

# ORAU IMPLEMENTATION PROCEDURE MANUAL

## SECTION 3 - APPROVAL AUTHORITY FOR TRAVEL

- A. Level 4 and 5
  - a. Level 5 (see Attachment A) have been delegated authority to approve 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.
  - b. Level 4 (see Attachment A) have been delegated authority to approve domestic travel for Level 5, including travel and exceptions to the policy and/or unusual circumstances identified in the Travel Manual.
  - c. Level 3 and above (see Attachment A) have been delegated authority to approve official domestic and foreign travel and approve exceptions to the Travel Policy and Travel Manual.

Levels 3 and above (see Attachment A) may delegate authority to authorize certain travel; however, such delegations of authority must be in writing and must be specific as to the type of travel to be authorized. A copy of such delegations must be furnished to the Financial Operations Department.

- B. The Director, Employment, has authority to approve (with Levels 3 and above approval, see Attachment A), all interview travel for prospective employees, all house-hunting trips for new employees, and all moves of household goods, etc. Moving and/or related travel expenses will be reimbursed in accordance with Section 11 of this manual.
- C. The ORAU President must approve all foreign travel related to corporate activities and travel by Vice Presidents, Corporate Directors, and the Program Directors. For all travelers, on a case-by-case basis with written justification, lodging waivers may be approved up to 300% of the GSA lodging ceiling.

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- D. The ORISE Director must approve travel and requests for exceptions for program directors. Travel in connection with ORISE programs where extended travel is a normal requirement of operation may be approved in excess of 30 consecutive calendar days by the Director's Office. All other ORISE travel in excess of 30 consecutive days requires the approval of DOE by letter. Extended stays will be addressed on a case-by-case basis with written justification and forwarded to the General Counsel's Office.
  
- E. The Vice President, BusOps, must approve all BusOps Directors travel and is responsible for the development of the Travel Policy and Travel Manual.
  
- F. The Corporate Secretary has authority to approve travel for board members, council members, and visiting committee members.
  
- G. The Science and Engineering Education (SEE) Program authorizes travel, house-hunting trips, and household moves for postgraduate research participants.