



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

MAR 5 - 2019

OFFICE OF THE
CHIEF FINANCIAL OFFICER

MEMORANDUM

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

FROM: Holly W. Greaves, Chief Financial Officer
Office of the Chief Financial Officer *Holly W. Greaves*

THRU: *[Signature]*
David A. Blooms, Deputy Chief Financial Officer
Office of the Chief Financial Officer

TO: Jeanne Conklin, Controller
Office of the Controller

PURPOSE

This memorandum supersedes the memo dated April 30, 2018 and redelegates the authority to approve other than coach-class (first-class) accommodations for official travel.

BACKGROUND

Delegation 1-17-A, Domestic Travel, dated June 28, 2018, Section 4.e., states the Chief Financial Officer and the Deputy Chief Financial Officer may redelegate to the Controller, in the Office of the Controller, 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 the agency travel policy. *Further re delegation is not permitted.*

Delegation 1-17-B, International (Foreign and Invitational-Foreign) Travel, dated June 28, 2018, Section 4.h., states the Chief Financial Officer and the Deputy Chief Financial Officer may redelegate to the position of the Controller, in the Office of the Controller, the authority to approve other than coach-class (first-class) accommodations, for agency employees under the criteria provided in the FTR and the agency travel policy. *Further re delegation is not permitted.*

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

REDELEGATIONS

1. Domestic Travel – Effective immediately, the CFO and DCFO redelegate to the Controller 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 DCFO redelegate to the Controller 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.*

Any official who redelegates an authority retains the right to exercise or withdraw authority. Redelegated authority may be exercised by any official in the chain of command to the official to whom it has been specifically redelegated.

LIMITATIONS

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

cc: OCFO Senior Managers
Senior Resource Officials