



INSPECTOR GENERAL
FOR TAX

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C.

DELEGATION ORDER No.12 (Rev. 5)
EFFECTIVE DATE: July 22, 2024

**Authority to Authorize or Approve Travel, Travel Advances,
and Travel Vouchers**

Authority: Inspector General Act of 1978, 5 U.S.C. §§ 401-424; 41 C.F.R. Part 101-37; Federal Travel Regulation, 41 C.F.R. Chapters 300-304; Treasury Order 115-01; and Treasury Directives 12-24, 12-27, 74-13, and 74-15.

Authority to approve first-class and business-class travel, travel on a government aircraft, and official representation at funerals is retained by the Inspector General. If the position is vacant, the authority is delegated to the Principal Deputy Inspector General.

Approval of use of foreign flag air carriers, international travel, and authority to approve certain travel and related expenses for employees permanently assigned outside the United States is delegated to the Principal Deputy Inspector General and the head of each function (*i.e.*, Deputy Inspector General for Investigations, Deputy Inspector General for Audit, Deputy Inspector General for Inspections and Evaluations, Deputy Inspector General for Mission Support/Chief Financial Officer (CFO), Chief Information Officer, and Chief Counsel) and may not be re-delegated. The delegated individuals shall give advance notice of their actions to the Inspector General or the Principal Deputy Inspector General.

Approval of travel expenses relating to threatened law enforcement/investigative employees, employees who work in a similar capacity for special law enforcement/investigative purposes and members of their families, and other employees in circumstances of extreme emergency involving danger to human life arising from performance of official duties or the destruction of federal property is delegated to the Deputy Inspector General for Investigations in consultation with the Inspector General or Principal Deputy Inspector General and may not be re-delegated.

Approval of relocation travel expenses for TIGTA employees who have been directed by management to transfer from one TIGTA location to another when the distance between TIGTA locations is 50 or more miles is delegated to the Principal Deputy Inspector General, Deputy Inspector General for Investigations, Deputy Inspector General for Audit, Assistant Inspectors General for Investigations, Assistant Inspectors General for Audit, Deputy Inspector General for Inspections and Evaluations, Assistant Inspector General for Inspections and Evaluations, Deputy Inspector General for Mission Support/CFO, Chief Counsel, Deputy Chief Counsel and the Chief Information Officer,

and may not be re-delegated. The delegated individuals shall give advance notice of their actions to the Inspector General or Principal Deputy Inspector General.

The following travel approvals are delegated to the Principal Deputy Inspector General and each function head, and may be re-delegated to the Assistant Inspectors General, Deputy Chief Counsel, and Directors, and may not be re-delegated. The delegated individuals shall give notice of their actions to the Inspector General or Principal Deputy Inspector General.

- Invitational Travel;
- Actual Expenses;
- Interview Travel;
- Indefinite Travel; and
- Acceptance of Payments from a Non-Federal Source for Travel Expenses

Additionally, all first-level managers are delegated the authority to direct all other official travel and administratively approve travel advances (advances require concurrence of the Director, Facilities Management and Support Services, Office of Mission Support) and travel vouchers for employees under their supervision. This authority may not be re-delegated.



Heather M. Hill
Acting Inspector General for Tax Administration