



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

August 23, 2022

GENERAL MEMORANDUM NO. 126 -22

To: Directors and Agency Heads
From: Governor of American Samoa
Subject: Travel Authorizations

Effective October 1, 2022, Directors shall be the approval authority for travel of ASG employees within their departments and agencies.¹ Directors may also approve travel of dependents of contract employees that is mandated by contract.

The Governor shall continue to be the approval authority only for travel of Directors and those persons who are not employees or dependents of contract employees but who are authorized to travel at government expense (such as scholarship recipients). Travel authorization for Directors must be accompanied by a letter requesting a delegation of authority.

Directors are responsible for managing the travel budget for their departments.

General Memorandum 024-20, relating to ASG travel due to COVID, is rescinded.

LEMANU P. S. MAUGA
Governor

¹ Section 2.2 of the Travel Policy issued by the Department of Treasury allows the Governor to delegate approval authority for travel authorization to directors and office heads.