFICER

MEMORANDUM

SUBJECT: Redlegation of Authority to Approve Other than Coach-Class (First-Class) Accommodations for Official Travel

FROM: Barbara J. Bennett
Chief Financial Officer 

THRU: Maryann Froehlich
Deputy Chief Financial Officer 

TO: Stefan Silzer, Director
Office of Financial Management

PURPOSE

This memorandum redelegates the authority to approve other than coach-class (first-class) accommodations for official travel.

BACKGROUND

Delegation 1-17-A, Domestic Travel, dated September 13, 2011, Section 4.e., states the Chief Financial Officer and the Deputy Chief Financial Officer may redelegate to the Director, Office of Financial Management the authority to approve other than coach-class (first-class) accommodations, including after-the-fact or post-travel waivers, for agency employees under the criteria provided in the Federal Travel Regulation and agency travel policy. *Further redelegation is not permitted.*

Delegation 1-17-B, International (Foreign and Invitational-Foreign) Travel, dated September 13, 2011, Section 4.h., states the Chief Financial Officer and the Deputy Chief Financial Officer may redelegate to the position of the Director, Office of Financial Management the authority to approve other than coach-class (first-class) accommodations, for agency employees under the criteria provided in the Federal Travel Regulation and agency travel policy. *Further redelegation is not permitted.*

The EPA's travel delegations are available at <http://intranet.epa.gov/ohr/rmpolicy/ads/dm/index1.htm>.

REDELEGATIONS

1. Domestic Travel - Effective immediately, the CFO and the DCFO redelegate to the Director, OFM the authority to approve other than coach-class (first-class) accommodations, including after-the-fact or post-travel waivers, for agency employees under the criteria provided in the FTR and agency travel policy. *Further redelegation is not permitted.*

2. International Travel - Effective immediately, the CFO and the DCFO redelegate to the Director, OFM the authority to approve other than coach-class (first-class) accommodations, for agency employees under the criteria provided in the Federal Travel Regulation and agency travel policy. *Further redelegation is not permitted.*

LIMITATIONS

For both domestic and international travel, the Director, OFM will approve other than coach-class (first-class) accommodations for the agency's office directors or equivalent and employees below the position of office director.

As a matter of agency policy and ethical considerations, the Director, OFM must not authorize or approve his or her own domestic or international travel. The CFO, DCFO or designee will approve all travel for the Director, OFM.

cc: DCFO Senior Managers