

| TYPE of TRAVEL AUTHORIZATION / ENTITLEMENT | Branch Managers & Above | Division Managers Staff / Office Heads & Above | Center Director and Above | LOB Manager AMT Manager | Deputy Administrator | Deputy Secretary Department of Transportation |
|---|------------------------------------|---|----------------------------------|--------------------------------|-----------------------------|--|
| Temporary Duty (TDY) Travel | | | | | | |
| TDY Authorizations | X | | | | | |
| Actual Expense | | X | | | | |
| TDY Voucher Approval | X | | | | | |
| Invitational Travel For Non-Government Travelers Requested By: | | | | | | |
| ARA Organizations at WJHTC | | | X | | | |
| Other LOB Tenants at WJHTC | | | | X | | |
| Travel to External (non-FAA) Meetings, Conferences, etc... | | | | | | |
| 10 or more people | | | | | X | |
| less than 10 people | | | X | | | |
| Foreign Travel* | | | | | | |
| Routine Foreign Travel | | X | | | | |
| Non-Routine Foreign Travel | | | | | | |
| -up to 4 people | | | | | X | |
| -5 or more people*** | | | | | | X |
| Permanent Change of Station | | | | | | |
| PCS Authorizations | | X | | | | |
| PCS Temporary Quarters | | | | | | |
| -1st and 2nd 30 day periods | | X | | | | |
| -3rd and 4th 30 day periods | | | X | | | |
| PCS - Storage of HHG | | | | | | |
| -90 days or less | | X | | | | |
| -91-180 days | | | X | | | |
| PCS Voucher Approval | X | | | | | |
| Cash Purchases of Transportation | | | | | | |
| \$100 or less | X | | | | | |
| greater than \$100 | | | X | | | |

All foreign travel requests must be coordinated with the Office of International Aviation. ASD-500 will perform this coordination for ARA travelers. ARA travelers should refer to the ARA Foreign Travel Guide of March 1996 for instructions for preparing and routing of FAA Form 1500.1. (Official Foreign Travel Arrangements Form) and Country Clearance requests.

**Requests must be submitted to AOA-3 at least 14 days prior to travel.

***Requests must be submitted under AOA-1's signature to OST at least 21 days prior to travel.