



USAID
FROM THE AMERICAN PEOPLE

ADS Chapter 633

Financial Management Aspects of Temporary Duty (TDY) Travel

Revision Date: 12/01/2011
Responsible Office: M/CFO/FPS
File Name: 633_120111

Functional Series 600–Budget and Finance
ADS 633 – Financial Management Aspects of Temporary Duty (TDY) Travel

Table of Contents

<u>633.1</u>	<u>OVERVIEW</u>	<u>3</u>
<u>633.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>3</u>
<u>*633.3</u>	<u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u>	<u>4</u>
<u>633.3.1</u>	<u>Financial Documentation Responsibilities</u>	<u>4</u>
<u>633.3.2</u>	<u>Travel Advances</u>	<u>5</u>
<u>*633.3.3</u>	<u>Government-Sponsored Travel Card</u>	<u>6</u>
<u>633.3.4</u>	<u>Personal Liability for the Government-Sponsored Travel Card</u>	<u>7</u>
<u>633.3.4.1</u>	<u>Payment of Charge Card Bills</u>	<u>7</u>
<u>633.3.4.2</u>	<u>Delinquent Payment, Charge Card Suspension and Cancellation</u>	<u>7</u>
<u>*633.3.5</u>	<u>Travel Voucher Processing Requirements</u>	<u>10</u>
<u>633.3.5.1</u>	<u>Lodging-Plus Per Diem Method</u>	<u>11</u>
<u>633.3.5.2</u>	<u>Actual Expense Method</u>	<u>11</u>
<u>633.3.6</u>	<u>Miscellaneous Expenses</u>	<u>12</u>
<u>633.3.6.3</u>	<u>Laundry and Dry Cleaning Expense</u>	<u>13</u>
<u>633.3.6.4</u>	<u>Other Miscellaneous Expenses</u>	<u>13</u>
<u>633.3.6.5</u>	<u>Items Included in Per Diem Computation</u>	<u>14</u>
<u>633.3.7</u>	<u>New Per Diem Areas</u>	<u>14</u>
<u>633.3.8</u>	<u>Local Travel</u>	<u>15</u>
<u>633.3.10</u>	<u>Outside Funding Sources</u>	<u>15</u>
<u>*633.4</u>	<u>MANDATORY REFERENCES</u>	<u>20</u>
<u>633.4.1</u>	<u>External Mandatory References</u>	<u>20</u>
<u>*633.4.2</u>	<u>Internal Mandatory References</u>	<u>20</u>
<u>633.4.3</u>	<u>Mandatory Forms</u>	<u>21</u>
<u>633.5</u>	<u>ADDITIONAL HELP</u>	<u>21</u>
<u>633.6</u>	<u>DEFINITIONS</u>	<u>21</u>

* An asterisk indicates that the adjacent material is new or revised.

ADS 633–Financial Management Aspects of Temporary Duty (TDY) Travel

633.1 OVERVIEW

Effective Date: 09/21/1998

This chapter establishes financial management requirements that govern all temporary duty (TDY) travel and transportation performed within USAID.

[ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad](#), provides the policy directives and required procedures concerning TDY travel; however, it does not address the financial management aspects of TDY travel and transportation.

This chapter provides the financial management policy directives and required procedures of travel, including, but not limited to:

- Travel advances,
- Government-Sponsored Travel Card,
- Completion and payment of travel vouchers and local vouchers, and
- Audit of travel vouchers.

These policy directives and required procedures are based on the maximum use of automated electronic travel software.

633.2 PRIMARY RESPONSIBILITIES

Effective Date: 09/21/1998

a. The Chief, Bureau for Management, Office of the Chief Financial Officer, Financial Policy and Support Division (M/CFO/FPS) develops and publishes policy directives and required procedures to administer the financial aspects of USAID temporary duty (TDY) travel and transportation. These policy directives and required procedures are coordinated with the Bureau for Management, Office of Administrative Services, Travel and Transportation Division (M/MS/TTD).

b. The Chief, Bureau for Management, Office of Management Services, Travel and Transportation Division (M/MS/TTD) develops and publishes policy directives and required procedures and administers and coordinates the travel and transportation activities of the Agency.

c. The Chief, Bureau for Management, Chief Financial Officer, Office of Cash Management and Payments Division (M/CFO/CMP) processes approved USAID/Washington (USAID/W) requests for Travel Advances and payment of TDY vouchers.

d. The Office of General Counsel, Ethics Advisor (GC/EA) reviews and clears all outside funded travel as documented by clearing the Travel Authorization (TA) for USAID/W and for Missions when the Regional Legal Advisor (RLA) is not available.

* An asterisk indicates that the adjacent material is new or revised.

- e. The Bureau for Management, Office of the Chief Financial Officer, The Deputy Chief Financial Officer for Overseas Operations (M/CFO/DCFO)** approves policy directives and required procedures on the financial aspects of all USAID TDY travel and transportation developed by the Bureau for Management, Chief Financial Officer, Financial Policy and Support Division (M/CFO/FPS).
- f. The Mission Controller** administers the financial aspects of Mission funded travel.
- g. The Regional Legal Advisor (RLA)** reviews and clears all outside funded travel for respective Missions. The RLA documents the clearance on the TA.
- h. The Traveler**, upon completion of travel, must submit a completed expense report (voucher/claim) to account for his or her travel and the related authorized costs.
- i. The Approving Official** administratively approves a voucher claiming reimbursement of travel expenses before it is presented for certification by the certifying officer.
- j. The Travel Card Program Coordinator** accepts, approves, and coordinates applications for the Government Sponsored Travel Card.

***633.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**
Effective Date: 10/06/2010

633.3.1 Financial Documentation Responsibilities
Effective Date: 08/12/2008

Financial documentation is any documentation that impacts on or results in financial activity. It includes any source material causing or resulting in a financial transaction and is not limited to documentation within Controllers' or Chief Financial Officer (CFO) operations. Contracting Officer's Technical Representative (COTRs), Loans/Grants Officers, Development Objective Teams (DOTs), etc., are responsible for retaining financial documentation and ensuring its availability for audit.

Basic financial documentation retention rules follow:

- If an action will result in a financial transaction, it must be documented.
- Source documentation must be readily available for audit (by either the Office of Inspector General (OIG) or a responsible audit entity),
- Retention must be referred to by document type in [ADS 502, The USAID Records Management Program](#).

The specific financial Records Disposition Schedules are located in the mandatory reference section of [ADS 502](#) under Records Disposition Schedule, USAID/Washington (USAID/W), Chapter 15, Fiscal Management Records and Records Disposition

* An asterisk indicates that the adjacent material is new or revised.

Schedule, USAID, Chapter 35, Financial Management Records. See also [the National Archives and Records Administration \(NARA\) General Records Schedules \(GRS\) 6, Accountable Officers' Account Records](#) and [GRS 7, Expenditure Accounting Records](#).

633.3.2 Travel Advances

Effective Date: 08/12/2008

Travelers must not receive travel advances, except under special circumstances which are approved on a case-by-case basis.

USAID approves travel advances only for locations where the Government-Sponsored Travel Card (GSTC) is not accepted and cash or traveler's checks are required.

a. USAID/W

The Chief, Bureau for Management, Chief Financial Officer, Cash Management and Payments Division (M/CFO/CMP) approves USAID funded travel advances.

USAID accepts applications for travel advances no more than 10 days prior to the start of travel. M/CFO/CMP requires at least 72 hours to process a travel advance. USAID makes travel advances via electronic payment to the traveler's bank account.

As an option, employees may use their GSTC to obtain travel advances immediately prior to the start of official government sponsored travel or while on official travel. The employee may use their GSTC at any automatic teller machines (ATMs) or banks displaying the VISA logo to obtain cash advances to pay expenses associated with the approved official travel purposes only. Travelers requiring cash can use this service immediately before departing on temporary duty (TDY).

For travel to countries where the GSTC card is not usually accepted, the traveler should obtain the necessary amounts of money in traveler's checks **prior** to travel. The traveler's GSTC may be charged for the amount of the checks. USAID does not consider the issued traveler's checks and/or cash obtained from ATMs or banks as travel advances. Traveler's checks are not listed as advances on the travel voucher. Employees may claim the fees for obtaining travelers checks and funds from an ATM on the travel voucher under Miscellaneous Expenses.

USAID reserves the Agency imprest fund cashier for use in emergency situations requiring immediate funding only.

b. Overseas

The Controller or the locally designated authority, usually the Executive Officer (EXO) or USAID Mission Director when there is no Controller, approves payment of a USAID funded travel advance.

* An asterisk indicates that the adjacent material is new or revised.

USAID requires Missions to develop their own procedures for travel advances.

***633.3.3 Government-Sponsored Travel Card**

Effective Date: 10/01/2010

The GSTC is issued to employees for official Agency travel purposes under the contract provisions contained in the GSA SmartPay contract through Citibank. The Citibank GSTC is issued to individual employees pursuant to the rules and requirements found in the Citibank cardholder account agreement (see **Agency Sponsored Travel Card**) **[Note: This document is only available on the USAID intranet.]** All U.S. direct-hire (USDH) employees and personal service contractors (PSC) that are required to travel on official Agency business must have the GSTC.

***a. Authorized Travel.** [Public Law 105-264](#), dated October 19, 1998, requires the mandatory use of the GSTC for official government travel by employees. There are no restrictions on issuing the GSTC to any USAID employee that is required to travel on official Agency business.

*Employees that are considered infrequent travelers, only having one travel event per year, are not required to have a GSTC. This does not exclude them from having a card.

*Travelers must use their GSTC to pay for lodging, meals, rental vehicles, excess baggage, and other related travel expenses that have been authorized under their travel authorization (TA). If the GSTC is not used for these expenses during travel, the traveler must explain in the comments section of their travel voucher why the GSTC was not used.

b. How to Apply. The process for applying for the GSTC may be found on the CFO Web site, http://inside.usaid.gov/M/CFO/Travel_Card.htm **[Note: This Web site is only available on the USAID intranet.]**, or from the APC in USAID/W by sending an e-mail message to the USAID Travel Card mailbox at usaidtravelcard@usaid.gov.

Upon separation from the Agency, employees and PSCs must return their GSTC to the APC and close their GSTC account. The APC is responsible for taking action to close the account.

c. Personal Use. Any personal use of the GSTC is strictly prohibited. Employees must not use the GSTC for any transaction that is not associated with their approved TA. Employees may use the GSTC only for official travel-related transactions. Employees must not use the GSTC for any transaction that is not associated with their approved TA. USAID staff on extended TDYs, 30 days or more, should submit interim vouchers for reimbursement at least every 30 calendar days and make arrangements to pay their GSTC Citibank bill, just as they would make arrangements to pay any other bills while away from home.

* An asterisk indicates that the adjacent material is new or revised.

d. Hazardous Locations. USAID staff should not use their GSTC in locations where the post has issued a warning of credit card fraud. USAID encourages employees traveling from Washington to such locations to purchase travelers checks using their GSTC. By doing so, they avoid the credit card fraud risk and at the same time comply with policy. Employees traveling from field locations to these locations may request a travel advance from their paying office instead of using the GSTC.

633.3.4 Personal Liability for the Government-Sponsored Travel Card

Effective Date: 08/12/2008

The GSTC is issued in the name of the employee, not the Federal government. The cardholder is responsible for the payment of all charges against the card. Any account that becomes delinquent is subject to the suspension and/or cancellation provisions of the appropriate GSTC Contract and Cardholders Account Agreement.

633.3.4.1 Payment of Charge Card Bills

Effective Date: 08/12/2008

As part of the government Contract and Cardholder Account Agreement, full payment is due monthly and deferred payments are not allowed. Payment of charges to individual GSTC accounts is due 30 days from the billing statement date. After 30 days, the charges become delinquent and are subject to the suspension and/or cancellation provisions of the appropriate GSTC contract.

Employees on extended travel are expected to continue to make payments on time, or if necessary, make alternative payment arrangements with the card issuer.

To make the necessary alternative arrangements, contact CitiBank at (800) 790-7206 or (904) 954-7850 from outside the U.S.

633.3.4.2 Delinquent Payment, Charge Card Suspension and Cancellation

Effective Date: 08/12/2008

The GSTC can be suspended or canceled for serious delinquency or misuse.

On a monthly basis, the APC will randomly review transaction activity for the GSTC; checking for improper use and delinquencies. Use of the GSTC for non-travel activities or use while not on approved scheduled travel, excluding expenses incurred in connection with the approved travel incurred immediately prior to the travel, will be cause for further investigation of possible abuse. The APC may contact delinquent card holders to clarify cause of delinquency and advise of possible card suspension if appropriate action is not initiated by the cardholder. In addition, serious abuse of the card may result in disciplinary action.

Charges that remain unpaid past the payment grace period may result in suspension of the GSTC unless the employee makes special provisions with the GSTC contractor.

* An asterisk indicates that the adjacent material is new or revised.

For more information about providing information to the contractor when extended travel could result in late payment, see **633.3.4.1, Payment of Charge Card Bills**.

NOTE: The policy directives and required procedures in this section are based on existing General Services Administration (GSA) SmartPay2 contract specifications. They may be changed at anytime as a result of contract modifications or termination/re-bid of the existing GSA scheduled providers.

a. **Suspension**

The contractor may initiate suspension action for the following:

- Late payment after 45 calendar days from the statement closing date in which the charge initially appeared,
- Immediately upon notifying the APC of misuse. As part of the pre-suspension/pre-cancellation action, the unpaid, undisputed amount must first be reported to the APC.

The contractor may initiate any suspension action within the 45 to 61 calendar day period after the undisputed charge initially appears in the billing statement.

The contractor must not

- Initiate suspension action on disputed charges,
- Provide credit information on suspended accounts to credit bureaus, and
- Refer suspended accounts to collection bureaus for collection.

The contractor may automatically reinstate suspended accounts upon payment of the undisputed principal amount, unless otherwise specified by the APC.

To initiate the suspension process, the Citibank contractor must provide a pre-suspension/pre-cancellation list to the APC citing the overdue accounts and amounts. If the Citibank contractor does not receive payment for the undisputed principal within 55 calendar days from the closing date of the statement in which the charge initially appears; suspension action may begin. Under these circumstances, the contractor must notify the individual cardholder and the APC of possible suspension action. The notification must inform the individual card holder that payment must be received within five business days in order to avoid suspension. If the contractor does not receive payment by the end of the 61st calendar day, the contractor may suspend the account unless otherwise directed by the APC.

The APC has the right to suspend an account if the APC documents and provides the reason for the suspension to the cardholder.

NOTE: Suspension policy is based on the contract provisions of the GSA SmartPay2 master contract.

* An asterisk indicates that the adjacent material is new or revised.

b. Cancellation

The contractor must not initiate any cancellations until the end of the 120-calendar day period after the undisputed charge initially appears in the billing statement.

There are four reasons that may cause the contractor to cancel the GSTC:

- The account was suspended twice during the preceding 12-month period for late payment of undisputed accounts, and a third delinquency occurs. At that time, a letter will be sent to the travel account holder giving the individual 10 calendar days to make full payment or the account will be cancelled.
- The past due, undisputed amount is 120 calendar days past the closing date on the statement in which the charge first appears and the suspension requirements have been met.
- The cardholder made unauthorized purchases and cancellation is approved by the APC. Unauthorized use is defined as using the GSTC for personal/non-official purposes. (for example, charges not authorized as part of official travel).
- The cardholder presented two or more nonsufficient funds (NSF) checks within a 12-month period.

As part of the cancellation process, at 121 calendar days past due for undisputed amounts, the contractor has the option to

- Charge late fees on canceled accounts when issuing the statement of account;
- Provide credit information on canceled accounts to credit bureaus; and
- Refer canceled accounts to collection bureaus for collection.

To initiate the cancellation process, the contractor must provide a pre-suspension/pre-cancellation list to the APC citing the overdue accounts and amounts of undisputed principal. Then, the contractor must notify the cardholder and APC of the cancellation if payment is not received by the close of business on the fifth calendar day after the notification. The notice must include the contractor's point of contact for resolving the past due amounts. If payment is not received by the end of the 61st day from the closing date of the statement in which the charge first appeared, the contractor may cancel the account unless otherwise directed by the APC.

The APC has the right to cancel an account if the APC documents and provides the reason for the suspension to the cardholder.

* An asterisk indicates that the adjacent material is new or revised.

*633.3.5 Travel Voucher Processing Requirements

Effective Date: 07/01/2009

Within five business days of the completion of a trip or every 30 calendar days of an extended trip, the traveler must file a travel voucher. Travel is completed when the traveler arrives at the officially assigned duty station or place of residence.

*For same day travel, less than 12 hours in duration, per diem is not paid. Only transportation related expenses are reimbursed (see **633.3.8, Local Travel**). The per diem must be calculated in one of two ways as dictated by the TA for the trip, unless the TA authorized a combination of the two methods:

- Lodging plus per diem, or
- Actual expense.

*For the first and last days of travel, USAID will pay three-fourths of the standard Meals and Incidental Expenses (M&IE), regardless of the actual times of arrival and departure. This applies to the two methods of calculating per diem.

Travelers must use the Agency's automated E2 Travel Solutions where available. The electronic travel system is a web-based end-to-end travel processing application. The vendor is managed under a GSA contract to provide common government-wide standards for financial travel transactions in compliance with GSA Federal Travel Regulations. The application provides for electronic routing and approval. Electronic signature approval is certified through the unique E2 logon ID and password, and the user roles assigned to authorized user groups.

NOTE: If an employee gives (or makes known) their electronic signature, for example logon credentials, to another, the original employee is responsible for its use.

*This applies to USAID direct-hire employees and to USAID's Personal Services Contractors (PSC) (US, Third Country National (TCN), and Foreign Service National (FSN)) in accordance with the terms of their contracts. It does not apply directly to other contractors and their employees or grant/cooperative agreement recipients and their employees. The terms and conditions of their awards govern the per diem reimbursement policy for these individuals. For employees of other U.S. Government agencies working for USAID, the terms of the interagency agreement (through a Participating Agency Service Agreement (PASA) or Participating Agency Program Agreement (PAPA)) determine the appropriate policy.

*If properly authorized, TAs issued before July 1, 2009 with travel commencing after July 1, may be reimbursed using the all-inclusive method. The Federal Travel Regulation (FTR) (see [FTR 301-11](#)) does not permit the all-inclusive method of per diem reimbursement. The authority to use the all-inclusive reimbursement method has been based on a waiver from the General Services Administration (GSA), originally provided in 1996 and extended in 1999. During the interim, the waiver allowed USAID

* An asterisk indicates that the adjacent material is new or revised.

to implement an electronic processing and routing system for travel documents. That system is E2 Travel Solutions (E2). Once E2 is available to the entire Agency, the basis for the GSA waiver no longer applies. Therefore, TAs issued after June 30 must not authorize reimbursement via the all-inclusive method.

If available, all travelers must use the E2 Travel Solutions to complete their vouchers to the extent possible. This ensures more timely and accurate filing.

The approving official(s) must complete administrative approval action within two business days of the traveler sending the voucher. The approving official(s) must have requisite personal knowledge that the travel was undertaken as claimed by the traveler. The signature of the approving official signifies that the claimed items are authorized and approved; it does not indicate that the approving officer has examined each individual item in the voucher for legality or availability of funds.

633.3.5.1 Lodging-Plus Per Diem Method

Effective Date: 08/12/2008

The per diem allowance for each travel day is the actual amount the traveler pays for lodgings plus an allowance for M&IE. The per diem is calculated by adding actual lodgings, up to the allowed maximum amount authorized, plus the M&IE allowance. The traveler must declare any free meals paid for by a sponsor (for example, meals provided at conferences and training events). The corresponding M&IE equivalent must be adjusted for any gratuitous provisions, such as meals when claimed on the travel voucher. The GSA M&IE rates can be viewed on the GSA Web site (see [GSA M&IE](#)).

The total allowance must not exceed the applicable maximum per diem rate for the specified location. The M&IE rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts.

USAID requires that receipts be attached to the travel voucher for lodging and any individual expense over \$75.00, including telephone calls.

633.3.5.2 Actual Expense Method

Effective Date: 09/21/1998

The actual expense method may be used if

- The maximum per diem rate is insufficient for a particular travel assignment because the actual and necessary subsistence expenses are unusually high,
- Affordable lodging accommodations are not available under the allowable lodging rate, or
- Affordable lodging accommodations cannot be obtained within a reasonable commuting distance of the employee's TDY location.

* An asterisk indicates that the adjacent material is new or revised.

If lodging is not available at the traveler's TDY location, USAID may authorize and approve the maximum per diem rate for the location where lodging is obtained. Travelers must not exceed the applicable lodging or M&IE allowance by 300 percent of the actual allowable expenses. USAID requires that receipts be attached to the travel voucher for lodgings and any expense, except meals, over \$75.00; including telephone calls. When actual expense per diem is authorized for the M&IE portion, all associated expenses must be itemized on the voucher, but receipts are not required.

633.3.6 Miscellaneous Expenses

Effective Date: 09/21/1998

In the development of the per diem rate, various miscellaneous elements were priced and included in the rate determination. The Federal government recognized that in addition to claiming reimbursement for lodgings and M&IE, other specific miscellaneous items may be claimed over and above the calculated per diem rate shown under all three methods of per diem calculation mentioned in section **633.3.5**. The employee must list these items separately on the voucher, and receipts are required if there is more than \$75.00 in cost for any single item (see [14 FAM 560](#)).

In preparing TAs for both overseas travel and travel within the continental United States (CONUS), the E2 travel arranger must include funds needed to cover these miscellaneous expenses. Under-funded TAs will delay reimbursement to the traveler until the TA is amended to adequately increase funds.

633.3.6.1 Telephone Calls

Effective Date: 09/21/1998

Personal telephone calls when on TDY travel must be claimed and reimbursed on a travel voucher if (see [E549.5.3b](#)):

- It is a call home from any location worldwide to notify family of delays or changes, not to confirm arrival or departure times.
- It is a call home when on TDY. The call duration must be less than three minutes and not more than an average of two calls per week. When a call exceeds the \$75 receipt limitation, the employee must obtain an official receipt. This receipt may take the form of a personal telephone statement or billing statement showing credit card calls and/or collect calls or a hotel receipt that shows the number of minutes spent on a phone call.

633.3.6.2 State and Local Lodging Taxes

Effective Date: 04/01/2000

CONUS is defined as the 48 contiguous states and the District of Columbia (see [14 FAM 511.3](#)). The U.S. Government now bases the CONUS per diem rates on lodging costs, exclusive of lodging taxes. The employee may claim taxes for lodging separately as a Miscellaneous Expense for domestic travel. THIS ONLY APPLIES TO CONUS PER DIEM.

* An asterisk indicates that the adjacent material is new or revised.

USAID includes taxes when computing per diem rates on lodging costs outside CONUS; therefore, taxes cannot be claimed as a separate miscellaneous expense.

633.3.6.3 Laundry and Dry Cleaning Expense

Effective Date: 04/01/2000

CONUS M&IE rates are now based on miscellaneous costs, exclusive of laundry and dry cleaning costs. If a traveler has four consecutive nights of lodging while on official travel, the traveler may claim laundry and dry cleaning expenses as a miscellaneous expense. Employees who are traveling to CONUS under all-inclusive per diem may claim their laundry and lodging taxes separately, as these are miscellaneous expenses. THIS ONLY APPLIES TO CONUS PER DIEM.

USAID includes laundry and dry cleaning costs when computing M&IE rates outside CONUS; therefore, employees cannot claim them as a separate miscellaneous expense.

633.3.6.4 Other Miscellaneous Expenses

Effective Date: 02/01/2001

The following list, which is not exhaustive, may also be claimed and reimbursed on a travel voucher:

- Airport tax,
- ATM bank fees,
- Authorized business calls,
- Authorized calls home,
- Bottled water (**for overseas TDYs only**),
- Currency conversion charges (to exchange U.S. dollars into foreign money).
- Excess baggage, including fees for second checked bag,
- FAX/copier use,
- Medevac insurance,
- Registration fees,
- Taxi fares, including tips subject to the maximum 15 percent,
- Translator services,
- Traveler's checks and associated fees,
- Vaccination/immunization expenses,
- Visa/passport photos, and

* An asterisk indicates that the adjacent material is new or revised.

- Visa/passport fees.

If it is possible that other authorized miscellaneous expenses might occur, then the TA requires an estimate for these miscellaneous expenses in order to ensure that adequate funds are obligated for the projected travel expenses. This obligation is done in either of two ways.

The first method is to select the known components of the miscellaneous expenses from those specifically offered in the automated E2 Solutions application or provide individual estimates for each component.

The second method is to enter an arbitrary amount, for example \$100, into an unspecified miscellaneous expense element within the authorization section of the E2 Solution application.

633.3.6.5 Items Included in Per Diem Computation

Effective Date: 09/21/1998

The following items are already **included in the per diem** rate, and employees must not claim them separately:

- Charges for meals and lodgings;
- Laundry, dry-cleaning, and pressing (CONUS only) (**See 633.3.6.3**);
- Fans, air conditioning, heating, radios, televisions, cable television, or pay movies in lodging room; and
- Fees or tips to waiters, porters, baggage handlers, bellhops, hotel servants, dining room stewards, and similar employees.

Non-overnight hotel accommodations, also referred to as a day room, will only be reimbursed if the layover is eight hours or more. Usually, USAID does not reimburse two lodging expenses incurred in the same day.

633.3.7 New Per Diem Areas

Effective Date: 08/12/2008

The GSA has divided Metropolitan Areas so that [per diem rates](#) in suburbs may differ from the rate in the metropolitan city itself.

For example, there are five per diem areas in the New York City Metropolitan Area.

Example of the Division of Metropolitan Areas
Travelers must be reimbursed up to the rate of the authorized lodging point specified on the Travel Authorization (TA), regardless of the duty point.

* An asterisk indicates that the adjacent material is new or revised.

If the traveler's duty location is Manhattan (\$244 per diem), but the traveler stays in Staten Island (\$136 per diem), the traveler must be reimbursed at the Staten Island per diem rate (\$136 per diem), regardless of the fact that the traveler TDY station was actually Manhattan.

633.3.8 Local Travel

Effective Date: 08/12/2008

Reimbursement for money expended for official travel while in the local vicinity duty station is submitted with a local travel voucher. Generally local travel is limited to taxis, mileage for privately owned vehicles, metrorail, fares, or tolls, plus some miscellaneous expenses such as parking. If other employees shared the vehicle, a traveler must show the number of other passengers when claiming reimbursement for mileage.

Local travel vouchers may be submitted at any time after the employee incurs the expense. Local travel vouchers may be grouped and submitted as a block claim for reimbursement every 30 calendar days, but must be submitted no later than 90 calendar days after the local travel occurs. Employees must not accumulate unreimbursed taxi vouchers over extended periods of time beyond 90 calendar days.

Reimbursement for local travel is made on [SF-1164, Claim for Reimbursement for Expenditures on Official Business](#).

633.3.9 Audits of Travel Vouchers

Effective Date: 09/21/1998

When volume makes it cost effective, USAID uses statistical sampling for auditing travel vouchers. The sampling techniques are based on the GAO's "Policy and Procedures Manual for Guidance of Federal Agencies."

USAID uses other audit means to test the travel reimbursement calculations when statistical sampling criteria cannot be met.

The GAO and USAID OIG may audit the travel vouchers. The employee must be able to substantiate all expenses (see [31 U.S.C. 3521, Audits by Agencies](#)).

633.3.10 Outside Funding Sources

Effective Date: 08/12/2008

Non Federal

Non Federal donor organizations may become a source of funding to pay for a USAID employee to travel when it serves the interest of both USAID and the non-Federal organization. The USAID Reimbursable Development Program is an example of this type of arrangement.

* An asterisk indicates that the adjacent material is new or revised.

Federal

Outside Federal funding sources may also become a contributor and fund USAID employee travel when another Federal agency has partnered with USAID on an assistance objective under a [Foreign Assistance Act, Section 632\(b\)](#) arrangement.

Whether the source is non-Federal or Federal, the travel contributions must be properly credited back to the USAID appropriation group that will fund the travel.

Contributions are considered “Gifts and Donations” when the contribution does not directly relate to a USAID Assistance Objective. Gift and donations are subject to strict regulations (See [ADS 522](#)) and advance approval by The Office of General Counsel for Ethics/Administration (GC/EA) or RLA. After the GC/EA or RLA approves the outside funding source, USAID may accept the travel contribution.

When an individual is asked to travel by outside, non-Federal donor organizations, the individual must certify to GC/EA or RLA that they have no conflict of interest with the organization funding the travel or ethical impediments. Furthermore, GC/EA or the RLA must approve the request before any authorized travel begins.

Direct payments for travel costs from outside funding sources to the employee designated for the travel are prohibited.

- Payments originating from outside overseas organization sources are to be directed to the Embassy or USAID cashiers.
- Payments received in Washington must be directed to M/CFO/CAR. However, employees may accept in-kind, non-refundable airline tickets.

When GC/EA or the RLA approves the outside funding source, the employee must state the source and basis for approval on the travel authorization form.

In all cases, a Federal employee must follow federal travel regulations (see [41 CFR 300](#) and [14 FAM 500](#)).

Collecting Appropriations:

Gifts and Donations: The contributions USAID receives from non-Federal donors for specific employees travel are gifts and donations when the employee is not acting in their official capacity or as an official representative of USAID. Funding provided to the Agency from outside sources under these conditions will be collected into the Gifts and Donations account (72X8824). TAs for these types of travel will be funded from the Gifts and Donations account at USAID.

* An asterisk indicates that the adjacent material is new or revised.

Operating Expense and Program Funds:

Employees acting in their official capacity, as a technical or subject matter experts or in an official representation role, will be considered as acting in the interest of USAID. This includes Reimbursable Development Programs. Any outside funding source, both Federal and Non-Federal, for travel USAID receives for this purpose will be used to reduce the overall travel cost within the relevant operating units for their specific assistance objective. Funding from outside sources will be collected into an operating expense (OE) or program appropriation using a fund account reserved for reimbursements, for example 2008 OE-R.

The fiscal period cited on the USAID TA must be consistent with the fiscal period of the paying Agency's appropriation. For example, when a TA originally funded by USAID from 7281000 (signifying fiscal year 2008 OE) obtains funding from the sponsoring Agency's no-year appropriation, the USAID TA must be corrected to the USAID no-year OE appropriation and the TA must be corrected through an amendment to the obligating TA. The amounts originally obligated will be deobligated from the incorrect appropriation and reobligated to the correct appropriation to match the fund account into which the reimbursement was collected.

Transferring the Funds to USAID:

Non Federal Donor: Employees that have been approved to accept travel money from outside sources will prepare a travel expense estimate in advance of the travel using E2 Solutions. The employee will prepare a letter advising the donor that the donation has been approved by USAID, attach a copy of the travel authorization, and, for the benefit of the Embassy or USAID cashier, include the fund account and appropriation symbol of the collecting appropriation in the letter. The estimate will include a fifty percent premium to allow for unanticipated or miscellaneous travel related expenses. Unless the travel related contribution is an unrestricted gift and donation, the balance of the remaining funds will be returned to the donor immediately upon completion of the travel and submission of the final travel voucher.

M/CFO/CAR, the Embassy, or USAID Cashier will deposit the funds received from the non federal donor into account 72X8824 if the travel is being awarded as a gift. Funds from outside sources received as a part of a partner contribution directed to a USAID assistance objective in the form of interagency agreements or other sources will be deposited into the applicable USAID OE or program account.

Federal donor: Other agency contributions to USAID employee travel will be billed and collected through the Interagency Payment and Collection (IPAC) system.

All donors: The traveler's B/IO or Mission must obligate the entire cost of the travel, including the portion that is being funded from the outside source minus any in-kind contributions (for example, non-refundable airline tickets that are being provide directly to the employee).

* An asterisk indicates that the adjacent material is new or revised.

Collection of funding must be made in advance of the travel. After the funding from the outside sources has been collected, M/CFO/CAR/FC will obtain an apportionment from Office of Management Budget and apportion the funds in Phoenix. The B/IO or Mission funding the travel must request Bureau for Management, Office for Management Policy Budget and Performance (M/MPBP) to distribute the funds collected to the operating unit that obligated the travel cost.

Budgetary availability is made subsequent to the apportionment of the funds and drilled down to that operating unit. These fund control procedures must be in place in order to ensure appropriate funding levels for the travel. Collections must be made prior to the expiration of the original funding program or OE account in order to make the appropriate accounting entries in Phoenix.

Collections may be made through the Federal Reserve Bank of New York (FRBNY) for wire transfers, IPAC for Federal collections, or by check. FRBNY and IPAC are the most efficient collection methods. Any monetary payment in the form of a check or similar instrument must be payable to USAID. Any such payment received for check processing by an employee is accepted on behalf of the Agency. The payments must be sent directly or forwarded upon receipt to M/CFO/CAR or Mission Controller for deposit.

Funding from outside sources will be made available to the operating units to obligate the travel cost in full after the budgetary redistribution occurs.

The B/IO or Mission funding the travel must request the M/MPBP to authorize a budgetary redistribution of the funds received from contributors to the program or OE account that will fund the travel.

Approval by GC/EA is required for acceptance of travel expenses from non-Federal sources, for example, University X offers to pay travel expenses for a speech by a USAID employee who will make a speech at the University. This is an example of gifts and donations. Ethics approval is not required for travel paid by other Federal agencies.

These procedures pertain to acceptance of gifts of travel expenses from non-Federal sources and the preparation of TAs for the attendance of an employee at certain official meetings and similar functions which are funded by non-Federal sources, pursuant to [31 U.S.C. 1353](#) (see [ADS 522.3.23](#)).

Before preparing the TA, the traveler must ensure that:

- The donor's offer to pay travel costs was not solicited and
- They have no official responsibilities affecting FINANCIAL OR OTHER specific conflicts of interests.

* An asterisk indicates that the adjacent material is new or revised.

A TA may be either entirely or partially funded by the donor with the Agency funding the balance. In either case, the TA must be specific with respect to the donor's responsibility for funding.

For example, if the donor is providing the ENTIRE FUNDING in-kind, the TA must read as follows:

This is at no-cost to USAID Travel Authorization (TA). Transportation, food and lodging are being provided in-kind by [NAME OF DONOR] and are accepted by USAID pursuant to 31 U.S.C. 1353. Only in-kind payments by the donor to the traveler are authorized. The traveler affirms his/her duties do not affect the interests of [NAME OF DONOR].

However, if the donor is funding ONLY PART OF THE TRIP, such as transportation OR meals and lodging, the TA must read:

Transportation/lodging & meals ONLY is/are being provided in-kind by [NAME OF DONOR] and accepted by USAID pursuant to 31 U.S.C. 1353. USAID is paying the balance. ONLY in-kind payments by the donor to the employee are authorized. The traveler affirms his/her duties do not affect the interests of [NAME OF DONOR].

Even if the donor is providing monetary funding for the non-in-kind expenses so that the TA results in "no actual cost" to the Agency, the TA will require obligation of Bureau/Independent Office or Mission travel funds for those non-in-kind expenses. The monetary funding received from the donor is then treated as a reimbursement to the Bureau/Independent Office or Mission account cited in the TA. This ensures proper cost data integrity for accumulation/distribution used in any performance indicators.

In USAID/W, the TA must include a clearance line for GC/EA. At the Missions, clearance must be obtained from the RLA or, if the RLA is not available, it must be obtained from GC/EA via e-mail, fax, or phone prior to beginning travel.

633.3.11 TDY Travel Between Fiscal Years

Effective Date: 08/12/2008

Prior to the close of each fiscal year, M/MS/TTD issues instructions and guidance for recording travel related obligations for travel expenses (**633.2b**) in the proper fiscal year. The proper fiscal year is for travel authorized on or before September 30th of the current fiscal year. Travel authorized after September 30th must use next fiscal year funding, except as noted below.

- **Program Funds.** Program funds are available for funding travel and transportation of effects into the next fiscal year, provided that the availability of the funds has not expired and the obligation is recorded prior to the expiration of the availability of the funds.

* An asterisk indicates that the adjacent material is new or revised.

- Operating Expense (OE). OE funds are limited to their period of availability and may be forward funded into the next fiscal year when the authority for use of the funds stipulates multiple year availability. OE funding must be obligated prior to September 30th of the initial year in which the funding became available (see [ADS 603, Forward Funding, Non-Program Funds](#)).

***633.4 MANDATORY REFERENCES**

Effective Date: 06/09/2011

633.4.1 External Mandatory References

Effective Date: 08/12/2008

- [41 CFR 300-11 \(Federal Travel Regulation\)](#)
- [14 FAM 500 Employee Logistics - Travel](#)
- [Foreign Assistance Act, Section 632\(b\)](#)
- [General Records Schedule 6](#)
- [General Records Schedule 7](#)
- [Travel and Transportation Reform Act \(Public Law 105-264\)](#)
- [31 U.S.C. 1353, Acceptance of Travel and Related Expenses from non-Federal Sources](#)
- [31 U.S.C. 3521, Audits by Agencies](#)

***633.4.2 Internal Mandatory References**

Effective Date: 06/09/2011

- [ADS 502, The USAID Records Management Program](#)
- [ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad](#)
- [ADS 549, Telecommunications Management](#)
- [ADS 603, Forward Funding, Non-Program Funds](#)
- *e. Agency Sponsored Travel Card [Note: This document is only available on the USAID intranet]

* An asterisk indicates that the adjacent material is new or revised.

633.4.3 Mandatory Forms
Effective Date: 08/24/2004

a. [SF-1164, Claim for Reimbursement for Expenditures on Official Business](#)

633.5 ADDITIONAL HELP
Effective Date: 08/12/2008

There are no Additional Help references for this chapter.

633.6 DEFINITIONS
Effective Date: 08/12/2008

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

Continental United States (CONUS)

The 48 contiguous states and the District of Columbia. (6 FAM-111.3) (Chapters 443, 522, 523, 524, and 525)

E2 Travel System

E2 Solutions is a web based end-to-end travel management tool. Features of E2 solutions include: paperless travel authorization and voucher document submissions, document approval routing, calculation of per diem and actual expenses, automatic obligation and deobligation and split disbursement of funds when interfaced with the Agency's financial system, receipt imaging, voucher pre-population from expenses identified on the travel authorization, audit capability, and online help and support.

Government-Sponsored Travel Card (GSTC)

Used by travelers to pay for lodging, meals (where the card is accepted), rental vehicles, excess baggage, and other related authorized travel expenses that have been authorized under their travel authorization.

Imprest fund

A fixed-cash or petty-cash fund in the form of currency, coin, or government check, which has been advanced as Funds Held Outside of Treasury and charged to a specific appropriation account by a government agency official to an authorized cashier for cash payment or other cash requirement as specifically authorized. The fund may be a revolving type, replenished to the fixed amount as spent or used, or may be of a stationary nature such as a change-making fund. (source FSIO).

In-Kind

Travel elements (transportation, lodging, meals, or incidental expenses) that are provided to the traveler at no cost to the Agency. This does not mean that the provider

* An asterisk indicates that the adjacent material is new or revised.

gives the traveler funds to purchase the specific element, but the element is provided to the traveler at no-cost, for example, airline tickets, hotel, or meals. (Chapter 633)

Per Diem Allowance

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. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes and service charges where applicable, for:

- **Lodging.** This includes expenses for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters, and fires furnished in the room when such charges are not included in the room rate. Lodging does not include accommodations on airplanes, trains, buses, or ships. Such cost is included in the transportation cost and is not considered a lodging expense.
- **Meals.** Expenses for breakfast, lunch, dinner, and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses and any expenses incurred for other persons).
- **Incidental expenses.** This includes, but is not limited to:
 - Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries;
 - Laundry, cleaning and pressing of clothing;
 - Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the TDY site; and
 - Mailing cost associated with vouchers and payment of Government sponsored charge card billings. (6 FAM 111.3) (Chapters 522, 523, 524, and 525)

Travel

For the purposes of this chapter, travel means the official travel and transportation of employees, their dependents, and effects. It also includes the administration of allowances and benefits to employees assigned to overseas posts. (Chapter 527)

Travel Authorization/Order

The Travel Authorization/Order is used to obligate funds for the purchase of goods and services associated with temporary duty travel, post assignment travel, retirement travel, Personal Services Contract travel, and donated travel. (Chapter 621)

Unauthorized Use

Unauthorized use is defined as using the **GSTC** for personal/non-official purposes. (For example, charges not authorized as part of official travel)

633_120111

* An asterisk indicates that the adjacent material is new or revised.