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NASA Policy Directive

NPD 9710.1VEffective Date: December 09,
2009Expiration Date: December 09,
2014**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Delegation of Authority - To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters

Responsible Office: Office of the Chief Financial Officer

1. POLICY

- a. It is the policy of NASA that officials shall authorize and approve travel and transportation only when officially justified to meet essential mission requirements in an effective and economical manner, consistent with good management practices.
- b. Ordinarily, travel authorizations shall be issued before expenses are incurred.
- c. All travel shall be authorized by appropriate officials designated in paragraph 6 of this directive or through their redelegations.
- d. Except for the officials listed in paragraph 6.6, travel shall be authorized and approved by an official at least one organizational level above the traveler. This also applies to travel on Government aircraft. (As used in this directive, "authorize" is a pre-travel action pertaining to travel authorizations/orders; "approve" is a post-travel action pertaining to travel vouchers.)
- e. No subordinate shall authorize or approve the travel of his or her own supervisor.
- f. This NASA Policy Directive (NPD) addresses only Temporary Duty Travel (TDY), which is comprised of local, continental U.S (CONUS), foreign, non-foreign, actual subsistence, extended temporary duty, and invitational travel for both direct and reimbursable funds (See the Federal Travel Regulation (FTR) Index for definitions).

2. APPLICABILITY

This NPD applies to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers.

3. AUTHORITY

- a. 5 U.S.C. §§ 5701-5709, Travel and Subsistence Expenses; Mileage Allowances.
- b. 31 U.S.C. § 1353, Acceptance of travel and related expenses from non-Federal sources.
- c. 42 U.S.C § 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

4. REFERENCES

- a. 41 CFR Parts 300-304, Federal Travel Regulation (FTR).
- b. NPR 9700.1, Travel, Appendix A, NASA Federal Travel Regulations Supplement.

5. RESPONSIBILITY

5.1. The Office of the Chief Financial Officer is responsible for ensuring the implementation of this directive.

5.2. Authorizing and approving officials shall be responsible for the following:

- a. Being cognizant of and complying with 41 CFR Parts 300-304, Federal Travel Regulation (FTR) and NPR 9700.1, Appendix A, the NASA Federal Travel Regulation Supplement.
- b. Establishing controls to ensure that only travel essential to the purposes of the Government and for accomplishment of the Agency's mission in the most effective and economical manner is authorized or approved.

5.3. Authorizing officials shall be responsible for the following:

- a. Being aware of travel plans, including plans to take annual leave in conjunction with travel.
- b. Ensuring appropriate consideration of the need for the travel, the use of travel substitutes (e.g., mail, teleconferencing, and videoconferencing), and the most cost-effective routing and means of accomplishing the travel.
- c. Authorizing each employee's travel separately.

5.4. The Office of External Relations shall coordinate all foreign TDY (see NPR 9700.1, App. A, § 301-2.7 et seq.).

5.5. All reimbursable TDY agreements require concurrence by, as appropriate, the Office of the General Counsel or the Center Chief Counsel (or by the Counsel to the Inspector General, for Office of Inspector General reimbursable TDY agreements).

5.6. The Office of the Chief Financial Officer at Headquarters and each Center shall review all reimbursable in-kind travel.

6. DELEGATION OF AUTHORITY

- 6.1. The Administrator (or an official serving in such position in an "acting" capacity) may authorize and approve his or her own TDY and the TDY of all others Agency wide.
- 6.2. The Deputy Administrator and the Chief Financial Officer (or officials serving in such positions in an "acting" capacity) may authorize and approve their own TDY and the TDY of all others Agency wide, except the Administrator.
- 6.3. Officials-in-Charge of Headquarters Offices and Center Directors (or officials serving in such positions in an "acting" capacity) may authorize and approve their own TDY and the TDY of all others within their management/supervisory area of responsibility, subject to the provisions of this NPD.
- 6.4. Deputy Associate Administrators, Headquarters Division Directors, Heads of Center Directorates, and Heads of Center Mission Support Offices (or officials serving in such positions in an "acting" capacity) may authorize (but not approve) their own TDY. They may both authorize and approve the TDY of all others within their management/supervisory area of responsibility, subject to the provisions of this NPD.
- 6.5. For NASA employees on detail to other NASA offices, the authorizing and approving official shall be the head of the office funding the detailee's travel.
- 6.6. The only employees who may approve their own vouchers are the Administrator, the Deputy Administrator, the Chief Financial Officer, Officials-in Charge of Headquarters Offices (as defined in NPD 1000.3, paragraph 1.2.2), and Center Directors (or officials serving in such positions in an "acting" capacity).
- 6.7. Authority to approve one's own voucher shall not be redelegated beyond the officials listed in paragraph 6.6.
- 6.8. Each official listed in paragraphs 6.1 through 6.5 has discretion to redelegate appropriately the authority to authorize and approve TDY of all others within the official's management/supervisory area of responsibility.
- >a. Redelegations shall not exceed 12 months.
 - b. Redelegations shall be in writing.
 - c. Electronic signatures of the delegating and receiving officials shall be maintained in the travel management system.

7. MEASUREMENTS

None.

8. CANCELLATION

NPD 9710.1T dated November 10, 2004.

/s/ Charles F. Bolden
Administrator

ATTACHMENT A: (TEXT)

Attachment A: References

- a. 5 CFR Part 301, Payment of Travel Expenses from Non-Federal Sources.
- b. 5 CFR Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch.
- c. NPD 1000.3, The NASA Organization.
- d. NPD 1030.1, Acceptance by Employees of Gifts or Decorations from Foreign Governments to Foreign Individuals.
- e. NPD 3410.2, Employee and Organization Development.
- f. NPR 9090.1, Reimbursable Agreements.

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