



**United States
Department of
Agriculture**

**Food Safety
and Inspection
Service**

**FSIS Directive
3805.1**

Revision 1

TRAVEL AUTHORIZATIONS

TRAVEL AUTHORIZATIONS

TABLE OF CONTENTS

PART ONE—BASIC PROVISIONS

Title	Page No.
I. PURPOSE	1
II. CANCELLATION	1
III. REASON FOR REISSUANCE	1
IV. REFERENCES	2
V. FORMS AND ABBREVIATIONS	2
VI. POLICY	2
VII. DEFINITIONS	3
A. Deviations	3
B. Justification	3
C. Notification	3
D. Personal Emergency	3
E. Premium-Class Airline Accommodations	3
F. Redlegation	3
G. Resort Areas	3
VIII. (RESERVED)	3

**PART TWO—TYPES OF AUTHORIZATIONS AND
UNIQUE TRAVEL SITUATIONS**

Section One—Selecting Appropriate Type of Authorization

I. TYPES OF AUTHORIZATIONS	5
II. UNLIMITED OPEN TRAVEL AUTHORIZATION (TYPE A)	5
III. NATIONWIDE AUTHORIZATION (TYPE N)	5
IV. LIMITED OPEN TRAVEL AUTHORIZATION (TYPE B)	5
V. INDIVIDUAL TRIP AUTHORIZATION (TYPE C)	6
VI. LOCAL TRAVEL AUTHORIZATION (TYPE L)	6
A. Headquarters Employees	6
B. Field Employees	6
VII. (RESERVED)	6

Section Two—Special Travel Situations

VIII. AUTHORIZING OFFICIALS	7
IX. RELOCATION ALLOWANCES	7
A. Relocation Expenses	7
B. Extension of Temporary Quarters Subsistence Expenses	7
X. CHANGE IN PER DIEM ALLOWANCES	8
XI. NONCONTRACT TRANSPORTATION	8
XII. EMPLOYEE ORGANIZATION REPRESENTATIVE	8
XIII. ATTENDANCE AT MEETINGS, CONFERENCES, SEMINARS, AND TRAINING	8
A. Assistant Secretary Approval	8
B. Administrator Approval	9
XIV. PERSONAL EMERGENCY AND SICK LEAVE TRAVEL	9
XV. COMBINING OFFICIAL AND PERSONAL TRAVEL	9
A. Special Combination-Travel Situations	9
B. Deviation from Authorized Itinerary or Mode of Transportation	10
C. Other Annual Leave Usage While on Official Travel	11

Title	Page No.
XVI. MEDICAL EXAMINATIONS	11
XVII. DETAILED OR LOANED EMPLOYEES	11
XVIII. PRIVATE INDIVIDUALS, EXPERTS, OR CONSULTANTS (INCLUDING AUTHORIZED ADVISORY COMMITTEE MEMBERS)	12
XIX. WITNESSES AT DEPARTMENTAL HEARINGS	12
XX. EMPLOYEES TESTIFYING IN JUDICIAL PROCEEDINGS	12
XXI. TRAVEL FOR PRE-EMPLOYMENT INTERVIEWS	12
XXII. CONGRESSIONAL TRAVEL	12
XXIII. PREMIUM CLASS AIRLINE ACCOMMODATION	12
XXIV. FOREIGN TRAVEL	12
XXV. TRAVELPAID BY NON-FEDERAL SOURCES	13
XXVI. TRAVEL OF THREATENED LAW ENFORCEMENT/ INVESTIGATIVE EMPLOYEES	13
ATTACHMENT 2-1, CHART OF AUTHORIZING OFFICIALS	15

**PART THREE--PREPARATION, ISSUANCE, AND
DISTRIBUTION OF AD-202**

I. PREPARATION OF AD-202	19
A. Originating Office	19
B. Numbering Scheme	19
C. Date	19
D. Purpose of Travel Codes	19
E. Estimate of Travel Costs and Management Code	20
II. ISSUANCE AND DISTRIBUTION	20
A. Unlimited Open, Nationwide, or Limited Open Authorizations	20
B. Individual Trip Authorization (Except Transfer of Station)	20
ATTACHMENT 3-1, AGENCY ACRONYMS LISTING	21
ATTACHMENT 3-2, TRAVEL PURPOSE CODES	22
ATTACHMENT 3-3, EXAMPLES OF TRAVEL AUTHORIZATIONS AND AUTHORIZATION AMENDMENTS	23
Example 1, Unlimited Open (Type A)	24
Example 2, Nationwide (Type N)	25
Example 3, Limited Open (Type B)	26
Example 4, Individual Authorization (Type C)	27
Example 5, Individual Authorization and Request for Actual Subsistence (Type C)	28
Example 6, Local Authorization (Type L)	29
Example 7, Authorization Amendment Nationwide (Type N)	30
Example 8, Authorization Amendment Limited Open (Type B)	31
Example 9, Authorization Amendment Individual Trip (Type C)	32
Example 10, Post-Approved Individual Authorization (Type C)	33

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE

3805.1
REVISION 1

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TRAVEL AUTHORIZATIONS

PART ONE--BASIC PROVISIONS

I. PURPOSE

This directive prescribes policy and procedures for authorizing official travel by employees, experts, or consultants.

II. CANCELLATION

This directive cancels FSIS Directive 3805.1, dated 9/1/88, and FSIS Notices 13-91, dated 4/9/91, and 8-92, dated 3/25/92.

III. REASON FOR REISSUANCE

A. This directive incorporates current regulations on the issuance of travel authorizations. Principal changes include:

1. **Part Two** incorporates the nationwide and local types of authorizations, and clarifies unlimited open, limited open, and individual trip authorizations.
2. **Part Two, paragraph XIII.** adds guidelines for travel to resort areas for meetings, conferences, seminars, and training.
3. **Part Two, paragraph XV.** adds provisions for combining official and personal travel.
4. **Part Two, Attachment 2-1** updates the Chart of Authorizing Officials and redelegations.
5. **Part Three, paragraph I.** incorporates the use of 13-digit authorization numbers.
6. **Part Three, Attachment 3-2** adds two new travel purpose codes for pre-employment and first post of duty.

B. This directive is reorganized into three parts.

1. **Part One** covers the basic provisions. Paragraph VII. is new and contains definitions of terms used in the directive.
2. **Part Two** covers authorization type codes and unique travel situations.
3. **Part Three** covers the preparation and distribution of travel authorizations.

IV. REFERENCES

FSIS Directive 1210.2, Reimbursable Agreements
FSIS Directive 3800.1, Temporary Duty Travel Within CONUS
FSIS Directive 3800.4, Fees and Expense Allowances for Witnesses
* * *

FSIS Directive 3810.3, Travel Vouchers
FSIS Directive 3820.1, Employee Relocation Allowances
FSIS Directive 3840.1, Temporary Duty Travel Outside CONUS
FSIS Directive 4630.3, Witnesses in Judicial Proceedings
* * *

31 U.S.C. 1108, Uniform Foreign Affairs Regulations

V. FORMS AND ABBREVIATIONS

The following will appear in their shortened form in this directive:

Table with 2 columns: Abbreviation and Full Name. Includes entries like AM (Administrative Management), ATR/FTR (Agriculture Travel Regulations/Federal Travel Regulations), CONUS (Conterminous United States), etc.

VI. POLICY

All employees or individuals whose work requires them to perform official travel must have the travel authorized on an AD-202. Travel authorizations must be approved following provisions in this directive. Travel vouchers (AD-616) require the approval of the traveler's immediate supervisor or higher authority as directed by the program. * * * EXCEPTION: Headquarters employees performing local travel within the metropolitan area involving transportation only do not require an AD-202. (See Part Two, subparagraph VI. A.)

VII. **DEFINITIONS**

A. **Deviations.** Changes to the authorized mode of transportation or itinerary. ■
■

B. **Justification.** A detailed explanation of the purpose, site, and timing, of travel and/or the annual leave. An employee should provide enough information for the supervisor to determine that the travel is not planned to benefit the traveler nor give the appearance of benefiting the traveler. ■
■
■
■

C. **Notification.** The employee informs the supervisor of any modifications or deviations to the authorized mode or route of travel. The notification is not a request for approval, nor does it involve a justification. The approving official is responsible for insuring that the deviation is appropriate and does not give the appearance that the official travel was planned for the traveler's benefit. ■
■
■
■
■

D. **Personal Emergency.** Includes incapacitating illness or injury to the employee or extended family of the employee or employee's spouse (siblings, parents, or children) and catastrophic emergencies such as fires or floods.

E. **Premium-Class Airline Accommodations.** Includes first-class, business, or equivalent accommodations. ■
■

F. **Redelegation.** To reassign the authority for approving official travel. ■

G. **Resort Areas.** Includes named resort-type facilities, dude ranches, spas, gambling centers, golf and other recreational establishments, ski towns, beach areas, and locations known for their emphasis on tourist-type activities. (**NOTE:** A location may have a number of attractions in or nearby but not be considered a resort area.) ■
■
■
■

EXAMPLES:

Resort	Non-Resort	
Disney World, FL	Orlando, FL	■
Virginia Beach, VA	Norfolk, VA	■
Atlantic City, NJ	Newark, NJ	■
Disney World, CA	Anaheim, CA	■

VIII. **(RESERVED)**

PART TWO--TYPES OF AUTHORIZATIONS AND UNIQUE TRAVEL SITUATIONS

Section One--Selecting Appropriate Type of Authorization

I. TYPES OF AUTHORIZATIONS

The type of authorization held by the employee determines how often the AD-202 is issued or renewed on a fiscal year basis as well as the geographic parameters in which travel may be performed. Attachment 2-1 summarizes authorizing officials for travel by type of AD-202 and program category. (**NOTE:** The authorizing official may redelegate this authority in some travel situations.) * * * Employees should submit all authorizations requiring the approval of the Administrator or Deputy Administrator, AM, to FSB for review before signature. ■ ■ ■ ■

II. UNLIMITED OPEN TRAVEL AUTHORIZATION (TYPE A)

Only the Administrator is issued an unlimited open travel authorization. The Type A authorization permits the Administrator to travel on a nationwide basis for almost any purpose without further authorization. (**EXCEPTIONS:** Contact FSB.) This authorization requires **annual** renewal at the beginning of each fiscal year. (See Attachment 3-3, Example 1.) ■ ■ ■ ■

* * *

III. NATIONWIDE AUTHORIZATION (TYPE N)

The Type N authorization is issued to employees to perform frequent, routine, repetitive travel on a nationwide basis and for whom the geographic restriction of a Type B authorization would severely impede the performance of the employee. ■ ■ ■

A. The Administrator determines on a case-by-case basis which positions are eligible for the Type N authorization. Prepare a memorandum request and justification to include why position requires a Type N authorization and a summary of past travel history. Submit the request and justification through supervisory channels to FSB for review and routing to the Administrator for approval. The Administrator's determination will be based on the travel history and justification. ■ ■ ■ ■ ■ ■

B. Nationwide authorization requires quarterly renewal. See Attachment 3-3, Example 2.) Prepare an AD-206 to renew or amend this authorization. (See Attachment 3-3, Example 7.) ■ ■ ■

C. Contact FSB to verify whether a specific position has been approved for a Type N authorization. ■ ■

IV. LIMITED OPEN TRAVEL AUTHORIZATION (TYPE B)

The Type B authorization permits an employee or groups of employees to perform frequent, routine, repetitive travel within an assigned, work-related geographic area. A limited open authorization must be issued at the beginning of each fiscal year. This authorization requires **quarterly** renewal at the beginning of each quarter. (See Attachment 3-3, Example 3.) Prepare an AD-206 to renew or amend this authorization. (See Attachment 3-3, Example 8.) * * * ■ ■ ■

A. The geographic boundaries for routine repetitive travel are limited to either five States or to one region plus four additional States. The extra four States are added to cover emergency assignments. ■
■
■

B. Coverage by a limited open travel authorization does not preclude the necessity of issuing an individual trip authorization for the travel situations listed in Paragraphs IX. through XXVI. or whenever the employee performs travel outside the geographic parameters of the limited open authorization.

C. The authorization must specifically identify all locations, whether regions or States, on the travel authorization. Do not use general phrases, such as "Within CONUS." (See Attachment 3-3, Example 3.) ■
■
■

V. INDIVIDUAL TRIP AUTHORIZATION (TYPE C)

The Type C authorization permits an individual or group of individuals to take one * * * specific trip that is identified as to date, purpose, itinerary, and estimated costs. All travel, except that covered in Paragraphs II., III., and IV., requires authorization on a Type C authorization. The special travel situations listed in Section Two must be specifically approved on this type of authorization even if the employee holds a Type A, N, or B authorization. * * * ■
■
(See Attachment 3-3, Example 4.) Where circumstances do not permit advance authorization, ■
prepare an AD-202 after the fact, mark it "Post-Approved" in item 8, Itinerary, and include a ■
statement explaining why prior approval was not possible. If an error appears on the ■
authorization, use an AD-206 to amend the AD-202 after the travel has been completed. ■
(See Attachment 3-3, Example 9.) ■

VI. LOCAL TRAVEL AUTHORIZATION (TYPE L)

Local travel **within the metropolitan area** of the official station involving transportation only (no subsistence) requires authorization as follows: ■
■

A. **Headquarters Employees.** Do not issue a travel authorization for local travel. Employees should complete the SF-1164 to claim reimbursement of local transportation expenses. After the appropriate official approves the SF-1164, take the SF-1164 to the Departmental Consolidated Imprest Fund Cashier for reimbursement. ■
■
■

B. **Field Employees.** The Type L authorization permits field employees to perform local travel. Type L authorization is issued on a fiscal year basis and requires **annual** renewal. (See Attachment 3-3, Example 6.) The authorization should list all employees covered within the issuing office. Field employees should prepare AD-616's for reimbursements. (See FSIS Directive 3810:3.) Submit approved AD-616's for reimbursement to NFC. (**NOTE:** Employees eligible for Type L authorizations may NOT use SF-1164 to claim reimbursements because an Imprest Fund is not available in the field.) ■
■
■
■
■
■

VII. (RESERVED)

Section Two--Special Travel Situations

VIII. AUTHORIZING OFFICIALS

The approving officials for the special travel situations listed in Paragraphs IX. through XXVI. are listed in Attachment 2-1. ■
■

IX. RELOCATION ALLOWANCES

A. Relocation Expenses. An employee must receive specific authorization from the official authorized to approve travel for reimbursement of the following expenses:

1. Allowances for permanent change of official station.
2. Transportation to first duty station for shortage category employees, SES appointees, and certain Presidential appointees. ■
3. Transportation to posts of duty outside CONUS.

B Extension of Temporary Quarters Subsistence Expenses. An employee must request an extension by memorandum and obtain approval on an AD-202 and AD-202R for: ■

1. Extension Beyond the First 30 Days When Using Relocation Services.

a. The extension request must relate to unusual or unforeseen circumstances occurring during the first 30 days. ■
■

b. The request is submitted to the appropriate Deputy Administrator, Staff Director, or Regional Director through normal supervisory channels. The official forwards the request to the Administrator through FSB with a recommendation. Only the Administrator may approve such requests. This authority may not be redelegated. ■
■
■
■

c. An amended AD-202 or an AD-202R is submitted with the extension request. ■
■

2. Extension Beyond the First 60 Days When Not Using Relocation Services.

a. The extension request must relate to unusual or unforeseen circumstances occurring during the first 60 days. ■
■

b. The request is submitted to the appropriate Deputy Administrator, Staff Director, or Regional Director through normal supervisory channels. The official forwards the request to the Deputy Administrator, AM, through FSB with a recommendation. Only the Deputy Administrator, AM, may approve such requests. (See FSIS Directive 3820.1 for specific criteria.) ■
■
■
■
■

c. **An amended AD-202 or an AD-202R** is submitted with the extension request. ■
■

3. **Extension Beyond the First 90 Days for Temporary Storage of Household Goods.** ■
■

- a. The request is submitted to the Director, BFD. ■
- b. An amended AD-202 and AD-202R is submitted with the extension request. ■

4. **Extension of Time for the Residence Transaction.** See FSIS Directive 3820.1. ■
■

X. **CHANGE IN PER DIEM ALLOWANCES**

Approval is required for the following situations:

A. Authorization of actual subsistence expenses due to **UNUSUAL** circumstances. * * * (See FSIS Directive 3800.1.)

B. Before travel, a reduced per diem allowance may be authorized when it is known that expenses will be reduced. **EXAMPLE:** Long-term TDY assignment. ■

XI. **NONCONTRACT TRANSPORTATION** ■

A. An employee must obtain specific authorization on an AD-202 or an AD-206.to use: ■

1 **Noncontract Airline Carrier Between Designated City-Pairs.** Refer to FSIS Directive 3800.1 and the FTD for acceptable reasons for using noncontract carriers between city-pairs. An employee must provide justification that includes supporting documentation such as cost comparison, proposed flight schedules, or meeting and work schedules at the TDY point. ■
■
■
■

2. **Rental Car Companies.** Refer to FSIS Directive 3800.1 and the FTD for companies under the U.S. Government Car Rental Agreement. An employee must include the following entry on the travel authorization: "Rental Car Authorization" or similar language. (See Attachment 3-3, Example 4.) ■
■
■
■

C. The requirement to obtain specific authorization applies on all types of authorizations. ■
■

XII. **EMPLOYEE ORGANIZATION REPRESENTATIVE**

An employee must obtain specific authorization for each trip when acting as an employee organization representative. * * *

XIII. **ATTENDANCE AT MEETINGS, CONFERENCES, SEMINARS, AND TRAINING**

A. **Assistant Secretary Approval.** Obtain approval for: ■

1. **Travel to a Named-Resort Area.** Travel to a named-resort area requires specific approval. Prepare a memorandum of justification to the Assistant Secretary and an AD-202. Submit the memorandum and AD-202 through normal supervisory channels and forward to FSB for review ■
■
■
■

and routing to the appropriate Agency officials and the Assistant Secretary. Each request receives an individual review and evaluation of the need and purpose of attendance at the planned event. (**NOTE:** An employee who normally travels on a **Type A, B, or N** authorization must prepare an AD-202 to obtain specific approval for this type of travel.)

a. **Meetings Outside the Agency's Administrative Control.**

Include a justification statement that attendance is necessary to conduct official business. When the site selection is outside the Agency's control, the justification for the location is unnecessary.

b. **Meetings Under the Agency's Administrative Control.**

Include documentation justifying the meeting site with the AD-202 for the Assistant Secretary's approval.

b. **Site Visits or Other Non-Meeting Travel.**

Include sufficient information on the AD-202 to show the purpose of travel and them timing of proposed travel.

2. **Travel When a Majority of Attendees Are Headquarters**

Employees. Obtain specific approval before scheduling travel for such employees. Prepare a memorandum of justification and an AD-202. Submit the memorandum and AD-202 to FSB for review and routing to the appropriate Agency officials and the Assistant Secretary. These meetings **should** be held within the Washington, DC, metropolitan area.

B. **Deputy Administrator, Staff Director, and Regional Director Approval.**

Obtain approval for travel to:

1. **Agency-sponsored** meetings, conferences, seminars, and training.
2. **Industry-sponsored** meetings, conferences, seminars, and training.

XIV. **PERSONAL EMERGENCY AND SICK LEAVE TRAVEL**

Travel for a personal emergency (as defined in Part One, paragraph VII.) and sick leave is allowed from TDY point to official station or permanent place of residence, or other point (on constructive cost basis). Refer to FSIS Directive 3800.1.

XV. **COMBINING OFFICIAL AND PERSONAL TRAVEL**

A. **Special Combination-Travel Situations.** Leave taken while on **any type** of authorized official travel under certain circumstances (see Subparagraph 1.) requires approval from one-level-higher than that of the normal-leave-approving official. Use the office memorandum, electronic mail (HPDESK), or facsimile service to obtain approval when the normal-leave-approving and the one-level-higher officials are at distant locations.

1. **Special Approval.** An employee obtains the **initials** of the normal-leave-approving official, and the **signature** of the one-level-higher official on the SF-71 if:

a. Annual leave is taken during the period the employee is expected to conduct OFFICIAL BUSINESS and the leave is greater than one-half of the number of hours in the employee's workday. **EXAMPLE:** An employee is authorized official travel to attend a meeting on Tuesday and Wednesday. Monday and Thursday are the travel days.

(1) **Approval is required** for an employee to take leave on Tuesday or Wednesday while the meeting is in session.

(2) **Approval is not required** for an employee to take leave on Thursday and postpone the return travel until Friday. (See Subparagraph C.)

b. The number of annual leave days exceeds or equals the number of official-duty days.

2. **Employee Action.** The employee:

a. Prepares an SF-71.

b. Attaches a detailed justification statement for leave usage while in an official travel status.

c. Includes the following statement on a **Type C** authorization or on a **copy of a Type A, B or N** authorization: "Annual leave will be taken while on official travel."

d. Submits the SF-71 and the AD-202 to the normal-leave-approving official.

3. **Normal-Leave-Approving Official Action.**

a. Initials the SF-71.

b. Attaches the SF-71 to the AD-202 and forwards the forms to the one-level-higher official.

4. **One-Level-Higher Official Action.**

a. Approves or disapproves the SF-71.

b. Returns the SF-71 and the AD-202 to the originating office for the normal travel processing procedures. (Sends the approved SF-71 to the travel-approving official with the AD 202.)

5. **Originating Office Action.** A copy of the AD-202 and the SF-71 are maintained in the official office files. (**NOTE:** Do **not** send the SF-71 to NFC.)

B. **Deviation from Authorized Itinerary or Mode of Transportation.**

Deviations apply to stops enroute to, from, or between points of official business for personal preference, with or without the use of annual leave. When travel plans include deviations from authorized itinerary or mode of transportation (e.g., privately owned vehicle instead of common carrier), an employee provides notification of any **planned** deviations **before** the official travel begins. When **advance notification** is not possible, the employee should notify the supervisor promptly upon return from official travel.

1. **Employee Action.** The employee: ■
 - a. Prepares a brief written notification of any deviations for personal preference. **This applies to all travel authorizations.** ■
 - b. Submits the written notification to the supervisor. This may be done by memorandum, facsimile, electronic mail (HPDESK), etc. ■
 - c. Shows **no** personal deviations on the AD-202. (The addition of personal deviations may be mistaken as authorized official travel.) ■
 2. **Supervisor Action.** ■
 - a. Initials the notification to show acknowledgment. ■
 - b. Returns the notification to the employee for the office files. ■
- C. **Other Annual Leave Usage While on Official Travel.** The use of annual leave while in an official travel status that does not meet the special criteria of Subparagraph A. 1. requires: ■
1. **The employee** to obtain approval through the normal-leave-approving channels. ■
 2. **The normal-leave-approving official** to acknowledge the planned personal time while on official travel at a specific location. ■

XVI. **MEDICAL EXAMINATIONS**

Travel of an employee for medical examinations may be authorized to determine fitness for duty. Travel for medical examinations connected with foreign travel is covered by the Uniform Foreign Affairs Regulations. Contact FSB for additional information.

XVII. **DETAILED OR LOANED EMPLOYEES**

- A. Travel involving official assignments may be authorized for:
1. FSIS employees detailed or loaned to another agency, department, or international organization.
 2. Other agency or Department employees loaned or detailed to FSIS.
- B. The agency funding the travel prepares the AD-202. Documentation of the travel and how it is to be financed must be included on the AD-202. (See FSIS Directive 1210.2.)

XVIII. PRIVATE INDIVIDUALS, EXPERTS, OR CONSULTANTS (INCLUDING AUTHORIZED ADVISORY COMMITTEE MEMBERS)

Travel may be authorized for private individuals, experts, or consultants when these persons are performing work for the Agency.

XIX. WITNESSES AT DEPARTMENTAL HEARINGS

See FSIS Directive 3800.4 for travel expenses of witnesses at authorized Department hearings. Nongovernmental witnesses may be paid travel expenses according to the ATR/FTR provided the presiding officer determines that personal testimony is necessary or that subpoenas are appropriate.

XX. EMPLOYEES TESTIFYING IN JUDICIAL PROCEEDINGS

See FSIS Directive 4630.3 for travel expenses of employees appearing as witnesses before U.S. courts. Employees are entitled to travel expenses according to the ATR/FTR. Employees are not entitled to witness fees.

XXI. TRAVEL FOR PRE-EMPLOYMENT INTERVIEWS

Travel expenses may be paid when an individual is requested to appear for pre-employment interviews for certain positions to determine qualifications for such positions. The Director, PD, must determine if a personal interview is necessary before the travel can be approved by the Deputy Administrator, AM. * * * OPM regulations govern pre-employment interview travel.



XXII. CONGRESSIONAL TRAVEL

FSIS advises the Director, OFM, of all proposed travel by members or employees of Congress who will be reimbursed directly from USDA Agency funds. OFM prepares the travel authorization and travel voucher for signature of the Director, OFM. Only travel paid under authority of 31 U.S.C. 1108g (ATR 1-1.1c(3)(b)) is covered. Submit requests for congressional travel to OFM through the Deputy Administrator, AM.

XXIII. PREMIUM CLASS AIRLINE ACCOMMODATION

Employees should follow guidelines in FSIS Directive 3800.1 and send requests to FSB for review before final approval.



XXIV. FOREIGN TRAVEL

Employees should send the AD-202 through FSB for review before travel, as prescribed in FSIS Directive 3840.1.

A. All foreign TRAVEL must be approved by the Administrator.

* * *

B. Premium-class accommodations may be approved for travel outside CONUS if on an overall basis, cost and other factors considered, the:



1. Use of this service results in the greatest advantage to the Government.

2. **Proper authorization is obtained before purchase of service. This travel requires the approval of the Assistant Secretary.**



XXV. **TRAVEL PAID BY NON-FEDERAL SOURCES**

All proposed travel to be financed by non-Federal sources must be planned in coordination with BFD and PD. This travel requires the approval of the Administrator. ■

XXVI. **TRAVEL OF THREATENED LAW ENFORCEMENT/INVESTIGATIVE EMPLOYEES**

This travel requires the approval of the Administrator. (See Part 14, ATR/FTR.)

**CHART OF AUTHORIZING OFFICIALS
 (By Travel Authorization Type and Program Category)**

Type of Authorization and Program Category	Positions Covered	Authorizing Official^{1/}
1. Unlimited Open (Type A)		
a. Executive Leadership	Administrator	Assistant Secretary
2. Nationwide (Type N)^{2/}		
a. Executive Leadership	Associate Administrators Assistants to the Administrator Deputy Administrators Assistant Deputy Administrators	Administrator
	Director and Deputy Director, R&A	
b. Units with Remote Supervision	Regional Directors, IO Staff Officers, National Correlation Staff, IO Director, Program Review, RP Chiefs, Operations Branches 1 and 2, R&A Project Coordinator, R&A Program Review Officers, R&A	Administrator
c. Others	Director and Deputy Director, Field Operations Division, RP Director, Evaluation and Enforcement Division, RP Officers-in-Charge and Assistant Officers-in-Charge, RP Headquarters Staff Officers, S&T Veterinary Medical Officers performing unannounced slaughter inspection Personnel on Task Forces Personnel with Intergovernmental Agreements	Administrator
3. Limited Open (Type B)		
a. Units with Remote Supervision	Area Supervisors, IO Circuit Supervisors, IO Inspectors-in-Charge, IO Import Inspection Supervisors, IP	Regional Director, IO Deputy Administrator, IP

^{1/} In some cases, the authorizing official has redelegated the authority to another official. This chart reflects such changes.

^{2/} Contact FSB to verify whether a specific position has been approved for a Type N authorization. When a position is previously approved, the Associate Administrator is the authorizing official.

Type of Authorization and Program Category	Positions Covered	Authorizing Official
b. Day-to-Day Compliance Activities	Compliance Officers	Officer-in-Charge, Compliance
c. Day-to-Day Inspection Activities	Inspection Personnel (Field Level)	Regional Director, IO
d. Day-to-Day Operational Activities	Positions that incur frequent routine travel within a work-related geographic area	Regional Director, IO
4. Individual Authorizations (Type C)		
a. Management Supervisory Technical Reviews	Deputy Administrators Staff Directors	Associate Administrator
	Assistant Deputy Administrators Division Directors	Deputy Administrator
b. Special Travel Situations:		
Congressional Travel	Members/Employees of Congress	OFM through Deputy Administrator, AM
Temporary Duty Travel in Foreign Areas	All Positions	Associate Administrator
Relocation Allowances	All Positions	Associate Administrator Deputy Administrator Staff Director Regional Director
Attendance at Meetings, Conferences, Seminars, Training, and Similar Events in Resort Areas	All Positions	Assistant Secretary
Attendance at Meetings, Conferences, Seminars, Training, and Similar Events in Non-resort Areas	All Positions	Deputy Administrator Staff Director Regional Director
Noncontract Transportation	Administrator Associate Administrators Deputy Administrators Staff Directors	Assistant Secretary Administrator Associate Administrator
	Field Office Personnel, IO	Regional Director, IO
	Laboratory Personnel, S&T	Laboratory Director, S&T
	All Other Positions	Deputy Administrator

Type of Authorization and Program Category	Positions Covered	Authorizing Official	
Change in Per Diem Allowances for Actual Subsistence	All Positions Other Than Administrator	Director, BFD	■
Change in Per Diem Allowances for Other Than Actual Subsistence	All Positions Other Than Administrator	Assistant Deputy Administrator, AM	■
Personal Emergency Travel	All Positions	Assistant Deputy Administrator, AM	■
Medical Examinations	All Positions	Assistant Deputy Administrator, AM	■
Detailed or Loaned Employees	All Positions	Assistant Deputy Administrator, AM	■
Private Individuals, Experts, and Consultants	All Positions	Assistant Deputy Administrator, AM	■
Witnesses at Departmental Hearings	All Positions	Assistant Deputy Administrator, AM	■
Employees Testifying in Judicial Proceedings	All Positions (Except Compliance)	Assistant Deputy Administrator, AM	■
	Compliance Positions, RP	Deputy Administrator, RP	■
Travel for Pre-employment Interviews	All Positions	Assistant Deputy Administrator, AM through Director, PD	■ ■
Change of Station for Foreign Areas	All Positions	Associate Administrator	■
Home Leave	All Positions	Assistant Deputy Administrator, AM	■
Premium Class Airline Accommodations	All Positions	Assistant Secretary	■
Premium Class Airline Accommodations Obtained Through Frequent Traveler Benefits, Upgrades	All Positions	Administrator	■ ■ ■ ■
Travel Paid by Nonfederal Sources	All Positions	Associate Administrator	■ ■
Extension of TQSE Beyond 30 Days for Participants in the Relocation Services Program	All Positions	Administrator	■
Extension of TQSE Not to Exceed 60 Days for Nonparticipants in the Relocation Services Program	All Positions Inspection Personnel (Field Level)	Assistant Deputy Administrator, AM Regional Director, IO	■ ■ ■ ■
Extension of TQSE Beyond 60 days for Nonparticipants in the Relocation Services Program	All Positions	Assistant Deputy Administrator, AM	■ ■ ■ ■
Extension of Temporary Storage of Household Goods Beyond 90 Days	All Positions	Director, BFD	■ ■ ■ ■

Type of Authorization and Program Category

Positions Covered

Authorizing Official

Extension of Time for the Residence Transaction

IO Positions

Regional Director ■

All other Positions

Director, BFD ■

Employee Organization Representatives

All Positions

Assistant Deputy Administrator, AM ■

Travel of Threatened Employees

Law Enforcement and Investigative Employees

Administrator ■

5. Local Travel (Type L)

a. Travel within Official Station (No Subsistence)

Field Positions

Official Delegated Authority to Approve Travel ■

PART THREE--PREPARATION, ISSUANCE, AND DISTRIBUTION OF AD-202

I. PREPARATION OF AD-202

A. **Originating Office.** Enter "Food Safety and Inspection Service" and follow with the appropriate program acronym. (See Attachment 3-1.) Attachment 3-3 shows several sample AD-202's. (**NOTE:** Social security numbers are not required on the AD-202. However, they are required on the AD-616.)

B. Numbering Scheme.

1. Use the following format to assign a 13-digit authorization number to the AD-202:

X = **FISCAL YEAR.** Use the last digit of the fiscal year.

X = **TYPE OF AUTHORIZATION.**
Use "A" for unlimited open (Administrator Only).
Use "B" for limited open.
Use "C" for individual trip.
Use "N" for nationwide.
Use "L" for local.

X = **NUMBER OF TRAVELERS.**
Use "S" for single traveler.
Use "M" for multiple travelers.

XX = **AGENCY CODE.** Use "37" for FSIS.

XXXX = **MANAGEMENT CODE.** Use the first 4 digits of the management code to identify the office initiating the AD-202.

XXXX = **SEQUENTIAL NUMBER.** Use sequential numbering starting with "0001" in the new fiscal year.

2. Enter the 13 digit authorization number in Block 1 of the AD-202 and in the "AD-202 Number" block of the AD-616.

C. **Date.** Enter in Block 2 the date the authorizing official signs the AD-202.

D. **Purpose of Travel Codes.** Show the Purpose of Travel Code on the AD-202 and the AD-616. See Attachment 3-2 for the 12 approved Travel Purpose Codes. Select the applicable code (1 through 12) and enter in Block 9, Purpose of Travel, on the AD-202, and also in the block titled "Purpose of Travel Code" on the AD-616. Purpose Code 9 (Emergency Travel) requires the approval of the Deputy Administrator, AM.

E. **Estimate of Travel Costs and Management Code.** Include the travel cost estimate and management code on the AD-202. * * *

1. The estimate should cover costs to be incurred during the period covered by the authorization.

2. For relocations, also include in the estimate those costs that may be incurred in succeeding fiscal years. Charge relocation costs to the fiscal year in which the authorization is signed.

II. **ISSUANCE AND DISTRIBUTION**

The traveler retains the original and submits copies to NFC as follows to authorize travel for:

A. **Unlimited Open, Nationwide, or Limited Open Authorizations.**

1. Submit a copy of the approved AD-202 before the first voucher and another copy of the approved AD-202 attached to the first travel voucher.

2. Submit a copy of the approved AD-206 for:

a. Renewal of a limited open authorization before travel under such renewal.

b. Transfer of station travel under the individual trip authorization when more than one voucher is submitted for the same authorized travel.

B. **Individual Trip Authorization (Except Transfer of Station).** Submit a copy of the approved AD-202 with each voucher. (**NOTE:** An AD-202 includes all attachments; a list of names, if issued, to cover more than one person; and amendments (AD-206's).)


Assistant Deputy Administrator
Administrative Management

AGENCY ACRONYMS LISTING

Originating Office	Acronym	
Office of the Administrator	OA	
Equal Opportunity and Civil Rights Staff	EO/CR	
Information and Legislative Affairs Staff	ILA	
Policy Evaluation and Planning Staff	PEPS	■
Administrative Management	AM	■
Administrative Services Division	ASD	
Automated Information Systems Division	AISD	■
Budget and Finance Division	BFD	
Field Automation and Information Management Staff	FAIM	■
Human Resource Development Division	HRDD	■
Labor Management Relations Staff	LMRS	
Personnel Division	PD	
Inspection Operations	IO	■
Hazard Analysis and Critical Control Point Special Team	HACCP	■
Inspection Management Program	IMP	■
Resource Management Staff	RMS	■
Regional Operations	RO	■
Western Regional Office	WRO	
Southwestern Regional Office	SWRO	
North Central Regional Office	NCRO	
Northeastern Regional Office	NERO	
Southeastern Regional Office	SERO	
All Others	IO	■
International Programs	IP	
Export Coordination Division	ECD	■
Foreign Programs Division	FPD	■
Import Field Offices	IFO	■
Import Inspection Division	IID	■
Program Development Division	PDD	■
Regulatory Programs	RP	■
Compliance Program	COMP	
Compliance Field Office	CFO	■
Labels, Standards, and Review Program	LSRP	■
Program Management Support Staff	PMSS	■
Review and Assessment Program	R&A	■
Audit and Coordination Unit	ACU	■
Program Review Division	PRD	■
Science and Technology	ST	■
Chemistry Division	CD	■
Facilities, Equipment and Sanitation Division	FESD	■
Industrial Engineering and Ergonomics Staff	IEES	■
Management Support Staff	MSS	■
Microbiology Division	MD	■
Pathology and Serology Division	PS	■
Processed Products Inspection Division	PPID	■
Residue Evaluation and Planning Division	REPD	■
Slaughter Inspection Standards and Procedures Division	SISP	■
Statistics and Data Systems Division	SDSD	■
Technology Transfer and Coordination Staff	TTC	■
Laboratories	LAB	■

TRAVEL PURPOSE CODES

Code	Purpose of Travel	Definition
1	Site Visit	To visit a particular site to personally perform operational or managerial activities, e.g., oversee programs, grant operations, or management activities for internal control purposes; carry out an audit, inspection or repair activity; conduct negotiations; provide instructions; provide technical assistance.
2	Information Meeting	To attend a meeting to discuss general Agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be a Site Visit.
3	Training Attendance	To receive training.
4	Speech or Presentation	To make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
5	Conference Attendance	To attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.
6	Relocation	To move from one official duty station to another (same as a permanent change of station move).
7	Entitlement Travel	Travel to which an employee (or dependent) is entitled as a result of an assignment, e.g., official vacation or home leave, medical, emergency, and education travel.
8	Special Mission Travel	To carry out a special Agency mission, e.g., noncombat military unit movements; provide security to a person or a shipment (such as a diplomatic pouch); move witnesses from residence to other locations; cover travel by Federal beneficiaries and other non-employees.
9	Emergency Travel	To return an employee from a TDY location at Government expense to the employee's duty station, home, or other alternate location where he or she would normally go to handle an emergency situation if the Government had not sent the employee to another location to perform official business.
10	Other Travel	To travel for reasons (purposes) which are not shown in one of the other nine categories.
11	Pre-employment	To travel to a pre-employment interview. ■
12	First Post of Duty	To travel to a new location (for new appointee only). ■

**EXAMPLES OF TRAVEL AUTHORIZATIONS
AND AUTHORIZATION AMENDMENTS**

- Example 1, Unlimited Open (Type A)
- Example 2, Nationwide (Type N)
- Example 3, Limited Open (Type B)
- Example 4, Individual Authorization (Type C)
- Example 5, Individual Authorization and Request for Actual Subsistence (Type C)
- Example 6, Local Authorization (Type L)
- Example 7, Authorization Amendment Nationwide (Type N)
- Example 8, Authorization Amendment Limited Open (Type B)
- Example 9, Authorization Amendment Individual Trip (Type C)
- Example 10, Post-Approved Individual Authorization (Type C)

EXAMPLE 1, UNLIMITED OPEN (TYPE A)

UNITED STATES DEPARTMENT OF AGRICULTURE
 FOOD SAFETY AND INSPECTION SERVICE, OA.

(AGENCY)

TRAVEL AUTHORIZATION

1. Authorization No. 3AS37XXXXXXX
2. Date

The person named below is authorized to travel and to incur necessary expenses of travel in accordance with provisions of applicable laws and regulations.

3. Name A. N. Adams	4. Official Station Washington, DC	4a. Former Residence N/A
5. Title Administrator, FSIS	6. Travel to begin on or about October 1, 19XX	7. Travel to end on or about September 30, 19XX

8. Itinerary
 Open - Travel as necessary to fulfill duties of position.

9. Purpose of travel
 Travel Purpose Code - (Various) 1, 2, 4, 5, or 10. (NOTE: Show only one (1) major purpose code on travel voucher.)
 To perform functions associated with the Office of the Administrator.

10. Per diem allowance
 According to ATR/FTR.

11. Travel by privately-owned automobile is authorized; mileage at rates indicated below will be allowed: (Mileage allowances for change of station are shown in section 12.)

a. _____ Cents per mile plus ferry fares and bridge and tunnel tolls.	b. _____ Cents per mile personal preference rate
12. In connection with change of station, the following will be allowed:	
a. <input type="checkbox"/> Transportation of immediate family	b. <input type="checkbox"/> Transportation of household goods and personal effects
Mileage for use of privately owned automobile for transportation of employee and members of his immediate family, as follows:	
c. _____ Cents per mile when two or more persons travel together	d. _____ Cents per mile when one person travels alone

Estimated Costs: \$XXXX

Management Code: XXXXXX

The travel and transportation authorized above are in the interest, and to the advantage, of the Government, and the change of station, if any, is not made primarily for the convenience or benefit of the employee or at his request.

Name and title of authorizing official George Lincoln Assistant Secretary	Signature
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Form AD-202 (7/80)

EXAMPLE 2, NATIONWIDE (TYPE N)

UNITED STATES DEPARTMENT OF AGRICULTURE FSIS, IO, NERO <small>(AGENCY)</small> TRAVEL AUTHORIZATION		1. Authorization No. 3NM37XXXXXXXX
		2. Date
The person named below is authorized to travel and to incur necessary expenses of travel in accordance with provisions of applicable laws and regulations.		
3. Name See attached list	4. Official Station See attached list	4a. Former Residence N/A
5. Title See attached list	6. Travel to begin on or about October 1, 19XX	7. Travel to end on or about December 31, 19XX
8. Itinerary Travel from official duty station to and between any points within CONUS as required and return to official duty station.		
9. Purpose of travel Travel Purpose Code - (Various) 1, 2, 4, 5, or 10, with code 1 travel being the predominant one. To carry out the responsibilities or other related functions that are appropriate to the traveler's job responsibility.		
10. Per diem allowance According to ATR/FTR.		
11. Travel by privately-owned automobile is authorized; mileage at rates indicated below will be allowed: (Mileage allowances for change of station are shown in section 12.) <div style="text-align: center;">Per appropriate travel allowances</div> a. _____ Cents per mile plus ferry fares and bridge and tunnel tolls. b. _____ Cents per mile personal preference rate		
12. In connection with change of station, the following will be allowed: a. <input type="checkbox"/> Transportation of immediate family N/A b. <input type="checkbox"/> Transportation of household goods and personal effects		
Mileage for use of privately owned automobile for transportation of employee and members of his immediate family, as follows: c. _____ Cents per mile when two or more persons travel together d. _____ Cents per mile when one person travels alone		
Estimated Costs: \$XXXX Management Code: XXXXXXX		
The travel and transportation authorized above are in the interest, and to the advantage, of the Government, and the change of station, if any, is not made primarily for the convenience or benefit of the employee or at his request.		
Name and title of authorizing official A. N. Adams, Administrator	Signature	

Form AD-202 (7/80)

EXAMPLE 3, LIMITED OPEN (TYPE B)

UNITED STATES DEPARTMENT OF AGRICULTURE FSIS, IO, NERO <small>(AGENCY)</small> TRAVEL AUTHORIZATION		1. Authorization No. 3BM37XXXXXXXXX 2. Date
The person named below is authorized to travel and to incur necessary expenses of travel in accordance with provisions of applicable laws and regulations.		
3. Name	4. Official Station	4a. Former Residence
See attached list	See attached list	N/A
5. Title	6. Travel to begin on or about	7. Travel to end on or about
See attached list	October 1, 19XX	December 31, 19XX
8. Itinerary Travel from official duty station to and between geographic responsibilities of the Northeastern Region's offices--CT, DE, MA, ME, MD, NH, NJ, NY, PA, RI, VT, VA, and DC--plus 4 additional States that are specifically identified where routine, repetitive travel occurs.		
9. Purpose of travel Travel Purpose Code - (Various) 1, 2, 4, 5, and 10, with code 1 travel being the predominant one. To carry out the responsibilities or other related functions that are appropriate to the traveler's job responsibilities.		
10. Per diem allowance According to ATR/FTR.		
11. Travel by privately-owned automobile is authorized; mileage at rates indicated below will be allowed: (Mileage allowances for change of station are shown in section 12.) Per appropriate travel allowances a. _____ Cents per mile plus ferry fares and bridge and tunnel tolls. b. _____ Cents per mile personal preference rate		
12. In connection with change of station, the following will be allowed: a. <input type="checkbox"/> Transportation of immediate family N/A b. <input type="checkbox"/> Transportation of household goods and personal effects		
Mileage for use of privately owned automobile for transportation of employee and members of his immediate family, as follows: c. _____ Cents per mile when two or more persons travel together d. _____ Cents per mile when one person travels alone		
Estimated Costs: \$XXXX		
Management Code: XXXXXXXX		
The travel and transportation authorized above are in the interest, and to the advantage, of the Government, and the change of station, if any, is not made primarily for the convenience or benefit of the employee or at his request.		
Name and title of authorizing official	Signature	
_____ Appropriate Official		

Form AD-202 (7/80)

**EXAMPLE 5, INDIVIDUAL AUTHORIZATION AND REQUEST
FOR ACTUAL SUBSISTENCE (TYPE C)**

UNITED STATES DEPARTMENT OF AGRICULTURE		1. Authorization No.
FSIS, IO, WRO		3CS37XXXXXXXX
TRAVEL AUTHORIZATION		2. Date
<small>The person named below is authorized to travel and to incur necessary expenses of travel in accordance with provisions of applicable laws and regulations.</small>		
3. Name	4. Official Station	4a. Former Residence
Sandra Sample	San Francisco, CA	N/A
5. Title	6. Travel to begin on or about	7. Travel to end on or about
Food Inspector	December 15, 19XX	December 16, 19XX
8. Itinerary		
Travel from official duty station to Lubbock, TX, and return.		
9. Purpose of travel		
Travel Purpose Code - 4 To present paper at University of Texas Symposium on Food Inspection.		
10. Per diem allowance		
Actual subsistence expenses are authorized not to exceed \$108 due to excess lodging costs of \$22. Under per diem method, the lodging rate for Lubbock, TX, is \$60 per night. Actual subsistence is requested for \$82 a night for lodging. M&IE shall not exceed \$26 per day. Itemization of M&IE is not required.		
11. Travel by privately-owned automobile is authorized; mileage at rates indicated below will be allowed: (Mileage allowances for change of station are shown on section 12.)		
<small>Cents per mile plus ferry fares</small>		
a. and bridge and tunnel tolls	b. Cents per mile personal preference rate	
12. In connection with change of station, the following will be allowed:		
a. <input type="checkbox"/> Transportation of immediate family	b. <input type="checkbox"/> Transportation of household goods and personal effects	
Mileage for use of privately-owned automobile for transportation of employee and members of his immediate family, as follows:		
<small>Cents per mile when two or more</small>		d. Cents per mile when one person travels alone
c. persons travel together		
 JUSTIFICATION:		
After contacting several hotels in Lubbock, TX, there were no rooms available within the per diem rate due to numerous conferences being held in the area. The Omni Hotel is in close proximity to the meeting site and provides convenience to the conference without resulting in excess transportation cost.		
The remainder of authorization is unchanged.		
Actual Subsistence Approval:		
Estimated Cost:		\$XXX
Management Code:		XXXXXX
<u>Director, Budget and Finance Division</u>		
<small>The travel and transportation authorized above are in the interest, and to the advantage, of the Government, and the change of station, if any, is not made primarily for the convenience or benefit of the employee or at his request.</small>		
Name and title of authorizing official	Signature	
Appropriate Official		

Form AD-202 (7/80)

EXAMPLE 6. LOCAL AUTHORIZATION (TYPE L)

UNITED STATES DEPARTMENT OF AGRICULTURE FSIS, IO, SHRO <small>(AGRICULTURE)</small> TRAVEL AUTHORIZATION		1. Authorization No. 3LS37XXXXXXX
		2. Date
The person named below is authorized to travel and to incur necessary expenses of travel in accordance with provisions of applicable laws and regulations.		
3. Name Joseph Walker	4. Official Station Dallas, TX	4a. Former Residence
5. Title Food Inspector	6. Travel to begin on or about October 1, 19XX	7. Travel to end on or about September 30, 19XX
8. Itinerary Travel within the official duty station to perform the requirements of the position.		
9. Purpose of travel Travel Purpose Code - 1 To perform the functions that are appropriate to the traveler's job responsibilities.		
10. Per diem allowance Mileage, parking, and tolls.		
11. Travel by privately-owned automobile is authorized; mileage at rates indicated below will be allowed: (Mileage allowances for change of station are shown in section 12.) <div style="text-align: center;">Per appropriate travel allowances</div> a. _____ Cents per mile plus ferry fares and bridge and tunnel tolls. b. _____ Cents per mile personal preference rate		
12. In connection with change of station, the following will be allowed: a. <input type="checkbox"/> Transportation of immediate family N/A b. <input type="checkbox"/> Transportation of household goods and personal effects		
Mileage for use of privately owned automobile for transportation of employee and members of his immediate family, as follows: c. _____ Cents per mile when two or more persons travel together d. _____ Cents per mile when one person travels alone		
Estimated Costs: \$XXXX		
Management Code: XXXXXXX		
The travel and transportation authorized above are in the interest, and to the advantage, of the Government, and the change of station, if any, is not made primarily for the convenience or benefit of the employee or at his request.		
Name and title of authorizing official Appropriate Official		Signature

Form AD-202 (7/80)

EXAMPLE 7, AUTHORIZATION AMENDMENT NATIONWIDE (TYPE N)

UNITED STATES DEPARTMENT OF AGRICULTURE		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">1. Number</td> <td style="text-align: center;">3BM37XXXXXXXXX</td> </tr> <tr> <td style="font-size: small;">2. Date</td> <td style="text-align: center;">6/XX/XX</td> </tr> </table>	1. Number	3BM37XXXXXXXXX	2. Date	6/XX/XX			
1. Number	3BM37XXXXXXXXX								
2. Date	6/XX/XX								
AD- 206 <small>11-60</small> <small>(5-PART)</small>	FOOD SAFETY AND INSPECTION SERVICE, OA <small>(AGENCY)</small> AUTHORIZATION AMENDMENT								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">3. Name</td> <td style="text-align: center;">See Attached</td> </tr> <tr> <td style="font-size: small;">5. Title</td> <td style="text-align: center;">See Attached</td> </tr> </table>	3. Name	See Attached	5. Title	See Attached	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">4. Official Station</td> <td style="text-align: center;">See Attached</td> </tr> <tr> <td style="font-size: small;">6. Duration of amended authority</td> <td></td> </tr> </table>	4. Official Station	See Attached	6. Duration of amended authority	
3. Name	See Attached								
5. Title	See Attached								
4. Official Station	See Attached								
6. Duration of amended authority									
<p>Authorization No. <u>3BM37XXXXXXXX</u> issued <u>October 1</u>, 19 <u>XX</u> is amended as follows:</p> <p>To Amend Items #6 and #7 of AD-202 to read: Item #6 January 1, 199X Item #7 March 1, 199X</p> <p style="text-align: right;">Estimated Cost: \$XXXX</p> <p style="text-align: right;">Management Code: XXXXXXX</p>									
Name and title of authorizing official		Signature							
Associate Administrator									

EXAMPLE 8, AUTHORIZATION AMENDMENT LIMITED OPEN (TYPE B)

AD- 206 <small>11-60</small> <small>(5-PART)</small>	UNITED STATES DEPARTMENT OF AGRICULTURE FOOD SAFETY AND INSPECTION SERVICE, OA <small>(AGENCY)</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">1. Number</td> <td>3BM37XXXXXXXX</td> </tr> <tr> <td style="font-size: small;">2. Date</td> <td>6/XX/XX</td> </tr> </table>	1. Number	3BM37XXXXXXXX	2. Date	6/XX/XX
1. Number	3BM37XXXXXXXX					
2. Date	6/XX/XX					
AUTHORIZATION AMENDMENT						
3. Name	4. Official Station					
See Attached	See Attached					
5. Title	6. Duration of amended authority					
See Attached						

Authorization No. 3BM37XXXXXXXX issued October 1, 19XX is amended as follows:

To Amend Items #6 and #7 of AD-202 to read:

Item #6 January 1, 199X
 Item #7 March 1, 199X

Estimated Cost: \$XXXX
 Management Code: XXXXXXX

Name and title of authorizing official	Signature
Appropriate Official	

EXAMPLE 9, AUTHORIZATION AMENDMENT INDIVIDUAL TRIP (TYPE C)

AD - **206**
2-85 (USDA)
(5-part)

FSIS, IO, NCRO
(AGENCY)

AUTHORIZATION AMENDMENT

1 AUTHORIZATION NUMBER	3CS37XXXXXXX
2 DATE	9/1/XX

3 NAME	4 OFFICIAL STATION
Annie Carter	Younameit, IA
5 TITLE	6 DURATION OF AMENDED AUTHORITY
Equal Employment Specialist	9/24/XX

Authorization No. 3CS37XXXXXXX issued 6/24, 19 XX, is amended as follows:

Refer to the original AD-202, Travel Authorization, and amend as follows:

AMEND ITEM NO. 10: Lubbock, TX

Actual subsistence expenses are authorized not to exceed \$108 due to excess lodging costs of \$22. Under the per diem method, the lodging rate for Lubbock, TX, is \$60 per night. Actual subsistence is being requested for \$82 a night for lodging. M&IE shall not exceed \$26 per day. Itemization of M&IE is not required.

JUSTIFICATION:

After contacting several hotels in Lubbock, TX, there were no rooms available within the per diem rate due to numerous conferences being held in the area. The Omni Hotel is in close proximity to the meeting site and provides convenience to the conference without resulting in excess transportation cost.

The remainder of authorization is unchanged.

Estimated Additional Costs: \$XXXX

Management Code: XXXXXXX

(NOTE: Attach a copy of the AD-202 when submitting the AD-206 for signature.)

NAME AND TITLE OF AUTHORIZING OFFICIAL	SIGNATURE
Justin Temple, Director Budget and Finance Division	

EXAMPLE 10, POST-APPROVED INDIVIDUAL AUTHORIZATION (TYPE C)

UNITED STATES DEPARTMENT OF AGRICULTURE FSIS, IO, WRO <small>(AGENCY)</small> TRAVEL AUTHORIZATION		1. Authorization No. 3CS37XXXXXXXX
		2. Date
The person named below is authorized to travel and to incur necessary expenses of travel in accordance with provisions of applicable laws and regulations.		
3. Name Sandra Sample	4. Official Station San Francisco, CA	4a. Former Residence N/A
5. Title Food Inspector	6. Travel to begin on or about December 15, 19XX	7. Travel to end on or about December 16, 19XX
8. Itinerary Post-Approved Travel from official duty station to Seattle, WA. and return.		
9. Purpose of travel Travel Purpose Code - 4 To present paper at University of Washington Symposium on Food Inspection.		
10. Per diem allowance According to ATR/FTR. Lodging not to exceed \$79 per day. M&IE not to exceed \$34 per day.		
11. Travel by privately-owned automobile is authorized; mileage at rates indicated below will be allowed: (Mileage allowances for change of station are shown in section 12.)		
a. _____ Cents per mile plus ferry fares and bridge and tunnel tolls.	b. _____ Cents per mile personal preference rate	
12. In connection with change of station, the following will be allowed:		
a. <input type="checkbox"/> Transportation of immediate family	b. <input type="checkbox"/> Transportation of household goods and personal effects	
Mileage for use of privately owned automobile for transportation of employee and members of his immediate family, as follows:		
c. _____ Cents per mile when two or more persons travel together	d. _____ Cents per mile when one person travels alone	
Estimated Costs: \$XXXX		
Management Code: XXXXXXX		
The travel and transportation authorized above are in the interest, and to the advantage, of the Government, and the change of station, if any, is not made primarily for the convenience or benefit of the employee or at his request.		
Name and title of authorizing official Appropriate Official	Signature	
Form AD-202 (7/80)		