

Appendix A: VA Secretary Memorandum

Department of  
Veterans Affairs

# Memorandum

Date: JUN 29 2017

From: Secretary (00)

Subj: Essential Employee Travel (VAIQ# 7803910)

To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. Effective immediately, I direct Senior Executive (and equivalent) accountability in determining whether employee travel in their organization is essential. This determination will be made by the first Senior Executive in a subordinate organization's leadership chain, not by the most senior person in that chain. For example, for travel by an employee of the Veterans Benefits Administration (VBA) Finance Office, the Under Secretary for Benefits is not required to personally review and approve travel requests; they should be reviewed and approved by the VBA Chief Financial Officer or another Senior Executive within that office.
2. Senior Executives approving travel requests should clearly document and retain the rationale for their decisions in the event travel requests are subsequently called into question. Documentation in the comments section of the travel order using the Concur travel application is one option.
3. I expect this will result in decreased employee travel and generate savings within the Department of Veterans Affairs.



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