

United States Department of Agriculture

Marketing and Regulatory Programs

Agricultural Marketing Service

Animal and Plant Health Inspection Service

Grain Inspection, Packers and Stockyards Administration

Directive MRP 2301.1 7/23/98

MARKETING AND REGULATORY PROGRAM SUPPLEMENTS

TO THE AGRICULTURE TRAVEL REGULATIONS

#### 1. PURPOSE

This Directive transmits the Marketing and Regulatory Program (MRP) Supplements to the Agriculture Travel Regulations (ATR's). These supplements provide policy on travel for all MRP agencies.

#### 2. REPLACEMENT HIGHLIGHTS

This Directive replaces the following Agency-specific directives and instructions and all internal memorandums pertaining to travel:

##### a. Agricultural Marketing Service (AMS):

(1) AMS Travel Regulations Handbook, dated 9/30/96.

(2) AMS Directive 467.6, Mileage Allowance for Use of Privately Owned Vehicles, dated 7/19/90.

(3) AMS Directive 462.1, Travel Charge Card Program, dated 6/10/94.

##### b. Animal and Plant Health Inspection Service (APHIS):

APHIS Supplements to the Agriculture Travel Regulations, dated 10/3/94.

##### c. Grain Inspection, Packers and Stockyards Administration:

All internal memorandums pertaining to travel are superseded by the attached MRP supplements.

#### 3. AUTHORITIES

This Directive supplements the following laws, rules, and regulations:

a. Federal Travel Regulations (FTR's) at 41 Code of Federal Regulations (CFR) Chapters 301, 302, 303, and 304.

b. Agriculture Travel Regulations (ATR's).

c. National Finance Center Procedural Manuals.

d. Decisions of the Comptroller General and the General Services Administration Board of Contract Appeals.

e. Titles III and IV of the United States General Accounting Office Civilian Personnel Law Manual.

#### 4. POLICY

The intent of the MRP Travel Supplements is to clarify and provide advice and guidance to travelers and reviewing and approving officials, not to further restrict the laws and regulations of the FTR's and ATR's. The MRP consolidation of travel policies effort will assist in administering effective travel management for each MRP agency and ensure uniform entitlements for all MRP employees.

These supplements are the primary source of MRP agencies' travel policies. The proper use of these slipsheets is to file the appropriate pages behind each comparable ATR Section.

#### 5. DELEGATIONS OF AUTHORITY

The Secretary of Agriculture delegates authority to approve travel to MRP agency administrators. Through this effort, MRP agency administrators have redelegated signatory authority to approve all types of travel not prohibited by the ATR's. MRP delegations of authority to approve travel authorizations are contained in Chapter 301-1, Exhibit 4.

#### 6. OVERSIGHT REVIEWS AND UPDATES

Periodic oversight reviews will be conducted by agency travel coordinators to ensure that applicable laws and regulations are being followed in accordance with mission area policy, and to determine the need for additional training, policy, or guidance for travelers, reviewing and approving officials.

Interim MRP policy changes and/or updates to the MRP Supplements will be issued in the form of MRP Notices and subsequently will be incorporated into the MRP Supplements.

#### 7. OPERATING GUIDELINES

Operating guidelines for administering travel policies and travel entitlements are contained in the MRP Travel Supplements. The Supplements are written to assist travelers and approving officials in planning, conducting, and approving official Government travel.

#### 8. INQUIRIES

General inquiries on procedural matters regarding official Government travel should be directed to the appropriate agency administrative office. Requests for policy interpretation for complex situations as well as all questions regarding travel

policies should be directed to the travel coordinator of the appropriate MRP agency.

/s/

Chief Financial Officer

Marketing and Regulatory Programs

Attachments (for copies of the attachments, contact the AMS Travel Coordinator).

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