

# ORO CONTROL FORM - FINAL DIRECTIVE

**PART A** (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 550, CHAPTER IV, TRAVEL POLICY AND PROCEDURES**

2. **PURPOSE OF TRANSMITTAL:**  New Directive  Revised Directive

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom?  Bechtel Jacobs Co.  ORAU  UT-Battelle

Other contractors (list by type)

*Many ORO contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.*

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impacts?  No  Yes  
If yes, describe: This Chapter is a new Chapter in the 550 Series. This Chapter cancels ORO O 550, Chapter I, Change 1 and ORO O 550, Chapter III, Change 1.

5. **CONTACT POINT:** Penny Cooper Oak Ridge Financial Service Center, FM-71 576-0780  
Name Organization Telephone

**PART B** (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO Control Form	08/31/2000	ORO Control Form	04/28/2004
ORO O 550, Ch. I, Chg. 1	08/31/2000	ORO O 550, Chapter IV	04/28/2004
ORO Control Form	08/25/2000		
ORO O 550, Ch. III, Chg. 1	08/25/2000		

*ORO Directives are available on the ORO Directives Management Group Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm). The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.*

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

*Original Signed By*

Jennifer G. Hamilton

Signature: DMG Team Leader, AD-440

04/28/2004

Date

**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED**

Rev. 11/06/2003

# NNSA/YSO CONTROL FORM – FINAL DIRECTIVE

## PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

DIRECTIVE NUMBER, TITLE, AND DATE:

**ORO O 550, CHAPTER IV, TRAVEL POLICY AND PROCEDURES, dated 04/28/2004**

PURPOSE OF TRANSMITTAL:  New Directive  Revised Directive

DOES THIS DIRECTIVE **CANCEL/REPLACE OR EXTEND** ANY OTHER DIRECTIVES?  Yes  No  
If "Yes," list what action (cancel/replace or extend) and list the Directive(s), including the number(s), title(s), and date(s):

This Directive cancels and replaces ORO O 550, Chapter I, Change 1, TRAVEL POLICY AND PROCEDURES, dated 08/31/2000 and ORO O 550, Chapter III, Change 1, TRAVEL CHARGE CARD PROGRAM, dated 08/25/2000.

The attached Directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by **05/13/2004**.

## PART B (To be completed by the NNSA Y-12 SITE OFFICE, Y12-01):

CONTRACTOR APPLICABILITY:

Does this Directive affect the work performed by BWXT Y-12, L.L.C.?  Yes  No

Does this Directive affect the work performed by BWXT Y-12, L.L.C., subcontractors?  Yes  No

If "Yes," list the subcontractors:

*Many contractors have approved Standards/Requirements Identification Documents (S/RID) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this Directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.*

SIGNIFICANT PROVISIONS: Are there any significant changes or impacts?  Yes  No

List summary of Directive changes and, if "Yes" above, describe the significant changes or impacts:

Incorporates new Chapter in the 550 Series.

IMPLEMENTATION: Does the Directive contain special implementation requirements and/or dates?  Yes  No

If "Yes," describe:

FOR DOE DIRECTIVE – SUPPLEMENTAL DIRECTIVE REQUIRED?

Is a new or revised supplemental Directive required?  Yes  No

If "Yes," target date for submission of YSO Directive is \_\_\_\_\_.

IDENTIFY CONTACT POINT: Sam Gaines 576-0401  
Name Telephone

APPROVED BY COR FOR DIRECTIVES: Diane McCarten 05/11/2004 576-9330  
Signature Date Telephone

## PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

*DOE Directives are available on the DOE Directives Portal at <http://www.directives.doe.gov/>. ORO Directives are available on the ORO Directives Management Group Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm). Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.*

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Wayne H. Albaugh, AD-440 05/13/2004  
Name Date

**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.**

(Revised 11/06/2003)

# U.S. Department of Energy

Oak Ridge Operations

ORO O 550  
Chapter IV

DATE: 04/28/2004

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**SUBJECT: TRAVEL POLICY AND PROCEDURES**

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1. PURPOSE. This Chapter correlates to DOE O 552.1, TRAVEL POLICY AND PROCEDURES, dated September 4, 2002, and DOE M 552.1-1, U.S. DEPARTMENT OF ENERGY TRAVEL MANUAL, dated September 4, 2002, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Operations (ORO), Office of Scientific and Technical Information (OSTI), and National Nuclear Security Administration (NNSA) Y-12 Site Office (YSO). Nothing in this issuance changes any requirements in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 550, Chapter I, Change 1, TRAVEL POLICY AND PROCEDURES, dated August 31, 2000, and ORO O 550, Chapter III, Change 1, TRAVEL CHARGE CARD PROGRAM, dated August 25, 2000.
3. APPLICABILITY. The provisions of this Chapter apply to ORO, OSTI, and NNSA YSO Federal employees. References to the YSO are to clarify the interface between ORO and YSO and are not intended to indicate direction to YSO by ORO. This guidance does not assign responsibility or authority for the YSO to ORO.
4. RESPONSIBILITIES.
  - a. Manager, ORO; Manager, OSTI; and Manager, NNSA YSO.
    - (1) Review travel card delinquencies and improper use as reported by memoranda issued by the Director, Oak Ridge Financial Service Center (ORFSC), and ensures that supervisors are aware of noncompliant cardholders.
    - (2) Approve, in conjunction with the Office of Chief Counsel, employee acceptance of payments for travel expenses made by sources outside the Federal Government.
    - (3) Approve the use of first-class or business-class air transportation (may be delegated to Chief Operating Officer [COO]).
    - (4) Authorize, with the concurrence of the Director, Human Resources Division, the extension of the 2-year limitation for settlement of residence sale, purchase, or lease transactions as described in Chapter 302-11.22 of the FEDERAL TRAVEL REGULATION.
    - (5) Determine whether a conference lodging allowance is necessary for a conference being sponsored by his/her respective office. Determination must be made in writing. Authority may be delegated to the COO.

ORO O 550  
04/28/2004

Chapter IV

**DISTRIBUTION: DMG DISTRIBUTION LIST**

**INITIATED BY: OAK RIDGE FINANCIAL SERVICE CENTER**

- b. Chief Financial Officer, ORO; Assistant Manager for Resources Management, OSTI; and Finance Director, NNSA YSO.
  - (1) Authorize and approve actual expense reimbursement of travelers.
  - (2) Approve emergency cash purchases made by employees or invitational travelers for transportation expenditures in excess of \$100 (see Attachment 2).
  - (3) Approve exceptions to per diem reductions for extended temporary duty assignments.
  - (4) Approve non-contract airline fares that exceed available contract airline fares.
- c. Office of Chief Counsel, ORO.
  - (1) Approves, in conjunction with the Manager, employee acceptance of payments for travel expenses made by sources outside the Federal Government.
- d. Director, Oak Ridge Financial Service Center (ORFSC), ORO.
  - (1) Designates individuals to serve as Travel Charge Card Program Coordinators.
  - (2) Determines the extent of charge card usage for ORO travelers.
  - (3) Ensures ORO's implementation of the Charge Card Program is consistent with the provisions of DOE O 552.1.
  - (4) Issues memoranda to employees, supervisors, Assistant Managers, and the COO concerning improper use and delinquency of travel charge card accounts.
  - (5) Reports exemptions from mandatory use of government contractor-issued travel charge card to the Office of Financial Policy, DOE Headquarters, within 5 working days of approval.
  - (6) Informs personnel of provisions regarding insurance coverage for trips made on other than scheduled airlines and includes the information in the orientation program for all new employees.
  - (7) Establishes and maintains programs and management systems that conform to the requirements of DOE O 552.1 and DOE M 552.1-1.
- e. Director, Human Resources Division, ORO.
  - (1) Concurs on extension of the 2-year limitation for settlement of residence sale, purchase, or lease transactions as described in Chapter 302-11.22 of the FEDERAL TRAVEL REGULATION.
  - (2) Obtains travel and transportation information from prospective ORO, OSTI, and NNSA YSO employees relating to the establishment of change of official station.

- (3) Reviews travel and transportation information to assure funding availability for permanent change of station travel.

f. Travel Charge Card Program Coordinators.

- (1) Initiate memoranda to employees, supervisors, Assistant Managers, and the COO concerning improper use and delinquency of travel charge card accounts
- (2) Perform those tasks identified in DOE O 552.1, paragraphs 5h(1)-(11).

g. Supervisors.

- (1) Authorize the issuance of travel charge cards, as needed, to subordinate employees by signing Supervisory Approval of Issuance of Government Travel Charge Card Forms (see Attachment 3) and providing them to employees to be included with application package.
- (2) Perform those tasks identified in DOE O 552.1, paragraphs 5f(1)-(6).
- (3) Establish the need of official travel by their employees.
- (4) Approve invitational travel within their own organizational element for individuals traveling to a location within the ORO complex.

h. Employees.

- (1) Complete and sign an application form provided by the travel charge card contractor to obtain a government travel charge card if they travel or expect to travel at least 2 times per year.
- (2) Forward the charge card application and Supervisory Approval of Issuance of Government Travel Charge Card Form (see Attachment 3) to their designated Program Coordinator for appropriate action.
- (3) Perform those tasks identified in DOE O 552.1, paragraphs 5i(1)-(4).

5. REQUIREMENTS AND PROCEDURES.

- a. Travel Advances Employees with travel charge cards are expected to use their charge cards in lieu of cash advances for most travel expenses. Advances for employees who travel less than 2 times a year and do not have a government charge card must be requested on the employee's travel authorization. The authorization must be approved at least 5 days prior to the beginning of travel to allow sufficient time for the direct deposit payment to be made to the employee. The amount of the advance will equal the total of anticipated cash transaction expenses. Exceptions to this limitation will be handled on a case-by-case basis.
- b. Automated Teller Machine (ATM).

- (1) A maximum advance amount of \$500 for each 7 day period may be received via an ATM. The advance amount may be withdrawn in increments or in total. Employees on travel longer than 7 days can withdraw the maximum amount every 7 days. A higher advance may be requested by the Program Coordinator on a case-by-case basis for unusual circumstances.
  - (2) The fee for an ATM cash advance (1.75 percent of the advance amount) will be added to the employee's monthly bill.
  - (3) The ATM cash advance should coincide with the advance authorized on the travel authorization except in certain emergency situations. The amount of the advance will equal the total of anticipated cash transaction expenses.
- c. Financial Obligations and Liability (see DOE O 552.1, Paragraph 5i(1)).
- (1) All amounts charged to the travel charge card, including cash advances, purchases, or fees, will be called "charges" for billing purposes. The vendor will send monthly statements of all charges to each cardholder. Payment for these charges is due upon receipt of the monthly billing statement.
  - (2) When any undisputed amount is first included as a "Previous Balance" on the monthly statement, it is considered to be delinquent. If it is included as a "Previous Balance" a second time, it is considered to be seriously delinquent and may result in suspension of credit card privileges. The current government card contractor cancels accounts that become 126 days past due and the account can not be reactivated.
  - (3) ORFSC will monitor account activity reports made available through the card contractor for instances of misuse. Use of the charge card for expenses other than for officially authorized government travel could constitute violation of the provision under Title 5, Code of Federal Regulations (CFR), Part 2635, STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE BRANCH, and may result in disciplinary actions of the employee.
- d. Extended Temporary Duty.
- (1) Lodging and M&IE – When a travel assignment involves a stay in excess of 30 days at a TDY site, travelers are normally able to arrange lodging and/or meals at lower costs. Consequently, the per diem rate will be reduced to no more than 55 percent after the first 30 days of duty. This statement must be included on the travel authorization unless an exception is authorized. ORFSC will consider exceptions which would prevent the traveler from meeting this requirement. Consequently, all exceptions must be documented by a determination statement and incorporated as part of the employee's travel authorization and approved by the CFO, ORO; the Assistant Manager for Resources Management, OSTI; or the Finance Director, NNSA YSO, depending on which organization the traveler is assigned.
  - (2) Authorized Trips Home – ORO Authorizing Officials shall authorize, and travelers will be afforded one authorized return trip home every 30 days while on extended TDY assignments over 30 days. Any exception must be documented by a cost analysis and

determination statement as part of the travel authorization, and approved by the CFO. ORO Authorizing Officials may require a traveler to return to his/her official station to conduct official Government business on either work or non-work days. If not originally documented on the traveler's authorization, an amendment must be issued, and approved by the CFO. While a required return will not affect the traveler's authorized returns once every 30 days during the extended TDY, exceptions should be discouraged as not cost or business effective.

6. REFERENCES.

- a. Title 5, CFR, Part 2635, STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE BRANCH.
- b. DOE O 534.1B, ACCOUNTING, dated January 6, 2003, which prescribes the policies and general procedures for the accounting and financial management of Department of Energy accounting operations.
- c. Chapter 302, "Relocation Allowances," Section 11.22, "May the 2-year time limitation be extended by my agency?", U.S. General Services Administration, FEDERAL TRAVEL REGULATION.

7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. None.

9. ATTACHMENTS.

- a. Attachment 1 – DOE Authorization Form for Acceptance of Travel Payment from Non-Federal Source.
- b. Attachment 2 – Request for Approval of Cash Purchase of Transportation in Excess of \$100.
- c. Attachment 3 – Supervisory Approval of Issuance of Government Travel Charge Card.

**DEPARTMENT OF ENERGY AUTHORIZATION FORM FOR ACCEPTANCE OF TRAVEL  
PAYMENT FROM NON-FEDERAL SOURCE**

**Prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

1. **Name and Title of Employee:**
2. **DOE Organizational Element:**
3. **Event (attach copy of invitation):**
4. **Sponsor of Event:**
5. **Non-Federal Sources(s) of Payment:**
6. **Location of Event:**
7. **Date(s) of Event:**
8. **Description of Event:**
9. **Brief Description of Employee's Duties:**
10. **Travel Date(s):**
11. **Description of Items Being Received (e.g., hotel, round-trip, air fare, registration):**
12. **Monetary Benefit:**
  - A. **Value of In-Kind Payments** \$ \_\_\_\_\_
  - B. **Total Amount of Checks (Must be made payable to DOE)** \$ \_\_\_\_\_
  - C. **Total of A and B** \$ \_\_\_\_\_
13. **Additional Information (conflict of interest):**
  - A. **Purpose of Meeting:**
  - B. **Other Expected Participants (or provide list of invitees):**

**C. List any Department matters pending involving the non-Federal donor (If none, so state):**

**D. Explain the traveler's role in the matters identified under C:**

**14. As the authorizing official, I have determined that:**

- A. Payment is for attendance at a meeting or similar function;**
- B. Payment is for travel related to the employee's official duties; and**
- C. Acceptance of this payment would not cause a reasonable person with knowledge of these facts to question the integrity of agency programs or operations.**

**Authorizing Agency Official:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

**Concurrence by Counsel:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

cc:

Oak Ridge Financial Service Center

**REQUEST FOR APPROVAL OF CASH PURCHASE OF  
TRANSPORTATION IN EXCESS OF \$100**

**Name of Traveler:** \_\_\_\_\_

**DOE Organization and Location:** \_\_\_\_\_

**Date of Cash Purchase:** \_\_\_\_\_

**Amount: \$** \_\_\_\_\_

**Reason for Cash Purchase (for example, why Government-issued travel charge card was not used):**

\_\_\_\_\_  
**Traveler's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Requesting Official's Signature and Title**

\_\_\_\_\_  
**Date**

**Approved:** \_\_\_\_\_

**Disapproved:** \_\_\_\_\_

\_\_\_\_\_  
**Approving Official's Signature**

\_\_\_\_\_  
**Date**

**SUPERVISORY APPROVAL OF ISSUANCE OF  
GOVERNMENT TRAVEL CHARGE CARD**

\_\_\_\_\_ will be traveling as part of  
his/her official duties and will need a government travel charge card to  
cover travel-related expenses. I approve the issuance of a travel  
charge card to this employee.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_