

Federal Housing Finance Board

No. A90-01

Date: January 2, 1990

MEMORANDUM

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TO: Mary K. Bush
Managing Director

FROM: Myra Howze Shiplett *MHS*
Director of Administration

SUBJECT: Travel Policy for FHFB

I have reviewed the national travel policy document published by the Office of Thrift Supervision on Friday, December 1, 1989. It is a very balanced, well structured policy which will meet our known travel needs.

To adapt this to our needs, we need to make the following adjustments.

1. Decide on the level of delegation to authorize travel.

RECOMMENDATION:

THAT THE AUTHORITY TO APPROVE TRAVEL REQUESTS BE DELEGATED TO THE DEPUTY MANAGING DIRECTOR LEVEL.

Agree *MKB* Disagree _____

Comment _____

2. Decide on the level of delegation to authorize first class or restricted fare travel.

RECOMMENDATION:

THAT THE AUTHORITY TO APPROVE FIRST CLASS OR RESTRICTED FARE TRAVEL BE DELEGATED TO THE DEPUTY MANAGING DIRECTOR FOR ADMINISTRATION.

Agree *MKB* Disagree _____

Comment _____

3. Delete the policy components which refer to District travel.

RECOMMENDATION:

THOSE PARTS OF THE TRAVEL POLICY WHICH REFER TO TRAVEL BY DISTRICT EMPLOYEES DO NOT APPLY TO FHFB EMPLOYEES

Agree MKBper AT Disagree _____

If you approve these recommendations, I will inform FHFB employees (Tab A) and OTS (Tab B) with the attached memoranda. A copy of the OTS National Travel Policy is attached at Tab C.

I am available to discuss this at your convenience.

Attachment