

BPA Policy 490-1

Basic Travel Policy, Responsibility, and Authority

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1. Purpose & Background

The purpose of this policy is to document and provide reference to BPA's travel and relocation policies, as they supplement applicable DOE Directives. Combined with relevant law, regulations, and case law, this issuance governs BPA's policy in administering its travel program.

2. Policy Owner

The Chief Financial Officer (CFO), Finance, has overall responsibility for this policy. The Chief Certifying Officer (Disbursements Office) oversees BPA's travel program and implements policy.

3. Applicability

All BPA employees.

4. Terms & Definitions

None.

5. Policy

Travel is authorized, and expenses are allowed for only those official purposes which are in accordance with the provisions of all pertinent regulations.

6. Policy Exceptions

None.

7. Responsibilities

The Chief Certifying Officer: Plans, directs and administers BPA's travel program, formulating travel policies to support BPA's overall business objectives.

8. Standards & Procedures

The Travel Manual provides guidance and instructions for all travel-related matters. These manuals are available electronically, and may be accessed from the [Travel Intranet Web page](#).

9. Performance & Monitoring

Requirements and records are identified in the Travel Manual.

10. Authorities & References

- A. The Federal Travel Regulation (FTR) 41 CFR Chapters 300-304
- B. DOE Order 552.1-1A, U.S. Department of Energy Travel Manual
- C. BPA Motor Vehicle Instructions, Part 1, General Information, 1.8.4, Use of Vehicles in Travel Status.

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- D. Title 10, Code of Federal Regulations (CFR), Section 1010, Standards of Conduct
- E. Pertinent statutes, Executive Orders, and Civilian Board of Contract Appeals (CBCA) Decisions are used when necessary to clarify or settle controversial travel and transportation claims.
- F. Travel Manual
- G. Relocation Manual

11. Review

This policy is scheduled for review in 2021.

12. Revision History

Version	Issue Date	Description of Change
1	02-11-16	Migration of content to new policy format.

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