

ATTACHMENT A

LEVELS OF APPROVAL AND RESPONSIBILITIES

<b>Level Number</b>	<b>Position</b>	<b>Responsibilities</b>
1	President and CEO/ORISE Director	All travel (domestic and foreign) for Level 2, Corporate and Program Director, Exceptions to the Policy and/or Unusual Circumstances
2	Vice President, Business Operations Vice President, Partnership Development General Counsel Corporate Director, Human Resources	All travel (domestic and foreign) for Level 3, Exceptions to the Policy and/or Unusual Circumstances
3	BusOps Directors, HR Directors, NSF Director, Director of Business Development, Corporate Secretary and Director, Administrative Operations	Acceptance of payment from a third party for travel expenses. All travel (domestic and foreign) for Level 4, Exceptions to the Policy and/or Unusual Circumstances as specified or delegated by Level 1 or 2
4	Group Managers, Administrative Managers, BusOps Managers, Technical Directors	Domestic travel for Level 5, including travel and Exceptions to the Policy and/or Unusual Circumstances identified in the Travel Manual.
5	Team Leaders, Project Managers	Domestic travel including travel certificates, participant inbound moves, pre-employment and house hunting, reviewers and Exceptions to the Policy and/or Unusual Circumstances identified in the Travel Manual.