

**AMENDMENT TO THE AMENDMENT IN THE  
NATURE OF A SUBSTITUTE TO H.R. 3116**

**OFFERED BY** MR. DAVIS OF ILLINOIS

At the appropriate place in title I, insert the following:

1 **SEC. \_\_\_\_ . OVERSIGHT OF DEPARTMENT OF HOMELAND SE-**  
2 **CURITY.**

3 (a) IN GENERAL.—Title VI of the Homeland Secu-  
4 rity Act of 2002 (6 U.S.C. 201 et seq.), as amended by  
5 this Act, is further amended by adding at the end the fol-  
6 lowing:

7 **“SEC. 603. OFFICE OF TRAVEL ADMINISTRATION.**

8 “(a) ESTABLISHMENT.—There is established in the  
9 Department an Office of Travel Administration, subject  
10 to the direction and control of the Under Secretary for  
11 Management.

12 “(b) RESPONSIBILITIES.—The Office of Travel Ad-  
13 ministration shall—

14 “(1) establish Departmental travel guidelines by  
15 leveraging and consolidating existing best practices  
16 and component legacy policies to develop and com-  
17 municate a single, Department-wide travel policy  
18 that provides clear and comprehensive guidance to

1 all Department components that, at a minimum, re-  
2 quires that—

3 “(A) employee air travel be approved at  
4 the coach or economy class, to the greatest ex-  
5 tent practicable and efficient with respect to  
6 time and logistics;

7 “(B) employee travel and any associated  
8 expenses are necessary and only authorized  
9 when such travel is clearly consistent with the  
10 mission of the Department;

11 “(C) expenses are only reimbursed in cir-  
12 cumstances where actual, reasonable expenses  
13 are incurred in connection with previously au-  
14 thorized travel;

15 “(D) all travel be previously approved by  
16 the appropriate Department supervisor or au-  
17 thority; and

18 “(E) guidance and sanctions are estab-  
19 lished for violations of travel policies;

20 “(2) develop and distribute travel policies, guid-  
21 ance, and informational resources for international  
22 travel, in collaboration with the Office of Inter-  
23 national Affairs as authorized pursuant to the De-  
24 partment of Homeland Security Authorization Act of  
25 Fiscal Year 2012;

1           “(3) develop a mechanism to approve, track, re-  
2           port, and conduct periodic reviews of Department-  
3           wide travel with an emphasis on mission alignment,  
4           minimizing cost and increasing accountability and  
5           transparency;

6           “(4) designate, in coordination with the head of  
7           each component, an authorizing component contact  
8           to serve as the central point within each component  
9           for executing responsibilities under this section;

10          “(5) develop a Department-wide record-keeping  
11          standard for travel documents and records to ensure  
12          adequate documentation is maintained to justify and  
13          support all decisions and transactions and require  
14          that expense reports are submitted by the author-  
15          izing component to the Office of Travel Administra-  
16          tion in a timely manner;

17          “(6) explore using more cost-effective tele-  
18          communications and other technologies as alter-  
19          natives to travel, when feasible; and

20          “(7) coordinate with the Office of International  
21          Affairs to ensure alignment of domestic and inter-  
22          national travel policies and guidance.”.

23          (b) CLERICAL AMENDMENT.—The table of contents  
24          in section 1(b) of the Homeland Security Act of 2002 (6

- 1 U.S.C. 101 et seq.), as amended by this Act, is further
- 2 amended by adding at the end the following:

“Sec. 603. Office of Travel Administration.”.

