

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER**

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<b>FLETC DIRECTIVE NO:</b>	70-02.A
<b>DIRECTIVE TITLE:</b>	Travel and Transportation of FLETC Employees
<b>EFFECTIVE DATE:</b>	1/26/2006

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**1. POLICY:** The Federal Law Enforcement Training Center (FLETC) will authorize all official travel necessary for the accomplishment of FLETC's mission. Officials who authorize, approve, or direct travel or who review, certify, or otherwise authorize payment in reimbursement of travel expenses, as well as employees in official travel status, shall exercise due prudence to minimize the costs of official travel.

**2. SCOPE:** The provisions of this directive apply to the travel of all FLETC employees, contractor personnel, and other persons when travel expenses are reflected in costs paid by the Government.

**3. REFERENCES:**

- a. Federal Travel Regulation, Chapter 301- Temporary Duty (TDY) Travel Allowances.
- b. 5 U.S.C. Chapter 57 - Travel, Transportation, and Subsistence
- c. Government Accountability Office (GAO) Principles of Federal Appropriations Law, Volume I, Chapter 4.C.2.b(2).

**4. CANCELLATION:** This directive hereby supersedes FLETC Directive 70-02.A, dated September 9, 1996.

**5. ADDITIONAL GUIDANCE:** [FLETC Manual 70-02.A](#), Travel and Transportation of FLETC Employees.

**6. OFFICE OF PRIMARY INTEREST:** Finance Division, Chief Financial Officer Directorate.

[Signature on file](#)

Connie L. Patrick  
Director