



INSPECTOR GENERAL  
FOR TAX  
ADMINISTRATION

DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20005

DELEGATION ORDER No.12 (Rev 4)  
EFFECTIVE DATE: July 9, 2013

**AUTHORITY TO AUTHORIZE OR APPROVE TRAVEL, TRAVEL  
ADVANCES, AND TRAVEL VOUCHERS**

Authority: Inspector General Act of 1978, 5 U.S.C. app. 3; 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.

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, Associate Inspector General for Mission Support, 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.

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 and 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 and Assistant Inspectors General for Audit, Deputy Inspector General for Inspections and Evaluations, Associate Inspector General for Mission Support, Chief Counsel, and the Chief Information Officer, and may not be re-delegated. Advance notice of any action shall be provided to the 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 Assistant Inspectors General, and Deputy Chief Counsel, and may not be re-delegated. The delegated individuals shall give notice of their actions to the 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, Acquisition and Support Services, OMS) and travel vouchers for employees under their supervision. This authority may not be re-delegated.



J. Russell George  
Inspector General