



Department of Energy

Office of Science
Consolidated Service Center

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February 26, 2020

MEMORANDUM FOR RON SISSEL

ASSISTANT MANAGER
OFFICE OF FINANCIAL SERVICES, FS-10, CSC

FROM: KENNETH R. TARCZA
MANAGER
CONSOLIDATED SERVICE CENTER, M-1, CSC

A handwritten signature in black ink, appearing to read "K.R.T.", is positioned to the right of the "FROM:" line.

SUBJECT: DELEGATION OF AUTHORITY TO APPROVE TEMPORARY DUTY ACTUAL
EXPENSES AND CONFERENCE ATTENDANCE MANAGEMENT

The Consolidated Service Center (CSC) Manager delegates to the Assistant Manager (AM) or Acting AM for the Office of Financial Services (OFS) the authority to approve all Office of Science CSC and Site Office temporary duty (TDY) actual expense reimbursements. Requests for TDY actual expense reimbursements by the AM or Acting AM for the OFS will be approved by the CSC Manager or Deputy Manager.

The OFS Financial Integrity and Accounting Team will review TDY actual expense reimbursement requests prior to approval. These reimbursements are not to exceed 300 percent of the locality per diem under special or unusual circumstances. This authority cannot be re-delegated.

For the CSC only, approval of conference attendance can be provided by the requesting organization's AM. Approval by the CSC Manager or Deputy Manager is required if the AM's participation is included in the attendance request.

For questions regarding TDY actual expense reimbursements, please contact Richard Riley, at Richard.Riley@science.doe.gov, or (865) 241-2059. For questions regarding Conference Attendance Management, please contact Greg Smeets, at Greg.Smeets@science.doe.gov, or (630) 252-2249.