



USAID
FROM THE AMERICAN PEOPLE

ADS Chapter 522

Performance of Temporary Duty Travel in the U.S. and Abroad

Partial Revision Date: 11/08/2011
Responsible Office: M/MS/TT
File Name: 522_110811

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ADS 522 – Performance of Temporary Duty Travel in the U.S. and Abroad

522.1 OVERVIEW

Effective Date: 01/22/2010

This chapter provides the Agency policy directives and required procedures governing domestic and international temporary duty (TDY) travel for all USAID direct-hire and Personal Services Contract (PSC) employees. The travel procedures outlined in this chapter must be adhered to for USAID to approve your travel.

522.2 PRIMARY RESPONSIBILITIES

Effective Date: 01/22/2010

The following Bureaus/Independent Offices (B/IOs) have primary responsibilities for specific directives and required procedures within this chapter.

a. The Travel Management Center (TMC) is a commercial travel agent under joint contract with the General Services Administration (GSA), Department of State (DoS), and other Foreign Affairs agencies. All employees in USAID/Washington **must** use the current TMC under contract with the appropriate Foreign Affairs Agency in Washington, D.C.

b. The Bureau for Management, Office of Administrative Services, Travel and Transportation Division (M/AS/TT) is responsible for:

(1) Developing, promulgating, and administering policy directives and required procedures and coordinating travel and transportation activities for the Agency. Abroad, the various Missions' Executive Officers (EXOs) are responsible for administering travel and transportation programs.

(2) Reviewing Travel Authorizations (TAs) for TDY travel to ensure their conformity to the laws, governing regulations, and Agency policy directives and required procedures related to TDY travel.

(3) Authorizing TDY travel.

c. The Director, Bureau for Management, Office of Administrative Services (M/AS/OD) is responsible for approving Agency policy directives and required procedures developed by M/AS/TT for all travel and transportation.

d. The Chief, Bureau for Management, Office of the Chief Financial Officer, Plans, Programs and Compliance Division (M/CFO/PPC) is responsible for developing and promulgating Agency policy directives and required procedures to administer the financial aspects of USAID TDY travel and transportation, and coordinating such policy directives and required procedures with M/AS/TT.

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e. The USAID Controller (M/CFO) is responsible for approving Agency policy directives and required procedures for the financial aspects of all TDY travel.

f. The Bureau for Management, Chief Financial Officer, Cash Management and Payments Division (M/CFO/CMP) is responsible for processing approved USAID/W requests for Travel Advances.

g. The Department of State, Office of Passport Services is responsible for determining the type and conditions under which diplomatic and official passports are issued.

h. Approving Officials are responsible for ensuring that all notifications/clearances are obtained from the appropriate field Mission or Geographic Bureau in the Department of State (Embassy) prior to TDY travel. Approving Officials are also responsible for determining that all authorized travel

- Is carefully planned;
- Meets an essential need;
- Requires a minimum amount of time;
- Is within the available balance of the travel allotment to be used;
- Is limited to as few individuals as possible;
- Is cleared through the appropriate Bureaus and Independent Offices; and
- Utilizes the traveler's services to the extent feasible by other USAID organizational units.

Approving Officials for premium class air travel are as follows:

a. USAID Missions

1. Assistant Administrators for the respective geographic bureau must give approval to Mission Directors for premium class air travel.

2. Mission Directors must give approval to Deputy Mission Directors and Executive Officers (EXOs) for premium class air travel.

3. All other Mission personnel must obtain approval for premium class air travel from their EXO authorized to approve travel authorizations (see [ADS 103.3.1.1.b.\(4\)](#)) or Mission Director in the absence of an EXO authorized to approve travel authorizations.

b. USAID Washington

1. The Administrator, the Deputy Administrator, or in their absence, their designee, must give approval for premium class air travel to all Washington personnel at the Assistant Administrator (AA) level and Heads of Independent Offices.

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2. Respective **AA's** must give approval for premium class travel to all Washington personnel at the Deputy Assistant Administrator (DAA) level.

3. **Supervisors**, with clearance from their respective DAA, must give approval for premium class air travel to all other Washington travelers whose travel is funded by Washington. Independent approval by M/AS/TT is also required.

4. **Mission Directors** must give advance approval to Washington travelers whose travel is funded by a Mission. The Mission Director's approval must accompany approved travel authorizations presented to M/AS/TT.

i. **The Bureau/Independent Office Clearing Official** is responsible for ensuring that funds for TDY travel are available.

j. **USAID employees** are responsible for the correct execution of official Government business travel and for paying any charges incurred through failure to comply with governing regulations, regardless of who may have assisted the traveler in making the travel arrangements.

USAID employees, when traveling, are also responsible for

- (1) Exercising the same care and regard for incurring expenses as a prudent person traveling at his or her own personal expense;
- (2) Obtaining receipts whenever possible for all allowable expenses costing \$75 or more, and all lodging costs when being reimbursed under the lodgings plus per diem method (all receipts should be maintained for six years and three months for audit purposes in accordance with [FTR 301-52.4](#)).
- (3) Filing a travel voucher upon completion of travel in accordance with [ADS 633.3.3](#).

522.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 01/22/2010

This section provides the policy directives and required procedures for domestic and international temporary duty (TDY) travel for all USAID direct-hire and Personal Services Contract (PSC) employees.

522.3.1 Passports

Effective Date: 01/22/2010

All U.S. citizens traveling internationally on USAID official business must carry in their possession valid U.S. diplomatic or official passports with necessary visas for each trip. This applies to the following employees:

- USAID direct-hire (USDH) employees;

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- U.S. Personal Services Contractors (USPSCs);
- Consultants, experts, invitational travelers; and
- Personnel of other government agencies who are on detail to USAID.

When appropriate, family members are issued the same type of passport as that of the employee traveling internationally on USAID official business. In cases where the spouse is a USAID employee and entitled to a diplomatic or official passport, the type of passport issued must be that which most closely represents the spouse's individual status and position with the U.S Government (USG). Furthermore, the type of passport issued to other authorized dependent family members must be the same as the type issued to the employee who claims such family members as dependents for tax purposes (see [7 FAM 1311](#)).

All bearers of diplomatic passports must be aware that under international law, possession of the passport alone confers no diplomatic status, privileges, or immunities. Such personnel remain fully subject to local immigration and customs laws and can be arrested for violations (see [7 FAM 1311.4-9](#)).

Official and diplomatic passports issued to USDH employees are usually valid for five years. However, there are times when a diplomatic passport may be issued for a shorter period. For example, U.S. Personal Service Contractors (USPSCs) may be issued "limited" diplomatic passports whose validity is based upon the duration of their contract, usually two years or less.

Normally, an individual must not hold and concurrently use both a diplomatic and an official passport. However, two or more separate diplomatic/official passports can be issued, held, and concurrently used by one person in order to facilitate international travel to or through certain countries due to special circumstances and need (see [7 FAM 1314](#))

522.3.1.1 Types of U.S. Passports

Effective Date: 01/22/2010

All USAID travelers are required to apply for a diplomatic passport prior to traveling. See [7 FAM 1311.3-3](#).

Note: U.S. Embassies or Consulates abroad may issue "no-fee" regular passports to applicants of official or diplomatic passports who must travel on short notice and have insufficient time to wait for the normal official passport application process.

522.3.1.2 Passport Procedures for USAID/W

Effective Date: 01/22/2010

USAID employees must contact USAID's passport and visa office located on the C1 level of the Ronald Reagan Building (RRB) at (202) 842-4047 for instructions on

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submitting passport applications. Employees outside the Washington, D.C. area should refer to [7 FAM 1312.3](#). A form [DS-11, Application for U.S. Passport or Registration](#), or [DS-82, Application for a U.S. Passport by Mail](#), must accompany all requests for new passports.

A complete diplomatic passport request must include the following:

a. Direct-hire employees:

- A completed passport application (DS-11 or DS-82);
- Two identical passport photos;
- Proof of citizenship:
 - Valid/expired U.S. passport; or
 - Birth certificate (or certified photocopy); and
- **AID Form 5-255, Diplomatic or Official Passport Request [This form is currently not available in electronic format. Contact ads@usaid.gov for assistance.]**.

b. USPSCs assigned overseas:

The same requirements apply as for direct-hire employees, with the addition of the following:

- A signed copy of the first page of your contract, and
- A copy of [Chesman/Nygard's Memorandum](#) dated March 20, 2001.

c. USPSCs assigned to USAID/Washington:

The same requirements apply as for direct-hire employees, with the addition of the following:

- A signed copy of the first page of your contract, and
- A justification letter from the requesting office explaining why a regular or official passport will not meet the traveler's needs.

522.3.1.3 Passport Procedures for Missions

Effective Date: 01/22/2010

USAID employees at overseas Missions must apply for passports at the nearest U.S. Consulate or Embassy.

a. Passport Expiration Record

In order to prevent delays and confusion in scheduling official travel, the Mission Executive Officer (EXO) must maintain a record of passport expiration dates for Mission personnel. Approximately three months in advance of passport expiration dates, the

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EXO informs employees and/or dependents that they must apply for and obtain new passports.

b. Request for New Passports

The documents employees need when applying for new passports are the same as in section **522.3.1.2**. The Mission EXO or designee must sign the **AID Form 5-255, Diplomatic or Official Passport Request [This form is currently not available in electronic format. Contact ads@usaid.gov for assistance.]**. When the application package is complete, the Agency's courier sends it to the U.S. Embassy or Consulate for execution. When passport applications are executed overseas, the passport agent or official submits copies of the passports to the Department of State, allowing employees to hold on to the original passports.

522.3.1.4 Second Diplomatic Passport Requests

Effective Date: 01/22/2010

Employees requesting second diplomatic passports must submit a new passport application. The application must meet the following criteria:

- The employee must have regional responsibilities;
- The employee must need multiple visas; and
- There is insufficient time to process all visas due to time constraints.

522.3.1.5 Amendments, Extensions, and Changes to Passports

Effective Date: 01/22/2010

Amendments and extensions are entered into passports by the Special Issuance Agency in the U.S. or the U.S. Embassy/Consulate overseas. To make amendments to a current passport (for example, name change) or to indicate special conditions (for example, limited period of availability) or additions, use the form **[DS-19, U.S. Passport Amendment/Validation Application](#)**.

522.3.1.6 Lost or Stolen Passports

Effective Date: 01/22/2010

If a valid passport is lost or stolen, you must immediately report it to M/AS/TT, Larry Twyman at ltwyman@usaid.gov, 202-712-1985. When requesting a new passport, you must submit in person the forms **[DS-11, Passport Application](#)**, and **[DS-64, Statement Regarding Lost or Stolen Passport](#)** (see **[7 FAM 1350](#)**).

522.3.1.7 Surrender of U.S. Passports

Effective Date: 01/22/2010

All passports issued to USAID employees must be returned to M/AS/TT, Larry Twyman at ltwyman@usaid.gov, 202-712-1985. Passports must be officially canceled by the Special Issuance Agency. If desired, canceled passports can be returned to the

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employee by providing a complete mailing address (no POB) and telephone number. If a USAID employee separates abroad, the employee and employee's family members must surrender their official or diplomatic passports to the Mission. Personnel must travel back to the U.S. using their regular passports (see [7 FAM 1350](#)).

522.3.1.8 U.S. Citizen Employees Hired by the U.S. Government While Abroad

Effective Date: 01/22/2010

a. U.S. citizens hired abroad are normally not entitled to "no-fee" passports and are issued regular fee passports (see [7 FAM 1311.4-8](#)). U.S. citizens hired abroad who are required to perform international travel as a result of employment by USAID must request official passports. The employee must allow sufficient time for the application to be processed.

b. Missions must emphasize to official travelers the importance of having all required visas. The employee is responsible for obtaining visas prior to entering any country requiring visas (see [7 FAM 1311.4-10](#)).

522.3.1.9 Signatures in Passports

Effective Date: 01/22/2010

Passports and passport applications must be signed by the person to whom the passport is issued. A passport for a child under 13 may be signed by the parent or legal guardian.

522.3.1.10 Passport Fees

Effective Date: 11/19/2010

For the latest passport fees, please refer to agency current notice.

522.3.2 Visas

Effective Date: 11/19/2010

M/AS/TTD has oversight responsibility for the passport/visa processing function in the Agency. This function is carried out by

CARLSON Travel

Room C1-7,
RRB, 1300 Pennsylvania Avenue
Washington, DC 20523
Telephone: Toll free 1-866-343-5009
Facsimile: (202) 842-1970

Visas are normally required in diplomatic and official passports used for official travel. Travelers must coordinate with the passport and visa contractor as soon as possible after notification of impending travel to ensure the acquisition of visas in a timely manner. **Travelers cannot obtain visas without a valid passport and a processed TA** (see section **522.3.3** for information on TAs). Travelers must submit a signed

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passport, visa request form, Embassy visa forms, and visa photos (CARLSON Travel will provide the photos) to CARLSON Travel for processing.

Travel to some countries requires that a passport be valid six months beyond the dates of travel. Should this be an issue with your passport, apply for a passport renewal as soon as possible. When submitting the passport renewal application, consider the time needed to process the required visa(s) to determine if it needs to be expedited.

Direct-hire employees and USPSCs must ensure that CARLSON Travel transaction fees are distinctly annotated on the E2 TA.

Personnel at overseas locations must apply for visas through the nearest U.S. Embassy or Consulate. Questions and comments can be e-mailed directly to the CARLSON Travel office at satousaid@satotravel.com or to M/AS/TTD.

"Foreign Entry Requirements" when traveling with regular passports can be found at the following Web address: <http://www.travel.state.gov/foreignentryreqs.html>. Contact CARLSON Travel for entry requirements when traveling with diplomatic passports.

522.3.3 Processing Travel Authorizations (TAs) and Travel Vouchers Under an Electronic Travel System (E2 Solutions)

Effective Date: 11/19/2010

As part of the Government-wide electronic Travel (eTravel) initiative mandated by the Office of Management and Budget (OMB) to reduce travel expenses, USAID uses E2 Solutions, a Web-based travel authorization (TA) and travel voucher application that delivers a unified, simplified, cost-effective Government-wide travel service.

The E2 system also streamlines travel business processes and alleviates numerous manual processes. The Agency will not obligate travel funds unless the E2 document is used to prepare travel authorizations and travel vouchers for all travel types except Permanent Change of Station (PCS)/Assignment travel.

USAID/W does not require the use of the E2 online booking engine to make reservations although some Missions have requested on-line booking as an option based on their travel needs. USAID/Washington employees will continue to use the on-site Travel Management Center (TMC) on the concourse level of the Ronald Reagan Building to make travel reservations.

The management approval structure below will be supported outside of E2 when the E2 approval routing chain does not support all authorized approvals. An authorized trip request form with the required clearances **must** be either scanned or faxed as an attachment to the traveler's E2 TA. This document is required to show in advance that the supervisor authorized the traveler to go on a TDY.

522.3.3.1 E2 User Requests

Effective Date: 11/19/2010

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Before a traveler can gain access to E2 Solutions, he or she must complete an E2 training course in USAID/W. After the training course has been completed, the traveler must fill out an AID form [522-6, E2 User Application](#). The form is to be either delivered or e-mailed to the E2 Help Desk at E2_Helpdesk@usaid.gov.

The traveler will receive notification from the E2 Help Desk System Administrators that his or her profile has been set up in E2 Solutions. The Administrators will provide the traveler with a log in and a temporary password.

The E2 Solutions system will allow you to establish new accounts; change requests for moving users, such as travelers, approvers, and system administrators; change user privileges, and make approval routing and configuration changes.

522.3.3.2 Multiple User I.D.'s

Effective Date: 11/19/2010

Multiple User I.D.'s are prohibited when using E2. Only one user I.D. per person is allowed in the E2 system. The user ID is generated by the first four characters of the employee's last name and last four digits of the employee's office telephone number.

522.3.3.3 Voucher Requirement

Effective Date: 11/19/2010

Upon the completion of each overseas launch of E2 Solutions, all designated USAID employees will be required to use the system to prepare and complete vouchers for travel over 12 hours. Please note that this functionality is not meant to include in-country travel within the field Missions for travel over 12 hours, since any trip where per diem is authorized is defined as a TDY.

522.3.3.4 Voucher Transaction Fee

Effective Date: 11/19/2010

Bureaus and Missions will now incur a voucher transaction fee which is currently \$14.00 for each voucher and \$5.00 for each Local Travel voucher processed through the application. These standard transaction fees are established in the Government-wide master contract for E-Travel services. They cover both GSA's management fee of \$3.00 for the Government-wide E-Travel program and E2 services provided by CWGT-Sato Travel. The fees also include the payment for Web hosting, system maintenance, travel document archiving, and CWGT Help Desk support. Centralized payment of the TDY voucher transaction fee was considered by USAID/W, but is currently not feasible due to the numerous types of funding sources that are used to fund official travel.

PLEASE NOTE THAT CANCELING VOUCHERS PREMATURELY OR NOT PREPARING A TRAVEL VOUCHER IN E2 FOR THE PURPOSE OF AVOIDING PAYMENT OF THE TRANSACTION FEE IS STRICTLY PROHIBITED.

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522.3.3.5 Accounting Processes for Voucher Fees

Effective Date: 11/19/2010

A travel voucher fee will be assessed only when a travel voucher is in the "Closed" status. This fee will be charged to the traveler's Government-issued or personal credit card; Missions also have the option to handle direct payment to CWGT via Central Billed Account (CBA) using their Agency credit card. The travel voucher fee is a variable cost established in the Government-wide master contract for E-travel services.

Agency travel preparers will no longer be able to prepare travel vouchers in the legacy system (Travel Manager). In addition, legacy versions of all alternative software and paper processes have been curtailed. **E2 is the only authorized travel system for TDY travel.** The use of E2 for in-country and local travel is still under review.

522.3.3.6 Temporary Duty Travel (TDY)

Effective Date: 11/19/2010

TDY travel is any travel away from home station exceeding 12 hours, where a per diem allowance is authorized. This includes domestic, international, regional, and in-country travel. If consolidated Missions choose to use ICASS for travel services, the Department of State will process travel for USAID in USAID's E2 system using USAID fiscal coding. The application offers four ways to arrange a TDY:

1. Individual TDY trips:

Individual TDY trips apply to one traveler from the same Minor Customer traveling to a different location on a single trip.

2. Group Authorizations:

Group Authorizations apply to a group of travelers from the same Minor Customer traveling to the same location on a single trip, such as to attending a conference.

3. Open Authorizations

An Open Authorization (OA) is a "blanket order" for one individual. OAs are useful for travelers who have frequent TDYs and can be limited by destination, time frame, individual trip cost, and/or cost limit on it. Once the OA is approved, no further approval is required for a trip arranged under that OA that complies with the limitations set in it.

4. Invitational Travel:

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

Invitational travel is travel that is authorized for non-Government employees at U.S. Government expense. This type of travel is authorized for both U.S. and foreign citizens not employed by the U.S. Government, not receiving any type of compensation from the U.S. Government and only when it is determined that the functions to be performed are essential to the interest of the Agency.

The Travel Preparer is responsible for ensuring that the Traveler's profile is updated to reflect whether or not the traveler is an Invitational Traveler. When the E2 Traveler profile has been updated, the information will show on the printed copy of the E2 TA.

Miscellaneous Expenses Claims for Official Travel for Less Than 12 Hours:

1. Local Travel:

Local Travel in E2 allows users to claim expenses for taxis, tolls, fares, and other miscellaneous expenses for official travel of less than 12 hours in the local area when the travel does not qualify for per diem. Local travel expenses for multiple days can be accumulated and submitted together to defray the cost of vouchering for each trip individually.

2. In-Country Travel:

In-Country Travel in E2 allows users to claim expenses for taxis, tolls, fares, and other miscellaneous expenses for official travel of less than 12 hours in the local area when the travel does not qualify for per diem. In-country travel expenses for multiple days can be accumulated and submitted together to defray the cost of vouchering for each trip individually.

Voucher Requirement:

All designated USAID employee must use E2 Solutions to prepare and complete vouchers for travel over 12 hours. Please note that this functionality is not meant to include in-country travel within the field Missions for travel over 12 hours, since any trip where per diem is authorized is defined as TDY.

Entitlement Travel:

USAID has created guidelines for preparing TAs for various entitlement trip types, including Rest and Recuperation (R&R), Home Leave, Education Travel, Visitation Travel, Separate Maintenance Allowance Travel, Emergency Visitation Travel, and Travel of Children of Separated Parents, based on the DOS regulations. Information regarding Entitlement Travel and Special Trip types may be reviewed on the E2 Collaboration Space at <http://communities.usaidallnet.gov/e2/>.

An E2 Working Group has been engaged in reviewing and updating the aforementioned guidelines as necessary.

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Assignment/Permanent Change of Station (PCS) Travel:

The use of E2 for PCS travel is under review at this time.

Document Retention:

The E2 system retains all documents for the required six years and three months for auditing purposes.

Traveler Responsibility for Updating Credit Card Information to E2:

It is the traveler's responsibility to update his or her credit card information (Government card and/or personal card) anytime the card expires or when the traveler wishes to add a personal credit card.

522.3.3.7 E2 Travel Authorization

Effective Date: 01/22/2010

- a.** An E2 TA is an accountable document authorizing official travel and other transportation-related expenses approved prior to commencement of travel. The accountable documents must not contain erasures, strikethroughs, or whiteout. Only electronic signatures are acceptable for authorized signatures.
- b.** The Approving Bureau/Independent Office (B/IO) must prepare and approve a E2 TA for an individual B/IO traveler. A E2 TA must also be prepared for reimbursement of conference and registration fees when those fees are not chargeable to training, regardless of whether or not travel is involved.
- c.** Each prepared E2 TA must specify the purpose of the travel, the authorized points of departure and destination, and the expenses that each traveler is authorized to incur, and whether the Government will pay related expenses directly or reimburse the employee for expenses already incurred. The approving office determines that all travel authorized:

 - 1.** Is carefully planned;
 - 2.** Meets an essential need;
 - 3.** Requires a minimum amount of time;
 - 4.** Is within the available balance of the traveled allotment to be used;
 - 5.** Is limited to as few individuals as possible;

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6. Is cleared with appropriate Bureaus and staff offices; and
7. That the traveler's services are to be utilized to the extent feasible by other USAID organizational units.

Functions of the Authorizing Office:

The authorizing office estimates TA costs, assigns an authorization number, object code, and enters same on the TA, as well as the appropriation and allotment account symbols. The form is then obligated and signed by the Authorizing Officer.

d. Distribution

For TAs issued by the Bureau for Management, Office of Administrative Service, Travel and Transportation Division (M/AS/TT), the distribution is as follows:

USAID/W Funded Traveler
Travel Management Center
M/FM/CMP (2 copies)
M/AS/TT
Initiating Office

Mission Funded Traveler
M/AS/TT (if TA is sent to USAID/W for ticket issuance) Initiating Office

e. Transfer TAs to or from the U.S. must be forwarded to one of the U.S. Dispatch Agents listed as follows.

Port of Discharge Consignee: All Atlantic coast ports, except Baltimore, Norfolk, and all ports in North Carolina, South Carolina and Florida

USDA - New York
Parkway Towers, Building B
485-B U.S. Route 1
South Iselin, NJ 08830-3013
USDA JFK International
International Arrivals Terminal
Rm. 2214
Jamaica, NY 11430

Port of Discharge Consignee: Baltimore, Norfolk and ports in North Carolina and South Carolina

USDA - Baltimore
2200 Broening Highway, Room 125
Baltimore, MD 21224

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Port of Discharge Consignee: All ports in Florida and the Gulf of Mexico

USDA - Miami
P.O. Box 522396
General Mail Facility
Miami, FL 33152-2396

Port of Discharge Consignee: All Pacific coast ports

UDSA - Seattle
2800 S. 192 Street, Suite 108
Seattle, Washington 98188

Port of Discharge Consignee: All Airfreight shipments

USDA - Dulles International Airport
OPR/ST/TD/TO, Department of State
Washington, D.C. 20520

f. E2 TAs that are initiated in USAID/W are obligated in Phoenix by M/AS/TT for travel out of Washington signed by M/AS/TT and the Authorizing Officer, and faxed by the traveler or the travel arranger to the Travel Management Center (TMC), located in Room C1-7 on the concourse level of the Ronald Reagan Building (RRB), for ticket issuance. When the Mission requests USAID/W to issue the tickets, all Mission-funded E2 TAs must be submitted to M/AS/TT for processing.

g. In the event that travel has occurred prior to the issuance of a E2 TA, upon the traveler's return, the traveler or travel arranger must prepare a E2 TA to include the following statement:

“Administrative approval is granted for payment of allowable expenses incurred prior to the issuance of this authorization.”

After M/AS/TT obligates the funds in Phoenix, a signed authorized copy of the TA is distributed to each of the following individuals and Bureaus/Independent Offices:

1. The funded traveler (the original and one copy)
(A copy is delivered by either the traveler or the travel arranger to the TMC)
2. The Approving Office and/or Bureau/Independent Office
3. M/CFO/CMP

522.3.3.8 Amending E2 TAs
Effective Date: 01/22/2010

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Amended E2 TAs are required when the number of days in travel status has increased or decreased, or when travel is to other locations that were not originally authorized and therefore original TA funding is exhausted.

The amendment must be approved, cleared, and authorized in the same manner as the original E2 TA to include the obligation or de-obligation of funds, as appropriate. If the initiating office obtains authorization of the amendment after the traveler has departed, it must immediately notify the B/IO or Mission where the traveler is temporarily located to enable the traveler to make any necessary alternate arrangements. The amendment E2 TA must contain:

- a. The original E2 travel authorization number,
- b. The authorization date,
- c. The fund citation,
- d. The amount reserved for per diem and travel costs,
- e. The cost of carrier transportation; and
- f. Justification (the traveler must provide a valid reason for the modification).

522.3.3.9 Procedures for Amending TAs

The amended E2 TA must refer to the original TA number and date. It should also include the amendment number, such as, amendment #1, amendment #2, etc. The remarks of the amended E2 TA must begin as follows:

"E2 TA number (authorization number) dated (month, day, and year) is hereby amended to authorize..."

If the authorized travel was not executed, prepare an amended E2 TA that cancels the original E2 TA to ensure the de-obligation of funds. The traveler must also cancel the airline reservations with the TMC. Only the signatures of the Approving and Authorizing Officers are required. If the TMC has issued tickets or obtained passports and/or visas for the travel that would have taken place, please leave the fees for these services in the cancelled E2 TA. Reference should also be made in the remarks for the payment of those fees in the cancelled E2 TA. The TA must read

"E2 TA number (authorization number) dated (month, day, year) is hereby canceled in its entirety."

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522.3.3.10 Procedures for Preparing "In Conjunction with" E2 TAs

Effective Date: 01/22/2010

An "In Conjunction With" E2 TA indicates a different funding source for a portion of the travel. These E2 TAs are approved and authorized depending on the funds being used. Although a new authorization number will be assigned for the change of funding, the "In Conjunction With" E2 TA must refer to the original E2 TA to which it relates. E2 TA must begin as follows:

"This E2 TA is written in conjunction with (authorization number) dated (month, day, and year)..."

When an E2 TA is written "in conjunction with" another E2 TA after the travel has commenced, the following statement must be included in the E2 TA:

"Administrative approval is hereby granted for payment of allowable expenses incurred prior to the issuance of this authorization."

522.3.4 Making Travel Arrangements through M/AS/TT

Effective Date: 01/22/2010

Except in an emergency, perspective travelers' must give M/AS/TT a minimum notice of five business days to process an individual E2 TA and perform other related travel services.

As soon as the appropriate Approving Official determines the necessity for TDY travel in either the U.S. or abroad, the initiating office must take the following steps:

- a. Obtain verbal Bureau/Independent Office Approval (if appropriate).
- b. Request Mission clearance, via the **electronic country clearance (eCC)** mechanism. In situations where a country clearance is not appropriate because the Agency does not have a field Mission in that area, a letter of invitation from the host country organization or a Department of State clearance from the appropriate country Desk Officer will suffice.
- c. Upon receipt of an approved electronic country cable (eCC) or e-mail from the EXO providing Mission clearances for employees traveling abroad, prepare an electronic E2 TA.
- d. For employees in the U.S. traveling abroad, contact the passport/visa contractor located in room C1-7 on the concourse level of the RRB. To schedule airline reservations, please contact the Agency-contracted TMC also located in room C1-7 on the concourse level in the RRB.
- e. Obtain the signatures of Clearing and Approving Officials in section 522.2.

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A Bureau/Independent Office clearance (electronic signatures) must appear on the E2 TA for travel overseas.

- f. Approving Officials who are not in E2 must fill out and attach the Travel Authorization Request Form.
- g. Electronically forward a completed E2 TA to M/AS/TT for processing and obligation of funds.

Upon receipt of the completed E2 TA, M/AS/TT reviews for content and compliance with the governing regulations, then authorizes and obligates the E2 TA. **The traveler or travel arranger must print out a copy of the authorized E2 TA and forward a copy to the TMC for ticket issuance.** No tickets will be issued until the TMC receives an accurate, fully funded, authorized, and obligated E2 TA.

Mission-funded E2 TAs are sent electronically to M/AS/TT, Diane Carter at dicarter@usaid.gov and Kenneth Hawkins at kehawkins@usaid.gov for review. After M/AS/TT reviews and approves the E2 TA, it is then faxed to the TMC for ticket issuance. **No tickets will be issued until the TMC receives an accurate, fully funded, authorized, and obligated E2 TA.**

522.3.5 Temporary Duty (TDY) Travel Governing Regulations and Funding

Effective Date: 01/22/2010

The following governing regulations apply:

- a. TDY travel by General Schedule (GS) and Foreign Service (FS) personnel from and within USAID/W is governed by the [Federal Travel Regulations \(FTR\)](#), and [Volume 14 Section 500 of the Foreign Affairs Manual \(FAM\)](#), as well as the policy directives and required procedures outlined in this ADS chapter.
- b. TDY travel by Mission personnel from and within the country or countries of assignment are governed by individual Mission policies. These policies are based on [14 FAM](#) and the [FTR](#).
- c. TDY travel by PSC employees is governed by their contractual agreement with the Agency; PSCs should consult their Contracting Officer for guidance.
- d. Entitlement Travel (such as, Home Leave Travel, R&R Travel, Medical Travel, Visitation Travel, Emergency Visitation Travel, Travel of Children of Separated Parents for Foreign Service (FS) and General Service (GS) employees is governed by [3 FAM 3000](#).
- e. Allowances and benefits for FS employees are governed by the Department of State Standardized Regulations (DSSR), available on the Department of State Internet at http://aoprals.state.gov/content.asp?content_id=231&menu_id=92.

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- f. Allowances and benefits for GS employees are governed by [FTR 302](#).

522.3.6 Leisure Travel in Conjunction with Official Travel

Effective Date: 01/22/2010

The following Agency guidance applies only when USAID's Carlson Wagonlit (CWGT) travel office issues the official travel ticket. If the ticket is issued by another office or airline, the traveler will contact that office/airline for leisure travel arrangements. When a traveler plans to include leisure travel in conjunction with official travel, CWGT will reserve and issue the official ticket at the Government contract city pair fare(s) based on the official round-trip itinerary. Reservations for leisure travel will not be made until the official travel has been ticketed, as the airline does not allow duplicate reservations.

The procedures for requesting leisure travel in conjunction with official travel is as follows:

Travelers will call CWGT's toll free number, 866-343-5009, to make official travel arrangements. At that time, the traveler may request that an agent contact them regarding their desire to make arrangements for leisure travel.

A CWGT leisure travel agent will return the employee's call and after finalizing the official reservation, quote the cost for the leisure trip. At this time, CWGT will advise the traveler of any rules, restrictions, and penalties associated with the leisure ticket. The agent will also advise travelers of the difference in cost between the official ticket and the leisure ticket.

The travel agent will book the leisure itinerary utilizing the same airline(s) on which the official travel ticket was issued. Government fares do not apply to a personal travel itinerary. Agents will quote only available published fares available to general public.

The USAID CWGT office must have issued the official Government ticket in order to exchange the official Government ticket for the leisure ticket (which will include the official travel). If the cost of the leisure ticket is less than the official ticket, the Government is entitled to a refund. However, if the cost is more than the official travel, the price difference will be charged to the traveler. The CWGT travel agent will issue the personal ticket once the traveler has met all terms and conditions.

If the official trip is cancelled, the traveler is responsible for reimbursing the Government the cost of the original official travel ticket. In this regard, when the ticket exchange is made, the ticket no longer belongs to the Government and the traveler assumes liability for any cancellation. Please note that a Government ticket may be exchanged for a personal ticket but a personal ticket, using commercial fares, cannot be exchanged for a Government fare.

The traveler may use the leisure ticket for future travel consistent with air carrier regulations/restrictions. The traveler is responsible for payment of all applicable fees and/or penalties when purchasing a leisure travel ticket.

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The final process will incur two separate transaction fees: (1) for the issuance of the official ticket which is paid for by the Government; and (2) for the exchange and issuance of the leisure ticket which is paid for by the traveler. These fees are in addition to any additional fare or air carrier fees or penalties that may apply. The transaction fees are non-refundable and will be charged at time of ticketing.

Travelers are advised to complete their E2 TAs no later than seven business days prior to travel if they plan leisure travel. Restricted fares require ticketing seven days or more before the departure date.

522.3.7 Mandatory Use of Contract Carrier City-Pair Fares Effective Date: 01/22/2010

For TDY travel, all employees must use the Government's contract carrier city-pair fare for scheduled air passenger transportation service if such fare is available, unless limited exceptions apply (see below for limited exceptions). These are discount fares between certain cities negotiated with specific air lines and contracted for by the General Services Administration. Schedules and related information are also available at www.fedtravel.com.

The contract carrier city-pair fare is considered advantageous to the Government, as it offers:

1. Discounted rates
2. Fares priced on one-way routes
3. No advance purchase required
4. Fully refundable tickets
5. Last seat availability (Government employees can obtain the last seat available)
6. No blackout periods
7. No minimum or maximum length stay required

A limited exception allows an employee to use a non-contract carrier if that non-contract carrier offers a lower fare available to the general public between the same pair of cities and if using the non-contract carrier would result in a lower total trip cost to the U.S. Government. Total trip cost includes the costs of transportation, lodging, meals, and related expenses. For the purpose of this exception, a fare is considered to be available to the general public only if it is available to travel agencies, that is, is not restricted to direct purchase from customers only. See FTR § 301-10.107(c) and 14 FAM 543(a)(3). Exceptions for the use of non-contract carriers must be approved on AID Form 522-4, Use of Non-Contract Air Carriers.

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522.3.8 Exceptions to TDY Travel Approval Authority

Effective Date: 01/22/2010

Exceptions to the approval authority for TDY travel are listed below.

a. First-Class Air Accommodations

Exceptions to allow the use of first-class air accommodations can only be approved by both the Bureau for Management, Office of Administrative Services, Office of the Director (M/AS/OD) and the Bureau for Management, Office of the Assistant Administrator for Management (AA/M). This authority must not be delegated elsewhere.

b. TDY Short-Term Training

Travel by USAID employees for Agency-sponsored training programs must be approved by the Director, O/HR and/or one designee.

c. Participant Training Travel

Travel for Participant Training can only be approved by the Bureau for Democracy, Conflict Resolution and Humanitarian Assistance Division (DCHA).

522.3.8.1 Mandatory Use of Direct Routes and Deviations for Personal Convenience

Effective Date: 01/22/2010

All official TDY travel must be by a direct route (also known as a usually traveled route). See [FTR 301-10.7](#); and [14 FAM 585.1](#). Contract carrier city-pair fares provide direct routes.

When, for personal convenience, a traveler interrupts travel on a direct route or travels by an indirect route, the traveler must bear any additional costs incurred as a result. See [FTR 301-10.8](#), [14 FAM 585.2-1](#), and [585.2-2](#). The traveler may only receive reimbursement for the amount that direct, uninterrupted travel would have cost.

522.3.8.2 Annual Leave Before or After TDY Travel

Effective Date: 01/22/2010

Traveler is authorized to take up to seven days (maximum) of annual leave before or after TDY Travel as long as the cost of the airfare does not increase.

All requests for extended leave must be stated on the E2 TA prior to travel. The E2 TA must read as follows: **“Traveler is authorized (provide number of days) of annual leave (before/after) TDY travel.”**

NOTE: If traveler takes annual leave prior to TDY travel and defaults performing his/her

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TDY, traveler is responsible for reimbursing the Agency all travel costs.

522.3.8.3 Rest Stops

Effective Date: 01/22/2010

Official TDY travel that meets certain criteria may be interrupted for a rest period of up to 24 hours. To meet the criteria

1. The origin or destination point of travel is outside of the continental United States (OCONUS);
2. The scheduled flight time, including stopovers, exceeds 14 hours;
3. Travel is by a direct or usually traveled route; and
4. Travel is by coach-class service. (See [FTR 301-11.20\(a\)](#); [14 FAM 584.4](#))

The rest stop can be taken at any intermediate point in the travel, but should be midway in the journey or as near to it as the schedule permits.

The applicable per diem is the rate at the location of the rest stop, regardless of where the traveler actually stays (see [FTR 301-11.20\(a\)](#)). Per diem (including actual lodging expense and meals and incidental expenses) is authorized for the 24-hour rest period. (See [FTR 301-11.20\(b\)](#) and [14 FAM 584.4](#))

It is the Agency's policy to provide a rest stop that considers airline schedules and is as close to 24 hours as possible. In those cases, when the next available flight after an adequate rest period is beyond the 24-hour maximum period, additional time may be allowed when the traveler is awaiting further transportation. If additional time is allowed, the Agency reimburses expenses for that rest stop location.

522.3.9 Premium Class Travel Policy

Effective Date: 01/22/2010

Employees who use commercial carriers for official business **must** use coach class airline accommodations. While there are limited exceptions to this rule, Approving Officials must be judicious when making a determination that premium class accommodations are necessary. The use of premium class accommodation may not be authorized strictly on the basis of position or rank. Per the specific guidance below, premium class accommodations should be authorized only when the Agency mission justifies significantly increased costs beyond the normal coach fare. (See [Frequently Asked Questions About Premium Class Travel](#))

a. Premium Class Travel With in the United States

U.S. domestic flights do not usually offer separate and distinct premium class seats. Normally, U.S. carriers only offer first class seats domestically. The U.S. Government, however, cannot directly book employees who are eligible for premium class into first-class accommodations. When premium class accommodations are authorized and the

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airline places the individual in first-class seating at no additional cost, such seating is considered premium class accommodations for the purpose of this policy.

b. Invitational Travel

Invitational travel is travel authorized for non-Government employees at the U.S. Government's expense. Generally, invitational travelers must use coach class airline accommodations. An invitational traveler may use premium class accommodations when an Approving Official specifically approves the travel in accordance with section **522.3.9.1, Authorization**, below. For purposes of authorization, invitational travel and TDY travel are equivalent. The use of premium class accommodations for invitational travel must be approved by M/AS/TT and the respective DAA when the travel is funded by Washington or by the Mission Director when the travel is funded by the Mission. The use of premium class accommodations for invitational travelers may not be authorized strictly on the basis of position, title, or accommodations the traveler considers normal and customary.

522.3.9.1 Premium Class Travel Authorization

Effective Date: 01/22/2010

Blanket travel authorizations are not permissible for any premium class air travel. Each request is reviewed on a case-by-case basis, as indicated by the approval process described below (see section **522.3.9.2, Approval**). When making these decisions, Approving Officials must keep in mind the limited availability of funds. This includes both program funds and operating expense funds.

Travelers may, but are not automatically permitted to, use premium class accommodations when an Approving Official specifically decides to allow the travel in accordance with one or more of the reasons below.

a. Temporary duty (TDY) travel when the airline flight exceeds 14 hours. The traveler forgoes the available rest stop (or premium class lounge day pass), and must report to work the day following his or her arrival. The point of origin, final destination, or both must be outside the continental United States (OCONUS).

Fourteen hours is calculated from the point of departure to the destination point and includes scheduled stopovers for connecting flights. For details on the calculation of the 14-hour travel period, see [14 FAM 567.2-4 d](#). The term "rest stop" includes stops en route and rest periods upon arrival. Details on rest stops are located in [14 FAM 584.4](#), while details on time zone dislocation rest periods are located in [14 FAM 584.5](#). Travelers that are eligible for a rest stop may elect to substitute the rest stop for a premium class lounge day pass. (See [General Notice 0918](#), dated September 9, 2008, for details.)

The travel authorization must include a statement such as, "**Premium class travel is authorized for TDY travel in excess of 14 hours in lieu of a rest stop. The traveler is required to report for duty the day after arriving at post.**"

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TDY travel to a Critical Priority Country (CPC) may involve forced layovers or flight delays for security purposes, especially when connecting with a military transport. The determining factor for approving premium class travel is whether the traveler voluntarily elects for a rest stop, either en route or upon arrival.

b. Medical evacuation travel when the airline flight is in excess of 14 hours and the traveler forgoes the available rest stop. Premium class travel is not authorized for medical evacuation unless the Department of State, Office of Medical Services (M/MED), in consultation with the Foreign Service medical provider, authorizes premium class accommodations for medical reasons. In an exigent situation, M/MED may authorize premium class accommodations without consulting with the Foreign Service medical provider. Travel over 14 hours that M/MED does not deem medically necessary for premium class will be authorized as coach class with a rest stop. Details on medical evacuations are located in [3 FAM 3715](#).

c. Premium class travel is necessary to accommodate a traveler's disability or other special physical need. "Disability" is defined as a physical or mental impairment that substantially limits one or more of a person's major life activities. Requests for premium class travel based on a disability must be accompanied by a doctor's certification and are treated as requests for reasonable accommodation pursuant to [ADS 110, Equal Employment Opportunity](#) and processed accordingly.

Unless the disability is determined to be a lifelong condition, this certification must be re-authorized either annually or upon request through the Disability Review Committee in the Office of Equal Opportunity Programs (EOP). The travel authorization must include a statement such as, "**Premium class travel is authorized for medical reasons.**"

"Special physical need" includes physical conditions that do not rise to the level of a disability. A request under this provision must be substantiated in a detailed written statement and include current medical certification provided by a competent medical authority that addresses the specific reason premium class travel accommodation is necessary.

When the physical need is a lifelong condition, medical documentation is not required. A justification under this provision must be approved by the Designated Agency Ethics Officer (DAEO), in consultation with the Bureau for Management, Office of Administrative Services, Travel and Transportation Division (M/AS/TT) (when funded by Washington), or by the Mission Director (when funded by the Mission). The travel authorization must include a statement such as, "**Premium class travel is authorized for medical reasons.**"

For travel funded by Washington, the DAEO must maintain in the Office of the General Counsel the traveler's request for premium class travel and all medical records provided in support of the request. For travel funded by a Mission, the Mission Director must maintain the traveler's request for premium class travel and all medical records provided in support of the request. The DAEO or Mission Director must provide a general

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statement of approval for premium class travel for medical reasons to the travel authorization approving official. Due to privacy concerns, the general statement of approval must not contain specific medical information about the traveler.

- d. Regularly scheduled flights between origin/destination points (including connecting points) that provide only premium class travel accommodations.** A justification under this provision must describe the required routing and why no alternative coach class accommodation is available. Additionally, the traveler must certify the unavailability of coach class accommodations on the travel authorization.
- e. Space is unavailable in coach class accommodations and the traveler must accomplish an urgent mission that cannot be postponed.** A justification under this provision must describe the required routing and why no alternative coach class accommodation is available. The traveler must set forth in writing why the mission is urgent and cannot be postponed, and show that he or she made a good faith effort to obtain a reservation in coach class at the earliest practical time. The employee cannot unreasonably delay or postpone making travel plans and reservations in order to travel via premium class.
- f. Security purposes make the use of premium class travel accommodations essential to the successful performance of the Agency's mission.** A justification under this provision must state why security concerns make premium class travel accommodations essential. The Office of Security must clear such a justification when the travel is funded by Washington or by the Mission Director, in consultation with the Regional Security Officer (RSO), when the travel is funded by the Mission.
- g. The use of premium class travel accommodation results in an overall cost savings to the Government by avoiding additional subsistence costs (such as lodging, and meals), overtime, or loss of productivity while awaiting coach-class accommodations.** A justification under this provision must contain a detailed analysis that demonstrates an overall cost savings.

The traveler must certify on the travel authorization that the least costly coach class fare was used for the comparison. Whenever offered, USAID purchases discounted contract fares that are normally the most economical fares available for official travel. Therefore, for purposes of cost comparison, a traveler must compare coach class discounted contract fares with premium class fares, except when discounted contract fares are not available or another type of fare, such as economy restricted, is less expensive than the available discounted contract fare. This means that a traveler must compare premium class fares with the least costly coach fare.

The travel authorization must include a statement such as, **“The cost comparison between coach and premium class accommodations was made using the least costly coach class fare.”** The traveler must also certify this statement on the travel voucher.

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h. Transportation costs are paid by a non-Federal source. The policy on premium class travel does not apply when transportation costs are paid in full through Agency acceptance of payment from a non-Federal source in accordance with [41 CFR 304-1.2](#). See [ADS 633, Financial Management Aspects of Temporary Duty Travel \(TDY\)](#) for details on non-Federal funding sources for TDY travel.

i. The traveler pays for the upgrade to premium class travel. The policy on premium class travel does not apply when the traveler pays for an upgrade at personal expense, uses a personal frequent flyer account for a class upgrade, or when an upgrade is provided as a promotional item with no cost to the Agency.

If a traveler elects to pay the difference between the premium class and coach class fares, he or she must certify on the travel authorization that the least costly coach class fare was used to calculate the difference.

Whenever possible, USAID purchases discounted contract fares for official travel. Therefore, to determine the difference between premium class and coach class fares (that is, the amount that a traveler will personally pay), a traveler must compare coach class discounted contract fares with premium class fares, except when discounted contract fares are not available or another type of fare (for example, economy restricted) is less expensive than the available discounted contract fare. This means that a traveler must compare premium class fares with the least costly type of coach fare.

The travel authorization must include a statement such as, “**The traveler is paying for the difference between coach class and premium class. The difference was calculated using the least costly type of coach class fare.**” The traveler must certify this statement on the travel voucher.

c. Exceptions to Usual Approvals

1. Bureau for Democracy, Conflict and Humanitarian Assistance, Office of Foreign Disaster Assistance (DCHA/OFDA) Disaster Response Travel. In the event of a documented disaster declaration, the Director of DCHA/OFDA or their designee may approve the most expeditious mode of transportation, including premium class travel.

2. Medical Approved Travel. Based on a recommendation from M/MED or, in exigent circumstances, other competent medical authority, the Designated Agency Ethics Officer (DAEO) (for travel funded by Washington) or the Mission Director (for travel funded by the Mission) may authorize the use of premium class accommodations.

3. Security Approved Travel. The Office of Security (when funded in Washington) or the Mission Director, in conjunction with the Regional Security Officer (RSO) (when funded by a Mission), can approve premium class travel that is required because of security concerns.

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522.3.9.2 Premium Class Travel Prohibitions

Effective Date: 01/22/2010

Premium Class travel is not authorized for the following:

- a. Permanent change of station (PCS) travel in excess of 14 hours,
- b. Assignment travel,
- c. Home leave travel,
- d. Rest and recuperation (R&R) travel,
- e. Separate maintenance travel,
- f. Education travel,
- g. Visitation travel,
- h. Emergency visitation travel, or
- i. Travel of children of separated parents
- j. Training

Any combination of premium class air travel with one of the types of travel listed above, such as home leave travel, does not automatically authorize the traveler to fly business class on both legs of the trip. For example, premium class air travel (when authorized) may be permitted for travel from the point of departure to the point of destination if official Agency business is conducted upon arrival. However, any onward travel from the above list may not be authorized for business class accommodations.

522.3.9.3 Premium Class Lounge In Lieu of Rest Stop

Effective Date: 01/22/2010

USG travelers who fly more than 14 hours in economy class travel for certain types of official travel (for example, Permanent Change of Station/Assignment Travel (PCS) or Temporary Duty Travel (TDY)), are eligible for a Government-funded overnight rest stop en route to their destination. They have the option to purchase and be reimbursed for a day pass at a premium class lounge for the intermediate point in lieu of taking the overnight rest stop.

Travelers have stated in some cases that the USG-paid overnight rest stop is not particularly restful because it requires passengers to transfer from the airport to a hotel for only a few hours of rest before being required to return to the airport and again submitting to lengthy security screening and check-in procedures in order to catch a connecting flight to their destination. This situation is particularly onerous for travelers with family members.

As an alternative to a rest stop, a traveler who is eligible for a USG-paid overnight rest stop may choose to purchase a premium class lounge day pass instead. The day pass allows the traveler access to a premium class lounge for the intermediate point on the

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traveler's authorized itinerary. Travelers are responsible for requesting the approved overnight rest stop or the premium class lounge day pass from the Approving authorizing Official, prior to travel. Travelers will be reimbursed on their travel voucher for the pass. USAID expects this option to result in cost savings for the Government, a more restful travel experience for employees and accompanying eligible family members.

Travelers are encouraged to visit the airline Web sites listed below to view the terms and limitations for use of a premium class lounge before making a decision.

<http://www.delta.com>

<http://www.united.com>

<http://www.aa.com>

<http://www.usairways.com>

<http://www.continental.com>

Limitations:

- a. If the traveler selects the premium class lounge option, the traveler is no longer authorized an overnight rest stop and will be expected to continue travel to his destination on the next available flight.
- b. Under no circumstances will the traveler be eligible for a USG funded overnight rest stop and be reimbursed for a day pass to a premium class lounge.
- c. If the traveler cost constructs or deviates from the authorized itinerary, the traveler loses eligibility for the overnight rest stop and will not be reimbursed for the cost of the premium class lounge day pass.
- d. Travelers who are authorized premium class travel may use the premium class lounge, if the service is offered free of charge by the airline, but are not authorized reimbursement separately for the cost of a day pass.
- e. Travelers who do not qualify for a USG paid rest stop on their official travel itinerary may elect to purchase a day pass at their own expense or with frequent flyer miles.

***522.3.10 Baggage Allowances**

Effective Date: 11/08/2011

See [14 FAM 568](#) for the policy directives and required procedures governing baggage allowances.

*For more information about baggage, see [Mandatory Reference 522maj](#), [Appropriate Fiscal Year to Charge for USAID Employees Travel and Transportation of Effects](#).

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*For more information about personal property, see [Mandatory Reference 521maa, Changes in the Process and Adjudication of Claims for Personal Property.](#)

522.3.11 Travel To and From the United States – Fly America Act

Effective Date: 01/22/2010

All Government-financed travel to and from the United States must comply with the Fly America Act. See [14 FAM 583](#).

522.3.12 Per Diem Allowance

Effective Date: 01/22/2010

The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses.

When employees are away from their duty station on official travel for the U.S. Government, a per diem allowance is generally prescribed to cover the costs of lodging, meals, and incidental expenses (lodging plus M&IE). Per diem is not allowed at an employee's permanent duty station (see [14 FAM 574.1](#)). Uniform USAID/Department of State per diem policies are further detailed in [14 FAM 570](#); DoS policies in turn, follow the Federal Transportation Regulations (FTR).

For travel within CONUS, the per diem rates are published by the [General Services Administration \(GSA\)](#). For travel in foreign localities, the per diem rates are published in the [Department of State Standardized Regulations \(DSSR\)](#).

The per diem allowance is separate from transportation expenses and other miscellaneous travel expenses cited in [FTR 301-11](#).

522.3.12.1 Per Diem Calculation Methods

Effective Date: 01/22/2010

As outlined in 14 FAM 570, the Agency uses two different methods of calculating per diem. For all travel, per diems must be calculated using the lodgings-plus or Actual Expense per diem calculation method.

a. “Lodgings-Plus Per Diem” Method

For each day of TDY (including travel to and from TDY location), a traveler is entitled to receive the actual amount of his or her lodgings expense (up to the maximum established for the location) plus the standard allowance for meals and incidental expenses (M&IE) for the location.

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b. “Actual Expense” or Actual Subsistence Expense Method

Per diem payment is calculated for authorized actual expenses incurred, up to the limit prescribed by the Agency. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing per diem called "actual subsistence expense."

Authorization or approval for reimbursement of actual subsistence expenses is limited to a specific travel assignment when, because of the unusual circumstances of the assignment, the maximum locality per diem allowance would be much less than the amount required to meet the necessary subsistence expenses of the traveler. In such cases, subsistence expenses are the same as those included in per diem as set forth in [14 FAM 570](#).

When an employee is separated from the Foreign Service, no actual subsistence expense is payable for consultation at their place of residence for Foreign Service separation.

Authorization to travel on an actual subsistence expense basis is limited to those travel assignments where necessary subsistence costs are unusually high. Actual subsistence expense is not authorized where expenses may exceed the maximum locality per diem allowance by only a small amount. Normally, authorization to travel on an actual subsistence expenses basis is limited to cases where the cost of lodging (exclusive of meals) absorbs all or practically all of the maximum locality per diem allowance and the traveler has no alternative but to incur such costs. Examples of some conditions warranting authorization or approval of actual expenses are:

1. The employee is attending a meeting, conference, or training session away from the official duty station where lodging and meals must be procured at a prearranged place (such as the hotel where the meeting, conference, or training session is being held) and the lodging costs incurred absorb all or practically all of the applicable maximum per diem allowance; or

2. The travel is to an area where the applicable maximum per diem allowance is generally adequate but subsistence costs have escalated for a short period of time during special functions or events such as international or national sports events, conventions, or natural disasters.

In the event of a travel assignment that includes both normal and unusual conditions, reimbursement of subsistence expenses on an actual expense basis is authorized (or approved) for only that portion of the travel where the unusual conditions prevail.

Authority to receive reimbursement of actual subsistence expenses must be included in the Travel Authorization (TA), or in an additional amendment. Where actual expenses

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are less than the maximum authorized, only actual expenses are reimbursed. The amount authorized per calendar day for a specific travel assignment is stated on the TA.

522.3.12.2 Mission Approval of Reimbursement Requests

Effective Date: 01/22/2010

The USAID Mission Director and the USAID Representative at the Mission or other designated official at the Mission are delegated the authority to administer Mission funding, which includes travel-related expenses, as necessary. All requests for actual subsistence expense reimbursement for USAID Mission personnel must be approved by one of these officials.

522.3.12.3 Washington Approval of Reimbursement Requests

Effective Date: 01/22/2010

All requests for actual subsistence expense reimbursement for USAID/Washington (USAID/W) personnel must be approved by the Chief, Bureau for Management, Office of Administrative Services, Travel and Transportation Division (M/AS/TT), in advance of travel. (See [Request for Actual Subsistence Expense Before Travel Has Been Completed.](#)) The Chief, M/AS/TT approves requests for retroactive approval of actual subsistence expenses for USAID/W employees only. (See [Request for Actual Subsistence Expense After Travel Has Been Completed.](#))

522.3.12.4 Maximum Daily Rates and Reimbursement Limitations

Effective Date: 01/22/2010

For maximum daily rates and reimbursement limitations for travel within and outside the contiguous United States (CONUS), refer to [FTR 301-11.21 and 301-11.22](#) and http://aoprals.state.gov/content.asp?content_id=184&menu_id=81

522.3.12.5 Mixed Travel Reimbursement

Effective Date: 01/22/2010

Mixed travel (a combination of the per diem allowance and actual subsistence expense) may be authorized or approved on both a per diem basis and an actual subsistence expense basis during a single trip when travel is performed in several locations. However, only one method of reimbursement (prescribed per diem or actual subsistence expense) will be authorized within the same day.

In instances of mixed travel involving both per diem and actual subsistence expense, the method of reimbursement, and the authorized rate for a calendar day (beginning at 12:01 a.m.) must be determined based on the location where the lodgings are obtained for that day. For example, a traveler might perform authorized mixed travel in one locality for part of a day and complete that day's travel in another location where the higher cost lodging is obtained. In this case, the traveler is entitled to be reimbursed under the actual subsistence expense method for the entire day where the lodgings were obtained at the higher cost.

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522.3.12.6 Itemization of Subsistence Expenses

Effective Date: 01/22/2010

All travelers authorized reimbursement on an actual subsistence expense basis are required to submit, with their travel vouchers, an itemized list of the amount spent daily for expenses incurred. This list must indicate the amount spent daily for

- Lodgings,
- Meals (the cost of each meal must be listed separately), and
- Incidental expenses.

If a traveler is requesting actual expenses for the M&IE expenses, they must provide representative receipts and itemize other M&IE expenses.

Actual subsistence expense in foreign areas is governed by [14FAM 575](#). Reimbursement on an actual subsistence expense basis for CONUS travel is governed by [14FAM 575](#). CONUS travel is governed by [FTR 301-11.21](#) and [301-11.22](#).

Per diem locality rates that exceed the standard amount are established for many cities. If the maximum authorized per diem rate changes after a traveler begins travel, the traveler is paid at the changed rate the day that the new rate became effective, unless a lower rate is specified in the TA. Authorizing Officials, USAID/W or Missions, as appropriate, must not to authorize a per diem rate in excess of the needs of the traveler.

522.3.12.7 Maximum Reimbursement Rates

Effective Date: 01/22/2010

The basis for the establishment of the per diem allowance is the cost of living at a particular locality or within a particular country. Current maximum reimbursement rates for domestic, non-foreign, and foreign locations are available electronically from the U.S. Department of State (http://aoprals.state.gov/content.asp?content_id=184&menu_id=81) **The maximum rates are not authorized when free or low-cost lodging and meals are provided.**

522.3.12.8 Reduced Per Diem

Effective Date: 01/22/2010

When USAID determines in advance that lodging and/or meals can be lower than the per diem rate (in the U.S. and overseas), the per diem rate must be stated on your travel authorization prior to your official travel. (See [FTR 301-11.200](#)).

522.3.12.9 Retroactive Travel Authorizations (TAs) Payment of Per Diem

Effective Date: 01/22/2010

The per diem allowance rate is established on each TA in advance of actual travel. See

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[23 Comp. Gen. 713 \(1944\); 24 id. 439 \(1944\).](#)

522.3.12.10 Per Diem At Your Permanent Duty Station and/or Residence

Effective Date: 01/22/2010

Travelers will not receive per diem if their temporary duty is within 50 miles of their duty station or residence unless:

- a. Travel conditions are so severe (inclement weather, national emergency) returning to their residence would endanger their health and safety; or
- b. Attending training or a conference.

In such cases, the Approving Official within the traveler's Bureau may approve per diem for duty in excess of 12 hours that is at least 50 miles from both the residence or permanent duty station.

522.3.12.11 Day Rooms

Effective Date: 01/22/2010

Use of day rooms will only be authorized and reimbursed if a scheduled flight layover is eight hours or more. When an Approving Official determines that an employee had no alternative but to retain lodgings at two locations, the employee may be reimbursed for actual subsistence expenses, in lieu of per diem, up to the maximum allowable amount. This is pursuant to [55 Comp. Gen. 690 \(1976\) and B-184790.](#)

522.3.12.12 Two Day Rule on Per Diem Travel Reimbursement

Effective Date: 01/22/2010

Agency employees are entitled to a full weekend of per diem travel reimbursement when their official TDY travel requires them to travel or remain at their TDY location over a weekend (see [FTR 301-11.21](#)). In USAID practice, this is known as the "two-day rule."

However, if a traveler chooses to interrupt official travel during a weekend for personal reasons, then he or she is only entitled to 24-hours of rest stop reimbursement.

For example, if the traveler chooses to break up a trip of over 14 hours of flying time with a rest stop that falls on a weekend, then he or she may receive per diem and lodging for the Saturday. However, remaining on Sunday would constitute an interruption of travel for personal convenience, and the traveler would not receive a per diem for the extra weekend day. That day would be treated as a non-work day.

522.3.13 Miscellaneous Travel Expenses

Effective Date: 01/22/2010

The following miscellaneous travel expenses, when actually incurred, can be itemized

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and reimbursed over the per diem allowance for lodging and meals and incidental expenses (M&IE). A full list of miscellaneous travel expenses can be found in [14 FAM 560](#), [ADS 633.3.6](#), and [FTR 301-12](#).

522.3.14 Extended TDYs.

Effective Date: 01/22/2010

Occasionally, USAID employees are required to perform extended TDYs—often on short notice. When employees are placed in Government-furnished housing at the TDY location, the lodgings portion of the per diem is terminated on the date the Government-furnished housing occupancy takes place.

When occupying furnished housing, the employee will receive a reduced meals allowance, as follows:

If the Mission (or Embassy, in the absence of a USAID Mission) has an established policy on reductions in per diem for travelers occupying Government-furnished housing, Office of Transition Initiatives (OTI) travelers will comply with that guidance.

If there is no established Mission (or Embassy) policy on reductions in per diem, the following OTI policy will take effect:

When occupying Government-furnished housing for fewer than 60 days, the employee will receive the full meals allowance portion of per diem.

When occupying Government-furnished housing for 60 days or more, but fewer than 120 days, the employee will receive 50 percent of the meals portion of per diem.

When occupying Government-furnished housing for 120 days or more, the employee will receive 25 percent of the meals portion of per diem.

In any case where the employee is authorized an air freight shipment of household effects, the employee will receive 25 percent of the meals portion of per diem immediately upon receipt of the shipment.

No reductions will be made in the incidentals portion of per diem, regardless of the length of time spent in Government-furnished housing.

522.3.15 Charter Services Approval Requirements

Effective Date: 01/22/2010

The traveling employee who is engaged in official business within or outside the employee's post of duty must provide a written justification on Agency letterhead to the Approving Official and the Chief, M/AS/TT in USAID/W, or the Overseas Mission Director, before chartering, leasing, or hiring aircraft, boats, automobiles, or other conveyances, regardless of the type of funds used.

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The official authorizing B/IO must approve the justification in advance as advantageous to the Government. When the contracting document is something other than an E2 TA, such as a purchase order, contract, or a charter or leasing agreement, a designated Contracting or Procurement Officer must authorize it.

a. For charter, lease, or hire of aircraft, the traveler must provide supporting documentation along with written justification. One or more of the following justifications must be included and certified:

1. Travel is to remote or inaccessible locations not served by scheduled commercial air or surface transportation;
2. Use of scheduled commercial transportation would involve a delay that would cause critical harm to the successful accomplishment of the mission and such delay is certified by the traveler or the Mission, as appropriate, to have an adverse effect on the interests of the U.S. Government;
3. Travel by any other means would be unsafe; or
4. Use of scheduled commercial transportation would be more costly to USAID than charter transportation, taking into account such factors as delays and the number of travelers.

b. One-time rental of conveyances must be authorized on a TA or purchase order. However, blanket TAs for more than one separate charter, lease, or hire will not be granted. In addition, every effort must be made to combine trips, including using combined passenger/cargo charters.

Except for an emergency, such as Office of Foreign Disaster Assistance (OFDA) activities lasting 30 days or fewer, long-term or repetitive charters, leases, or hires must be justified in accordance with the criteria outlined in this section and must be approved in advance by the appropriate Assistant Administrator (AA) and authorized by M/AS/TT.

***522.3.16 Use of a Privately Owned Vehicle (POV)**

Effective Date: 10/20/2011

Travel by a Privately Owned Vehicle (POV) is authorized when the Approving Official determines that such travel will result in cost savings to the Agency.

The U.S. General Services Administration (GSA) sets the mileage rates for use of a POV in the United States. Mileage is payable to only one of two or more employees traveling together on the same trip in the same vehicle (see [FTR 310](#)).

If you plan to use a POV to perform TDY travel, or plan to accompany another employee authorized to perform TDY travel, you must place the following statement on the authorizing TA:

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"I certify that the travel was performed by a Privately Owned Vehicle and that (name of agency, name of employee(s)) accompanied me in the vehicle to and from official duty points."

Current mileage rates for TDY travel may be found in [FTR 301-10.303](#).

Domestic relocation mileage rates may be found in <http://www.gsa.gov/graphics/ogp/2007-06-FR.htm>.

*For more information about mileage rates, see [Mandatory Reference 522mah, New Mileage Rates for Operating Privately Owned Vehicles \(POV\)](#).

522.3.17 Taxicab Fare Reimbursement

Effective Date: 01/22/2010

Reimbursement for taxicab fares is allowed if authorized or approved as advantageous to USAID, pursuant to [FTR 301-10.420](#) and [FTR 301-10.421](#). However, if the most commonly used transportation is available for all or part of the distance, but the traveler elects to use a taxicab, the traveler must provide written justification on the travel voucher.

Reimbursement for taxicab fares in these instances must not exceed \$50 for one trip, plus tips, or the cost of the available common carrier, whichever is less. **Receipts are required, regardless of the cost.**

A taxicab must not be used for travel between office and home unless there are extenuating circumstances; for example, if the traveler does not have a vehicle. **In such cases, the use must be approved by the Office Director and authorized by the Chief of M/AS/TT.**

Taxis may be used for local transportation on official business when:

- a. The value of the time saved by taking a taxi amounts to more than the difference between the bus fare and the taxi fare;
- b. Bus or metro rail service is not available to the destination; or
- c. Emergency conditions are present.

522.3.18 Local Travel in USAID/W

Effective Date: 01/22/2010

The traveler can submit, with a local travel voucher, reimbursement for money expended for official travel while in the local vicinity duty station. USAID/W local travel must be performed in accordance with [FTR 301-10.190](#).

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522.3.18.1 Transportation Modes, Order of Use

Effective Date: 01/22/2010

Local transportation modes must be used in the following order:

- a. Bus furnished by a government agency (use of government bus service to commute is not permitted);
- b. Public bus service or metro rail/trolley service;
- c. Taxi; and
- d. Privately Owned Vehicle.

522.3.18.2 Transportation Mode Approval Authorities

Effective Date: 01/22/2010

a. Public Buses, Rail/Trolley Service, and Taxis

Division Chiefs and Approving Officials are authorized to approve claims for all bus, metro rail/trolley service, and taxi travel, except for trips involving travel by employees between their home and office while on officially ordered overtime. This exception requires approval by a Division Chief or a higher level Approving Official and must also be approved and cleared with M/AS/TT in accordance with [FTR 301-10.420](#).

b. Privately Owned Vehicle

The use of a Privately Owned Vehicle must be approved by a Division Chief or a higher level Approving Official. Other allowable costs are parking fees, ferry fares, and bridge, road, and tunnel tolls.

522.3.18.3 Privately Owned Vehicle Reimbursement for Local Travel

Effective Date: 01/22/2010

To claim reimbursement of bus, metro rail/trolley service, or taxi fares and mileage allowance for a Privately Owned Vehicle, submit a completed [SF-1164, Claim for Reimbursement for Expenditures on Official Business](#), to the Bureau for Management, Office of the Chief Financial Officer, Cash Management and Payments Division (M/CFO/CMP).

The Approving Official is the officer who initially determines the justification for reimbursement and authorizes the expenditure. The Approving Official must sign and date in the space provided on the [SF-1164](#). When the claimant is the Approving Official (Branch Chief or higher), the Approving Official should be the claimant's immediate supervisor.

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522.3.19 Invitational Travel

Effective Date: 01/22/2010

Invitational travel is travel that the requesting office approves for non-Government employees at USG expense. This type of travel may be approved for both U.S. and foreign citizens who are not employed by the USG, not receiving any type of compensation from the USG for such travel, and only when it is determined that the functions to be performed are essential to the interests of the Agency. This policy is in accordance with [5 U.S.C. 5703](#).

a. Applicability

More specifically, the following individuals under the noted circumstances are eligible for Invitational travel.

1. **Individuals** traveling to USAID/W, a Mission, or other locations to serve as lecturers, attendants, or participants at a conference or meeting, or to furnish information concerning their specialized fields or activities.
2. **Candidates** traveling for pre-employment interviews when it is determined that sufficient information to ascertain an individual's qualifications or adaptability for employment in a particular area cannot be obtained from the job application, reference checks, or by telephone conversations with the individual, and provided that there is a reasonable expectation of employing the candidate.
3. **Witnesses** in adverse action hearings involving Agency employees.

b. Approval

Invitational travel always requires B/IO officials' approval. Only the Director or Acting Director of the Office of Human Resources (HR) may approve invitational travel for pre-employment interviews. Invitational travelers are authorized to use contract city pair fares as outlined in section 522.3.7.

c. Restriction for Foreign Nationals

Invitational travel authorizations must not be issued for foreign nationals traveling for purposes of training in any of the categories included in the Agency's Participant Training Program (see [ADS 253, Training for Development](#)).

d. Security Clearance

Invitational travel does not require a security clearance when the subject individual is neither authorized access to nor will not be exposed to classified information or administratively controlled material. However, the office authorizing the travel may request that the Office of Security review its files to validate the individual's suitability for the invitational travel. (See [ADS 566, U.S. Direct Hire and PASSARSSA Personnel](#))

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Security Program, and ADS 567, Classified Contracts, Grants, Cooperative Agreements, and Contractor/Recipient Personnel Security.)

Note: If the traveler does not have access to classified information, Block 8 of the travel authorization must contain this statement: **"Security clearance not provided."**

e. Notification Requirements

1. The requesting office must notify Missions of all invitational travel to or from their respective countries for country clearance purposes.
2. The requesting Mission must notify the appropriate B/IO of all invitational travel to or from the United States.
3. The requesting office must also notify the appropriate B/IO of invitational travel relating to technical activities such as agriculture, engineering, and so forth.

522.3.20 Funding

Effective Date: 01/22/2010

The allotment of travel funds to a B/IO represents the monetary ceiling for travel for that B/IO. Travel that would exceed the allotment requires the approval of the Office of the Chief Financial Officer (M/CFO). All USAID/W-funded travel of USAID/W employees must be charged to the travel allotments, never to USAID/W-funded projects.

A list of categories of travel and their funding sources follows.

- a. All USAID/W personnel domestic and overseas travel is funded by the B/IO or Mission requesting the travel.
- b. When overseas travel involves temporary duty that is requested by more than one Mission or B/IO, the cost may be prorated among the requesting Missions and B/IOs.
- c. Whenever an employee travels to participate in a professional conference or meeting, and the participation is intended to advance the employee's job performance, the travel should be treated as training. Travel for USAID/W employee training is charged to a centralized allocation made to the Office of Human Resources (OHR). The supervisor's signature on the **SF-182, Request, Authorization, Agreement, and Certification of Training**, is certification that the primary purpose of attendance at a professional conference or meeting is training. Submit the form to OHR with the travel authorization and an **SF-1038, Advance of Funds Application and Account**, if applicable.
- d. When chartering buses, renting conference rooms, and arranging for other services while on travel, submit an **AID 5-7, Supplies/Equipment/ Services**

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Requisition, to the Bureau for Management, Office of Administrative Services, Facilities Management Division (M/AS/FMD), far enough in advance of the date the services are needed to allow M/AS/FMD to negotiate with suppliers. **B/IOs must not make any commitments to suppliers without first consulting with M/AS** (see [ADS 519, Building Support Services](#)).

When an activity is classified as training, these services are to be funded from the USAID/W general Operating Expenses (OE) account.

e. Travel for attendance at a meeting or conference as a representative of USAID must be funded by the B/IO requesting the travel.

f. Missions financing carrier tickets and excess baggage for international travel will be reimbursed with U.S. excess or near excess foreign currency, or, when appropriate, with trust funds.

f. Allowable Expenses and Reimbursements

Individuals traveling under invitational travel authorizations are not entitled to compensation for services rendered, but can be reimbursed for authorized travel expenses consistent with the governing regulations. (see [14 FAM 533.8, 533.9](#)).

522.3.21 Travel Advances

Effective Date: 01/22/2010

All USAID personnel who travel two or more times per year must use the Agency's Government Travel Card to obtain travel advances and to pay for hotel and meal costs. (See [ADS 633.3.1](#)).

522.3.22 Submitting Travel Vouchers

Effective Date: 01/22/2010

All USAID personnel must prepare and file a travel voucher with the Office of the Chief Financial Officer, Cash Management and Payment Division, within five business days of the completion of a trip or every 30 calendar days of an extended trip, in accordance with [ADS 633.3.3](#).

***522.3.23 Travel Funded by Non-Federal Sources**

Effective Date: 10/24/2011

Below are the Agency's principal authority for accepting gifts of travel expenses.

a. Acceptance by the Agency of travel for meetings and similar events. An approving office may accept a gift of travel expenses for meetings and similar events under [31 U.S.C. 1353](#), [41 CFR Part 304-1](#), and [Federal Travel Regulations \(FTR\), Chapter 304](#). This is the Agency's principal authority for accepting gifts of travel expenses.

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- b. Acceptance by the Agency of other travel under Agency gift authorities.** An approving office may accept a gift of travel expenses for purposes other than that covered under **522.3.23a**, for example, "in-country" travel to project sites. This would be done under the Agency's general gift authorities, **FTR Chapter 304** and **Section 635(d) of the FAA**.
- c. Acceptance by an employee of travel from foreign governments and public organizations.** An employee may accept a gift of travel expenses from a foreign government or a public international organization for travel taking place entirely outside the United States, in accordance with the Gifts and Decorations from Foreign Governments regulations in **22 CFR 3.3** and **FTR Chapter 304**.
- d. Acceptance by an employee of travel for training and meetings, from tax-exempt organizations.** An Approving Official may authorize an employee to accept travel expenses for training and meetings, from tax-exempt organizations under the provisions of **5 U.S.C. 4111**, **5 CFR 410.501-503**, and **FTR Chapter 304**.
- e. Funding:** The traveler's B/IO must obligate its own funds for the costs of the travel, minus any in-kind payments provided directly to the traveler, even though the Agency will be reimbursed by the outside funding source for the travel. The Office of the Chief Financial Officer will credit the Operating Expense account or other account that funded the travel as a reimbursement. The B/IO may request M/MPBP/BUD to increase its allocation to its account with the payment.
- f. Solicitation prohibited:** An employee may not solicit the payment of travel expenses from non-Federal sources.
- g. In-kind and monetary payments:** A USAID employee may only accept "in-kind" payments, for example, an airline ticket, meal, or hotel room. Monetary payments must be in the form of a check or similar instrument payable to the Agency. Any such payment received by an employee is accepted on behalf of the Agency. The employee must submit the payment to the Office of the Chief Financial Officer as soon as possible.

There is an exception to this rule when the donor is a tax-exempt organization. In such a case, the traveling employee may personally accept cash to cover travel expenses to attend a meeting, but the cash received must not exceed the standard USG subsistence rate for the locality.

For more information about foreign gifts, see **Mandatory Reference 522mai, Reporting of Foreign Gifts.*

522.3.24 Travel From and Within Mission Service Areas

Effective Date: 01/22/2010

Official travel from and within Mission service areas requires the approval of the Mission

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Director, USAID Representative, their deputy, or their designee, as outlined in [14 FAM 523.2](#).

522.3.25 Contract and Grantee/Recipient Personnel

Effective Date: 01/22/2010

USAID-financed international travel by contract and grantee/recipient personnel is subject to the terms and conditions of the applicable agreement with USAID. For USAID direct contracts, the policies are established in [AIDAR 752.7002](#). (Also see [48 CFR 752.7002](#).) For host country contracts, the requirements are established in the clause on "Air Travel and Transportation" (see [ADS 303, Grants and Cooperative Agreements to Non-Governmental Organizations](#)). For grants and cooperative agreements, the policies are established in the standard provision on "Air Travel and Transportation" and the applicable OMB cost principles (see [ADS 303](#)).

522.3.26 Conference Policy

Effective Date: 01/22/2010

The term "conference" is defined as any seminar, meeting, retreat, workshop, or training activity that is funded with USAID Operating Expense or program funds. This includes conferences that USAID implementing partners administer using Agency program funds.

For all such conferences that are to be attended by three or more USAID employees, the Executive Secretary must give prior approval for the attendance. This approval is received through quarterly reports, which should be submitted directly to the Executive Secretary/Chief Operating Officer, Alonzo Fulgham. Use the attached [Quarterly Conference Report template](#) to submit the request for approval.

For conferences that USAID hosts and funds, and where the Agency expects 20 or more of its personnel to attend, the Executive Secretary must grant approval of the event and of the number of USAID attendees prior to the inception of planning. This requirement minimizes the risk of investing time and resources in an event that the front office eventually downsizes.

Between quarterly reports, if the need for approval of attendance at a conference arises, the Assistant Administrator requesting approval should instead submit an action memorandum to the Executive Secretary which includes:

1. Conference name
2. Purpose
3. Dates and location
4. Cost to the Agency and source of funding (Operating Expense or program)
5. Names and titles of those attending
6. The interests of the Agency that each individual's attendance serves

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***522.4 MANDATORY REFERENCES**

Effective Date: 11/08/2011

522.4.1 External Mandatory References

Effective Date: 01/22/2010

- a. [5 CFR 410.501-503, Training](#)
- b. [22 CFR 3.3, Gifts And Decorations From Foreign Governments - Definitions](#)
- c. [22 CFR 51.3, Passports](#)
- d. [41 CFR 304-1; FTR Chapter 304, Acceptance of payment from a non-Federal source for travel expenses](#)
- e. [48 CFR 752.7002 \(AIDAR 752.7002\), Travel and Transportation](#)
- f. [Department of State Standardized Regulations \(DSSR\) - 5 U.S.C. 5921\(3\); 5 U.S.C. 5922\(b\); 5 U.S.C. 5922\(c\); 5 U.S.C. 5924\(4\),](#)
- g. [Federal Travel Regulations, 301.1.101\(b\)](#)
- h. [Foreign Assistance Act of 1961, as amended](#)
- i. [Foreign Service Act of 1980, as amended](#)
- j. [3 FAM 3000, Pay, Benefit, and Allowance](#)
- k. [14 FAM 500 and 600, Travel, Transportation and Storage](#)
- l. [6 FAM 153 Exhibit 153.2, Allocation Of M&IE Rates To Be Used In Making Deductions From The M&IE Allowance](#)
- m. [Federal Employee's Pay Act of 1945, section 204, as amended by Section 16 of Public Law 89-301.](#)
- n. [Federal Travel Regulation \(FTR\), Part 301](#)
- o. [Federal Travel Regulations \(Federal Property Management Regulations, Section 101-7\)](#)
- p. [Foreign Affairs Manual, Volume 14, Section 500](#)
- q. [31 U.S.C. 1353, as amended 1989 \(The Ethics Reform Act\)](#)
- r. [46 U.S.C. 1241 \(a\), as amended](#)

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- s. [49 U.S.C. 1517, as amended](#)
- t. [5 U.S.C. 4111, Acceptance of Contributions, Awards and Other Payments](#)
- u. [5 U.S.C. 5701-5709, amended 1987](#)
- v. [8 U.S.C. 1185](#)

***522.4.2 Internal Mandatory References**

Effective Date: 11/08/2011

- a. [Action Memo Requesting First-Class Travel Accommodations](#)
- b. [ADS 253, Training for Development](#)
- c. [ADS 303, Grants and Cooperative Agreements to Non-Governmental Organizations](#)
- *d. [521maa, Changes in the Process and Adjudication of Claims for Private Personal Property](#)
- *e. [522mah, New Mileage Rates for Operating Privately Owned Vehicles \(POV\)](#)
- *f. [522mai, Reporting of Foreign Gifts](#)
- *g. [522maj, Appropriate Fiscal Year to Charge for USAID Employees Travel and Transportation of Effects](#)
- h. [ADS 566, U.S. Direct Hire and PASSA/RSSA Personnel Security Program](#)
- i. [ADS 567, Classified Contracts, Grants, Cooperative Agreements, and Contractor/Recipient Personnel Security](#)
- j. [ADS 633, Financial Management Aspects of Temporary Duty Travel](#)
- k. [Chesman/Nygaard Memorandum](#)
- l. [Foreign Travel Data Sheets](#)
- m. [Guidance on Funding Foreign Government Delegations to International Conferences](#)
- n. [Request for Actual Subsistence Expense After Travel Has Been Completed](#)
- o. [Request for Actual Subsistence Expense Before Travel Has Been Completed](#)

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522.4.3 Mandatory Forms

Effective Date: 01/22/2010

- a. [AID 5-255, Diplomatic or Official Passport Request](#)
- b. [Travel Authorization Request Form \[Number To Come\]](#)
- c. [AID 522-2, Premium Class Memorandum](#)
- d. [AID 522-3, Justification for Use of Foreign-Flag Air Carrier or Vessel](#)
- e. [AID 522-4, Use of Non-Contract Air Carriers](#)
- f. [DS-11, Application for U.S. Passport or Registration](#)
- g. [DS-19, U.S. Passport Amendment/Validation Application](#)
- h. [DS-64, Statement Regarding Lost or Stolen Passport](#)
- i. [DS-82, Application for U.S. Passport by Mail](#)
- j. [SF-1038, Advance of Funds Application and Account](#)
- k. [SF-1164, Claim for Reimbursement for Expenditures on Official Business](#)

522.5 ADDITIONAL HELP

- a. [E2 Travel Management Service User Guide](#)
- b. [Frequently Asked Questions \(FAQs\) About Premium Class Travel](#)

522.6 DEFINITIONS

Effective Date: 01/22/2010

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

E2 Travel System

E2 Solutions is a Web-travel authorization (TA) and travel voucher application designed to provide significant cost savings benefits to the Agency through a unified, simplified service that delivers a cost-effective Government-wide travel service.

gross weight

Obtained by adding to the net weight the weight of lift vans, outside shipping containers, and the weight of dunnage or bracing material used to secure articles in such vans or

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containers. (Chapters 522, [523](#), [524](#), and [525](#))

household effects (HHE)

Property, unless specifically excluded, associated with the home and all personal effects belonging to an employee and immediate family members that legally may be accepted and transported by a commercial carrier. (14 FAM, Chapter 522)

indirect route

The portion of any journey that deviates from a usually traveled route. (14 FAM, Chapter 522)

indirect travel

Personal travel done on a cost-constructive basis against official (i.e., direct) travel. Indirect travel is subject to the provisions of [14 FAM 546](#) and [14 FAM 585.2](#) as well as other Department travel regulations and policies. (14 FAM, Chapter 522)

invitational travel

Authorized travel by individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in Government service as consultants or experts and paid on a daily when-actually-employed basis and by individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY. Participant Training travel is not considered invitational travel. (14 FAM, Chapters 522, [523](#), [524](#))

layover

The period of time between connecting flights during travel. Per diem including lodging may be authorized for layovers that encompass any hours of darkness during which it could normally be expected that the traveler would need to sleep between flights. Per diem including lodging may be authorized for extended daytime layovers in circumstances during which it could normally be expected that the traveler would need bed-rest; for example, travelers with special needs or families with infants. (14 FAM; Chapter 522)

net weight

Consists of actual effects plus cartons, barrels, fiber drums, crates and boxes, as well as the necessary wrapping and cushioning material, used to pack small or fragile articles for shipment or storage. Such articles include clothing, linens, books, pictures, mirrors, lampshades and bases, bric-a-brac, glassware, chinaware, and other small articles that normally require preliminary packing before removal from the residence. (See 14 FAM Section 522)

new appointees

Includes not only individuals when first appointed to government service but also individuals appointed after a break in service except that employees separated as a result of reduction-in-force or transfer of function may be treated as transferees instead

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of new appointees. New appointees do not include individuals who transfer from one Federal government personnel system to another Federal government personnel system where there is no break in service. (See [14 FAM 571.2 c](#) for per diem for new appointees). (14 FAM Chapter 522)

non-foreign area

The States of Alaska and Hawaii, the Commonwealths of Puerto Rico, Guam and the Northern Mariana Islands, and the territories and possessions of the United States (excludes the Trust Territories of the Pacific Islands). (14 FAM; Chapter 522)

official duty station

The official duty station of an employee is the location of the employee's permanent work assignment. The geographic limits of the official station are:

1. The corporate limits of the city or town where stationed; or
2. If not in an incorporated city or town, the reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the employee is stationed. (14 FAM; Chapter 522)

post of duty

The duty station to which an employee is officially assigned. (14 FAM; Chapter 522)

privately owned motor vehicle

For USAID: A privately owned motor vehicle is a motor vehicle owned by the employee or a member of the employee's family who is authorized to travel to post, of a type used for private conveyance of passengers by land. (14 FAM; Chapter 522)

proceed on or about

The date indicated on the travel authorization that the official travel is expected to begin. Official travel may begin as many as seven (7) days before or seven (7) days after the indicated proceed-to-travel date, but the length of the official travel shall not exceed the total number of days of the temporary duty. (14 FAM; Chapter 522)

temporary assignment

Temporary assignment, including a TDY, made to meet emergency needs of the Service caused by abnormal workload, special projects or studies, change in mission or organization, or unanticipated absences. (14 FAM; Chapter 522)

transfer

A permanent change of assignment from one post of assignment to another. (14 FAM; Chapter 522)

travel authorization (orders)

Written permission for an employee to travel away from his or her official duty station on official business. (See [14 FAM 571.2](#) for types of travel authorizations; Chapter 522)

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travel voucher

A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including permanent change of station (PCS) travel. (14 FAM, Chapter 522)

Travel Management Center (TMC)

A Travel Management Center is a commercial travel agent under joint contract with the General Services Administration (GSA), Department of State, and other Foreign Affairs agencies. (14 FAM; Chapter 522)

United States

The several States, the District of Columbia, and the States and areas defined under the term "Non-Foreign Area." (14 FAM; Chapter 522)

usually traveled route

One or more routes which are essentially the same in travel time and cost to the Government. Selection of usually traveled routes will depend on the authorized mode or combination of modes, and is subject to the provisions of [14 FAM sections 134 and 135](#) restricting use of foreign carriers. (Chapters 522, [523](#), [524](#), and [525](#))

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