

U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION  Bureau of Apprenticeship and Training Washington, D.C. 20213  Symbols: TDTD/NAK	<u>Distribution:</u>  A-541 All Hqs  A-546 All Field Staff	<u>SUBJECT:</u> <u>CODE:</u> 902  New Requirements and Procedures for Approval of Travel
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PURPOSE: To issue new requirements and procedures for the approval of travel.

BACKGROUND: Over the past several months a number of changes have occurred in personnel and in the availability of travel funds that have resulted in some confusion as to current Bureau travel approval requirements. In order to clarify travel approval procedures and requirements some modifications have been made. New procedures and requirements are provided in the ACTION section below.

ACTION:

- o Regional Directors and Division Chiefs are to submit their travel plans to the Bureau Director for approval on a monthly basis six working days prior to the month of travel. Reports must include dates of travel, destination(s); purpose, and estimated costs, (See Attachment A.) Negative reports are required if no travel is planned. Approval/disapproval will be noted on a copy of the report and returned as soon as possible. Travel authorizations, advances, and vouchers for approved travel do not need further approval or authorization by the Bureau Director. Travel plans submitted by the Regional Directors need include only their own individual travel.
- o Regional Directors have the authority to sign all travel authorizations, advances, and vouchers for their staff, including themselves, as the approving and authorizing official. A copy of vouchers covering the travel of the Regional Director is to be sent to the Bureau Director for his review.
- o Division Chiefs have the authority to sign all travel authorizations, advances, and vouchers for their staff as the approving and authorizing official. The Bureau Director will sign those documents for the Division Chiefs as the authorizing official.
- o All authorizations, advances and vouchers for field staff travel outside of assigned regional jurisdictions must be approved by the Bureau Director, except where arrangements have been made to cross regional boundaries to provide normal apprenticeship service.

This Circular is effective immediately and supersedes all previous BAT issuances on travel approval requirements and procedures.

1983

TRAVEL PLANS

MONTH \_\_\_\_\_

OFFICE OF \_\_\_\_\_

TRAVELER	DATE(S) OF TRAVEL	DESTINATION	PURPOSE	COST

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_ (DATE) \_\_\_\_\_