



USE OF COST-CONSTRUCT

Privacy Act Statement

Authority: ADS 522, FAM 14-564.1, FAM 14-561.2, FAM 14-513, FAM 14-515.

Purpose: To manage requests for cost-construct requests for USAID direct-hires and their dependents, Personal Services Contractors (PSCs), consultants and personnel from other government agencies in detail to USAID.

Routine Uses: The personal information requested on this form will be used by USAID travel officers to determine eligibility for cost-construct. **Privacy Act:** Pursuant to Privacy Act System of Records Notices USAID-19 and USAID-34, USAID will disclose this information only to external entities that have the legal authority to maintain the information such as members of Congress, federal law enforcement agencies, the U.S. Department of State, the U.S. Treasury for payments, and U.S. Dispatch Agents for shipment and clearance of effects. USAID may also share the information with commercial travel, transportation, and shipping companies for making travel, transportation, and shipping arrangements as well as with foreign governments and international agencies as appropriate.

Disclosure: Disclosure of your personal information is voluntary, but failure to provide certain information may result in the denial of your request. Please refer to ADS 522 for guidance.

System of Records Notice(s): USAID -19 Travel and Transportation Records FT 78381, January 29, 2015; USAID -34 Personal Services Contracts Records 80 FR 11391, April 2, 2015.

Last Name:	First Name:	Office/Bureau:	Date:
Trip ID:		Official Ticket Price:	
Official Origination Point:		Official Arrival Destination:	
Official Departure Date: (MM-DD-YYYY)		Official Return Date: (MM-DD-YYYY)	

EMPLOYEE ACKNOWLEDGEMENT

Cost-constructed travel is travel based on a cost comparison between the cost of official (i.e., direct) travel and the cost of personal (i.e., indirect) travel. When cost constructing travel, the traveler can only claim the cost of the fare(s) the U.S. Government would have paid to the contract and/or common carrier or the cost of the commercial fare(s) the traveler actually paid to common carriers, whichever is less.

Cost-constructed travel must comply with the Fly America Act.

USAID employees use cost-constructed travel for personal convenience and fully understand that they do so at their own risk and expense. Any additional costs associated with a cost construct (changes, delays, cancellations, weather, etc.) are borne by the traveler and cannot be claimed for reimbursement. Travelers cannot retain tickets to be used for future official travel. The traveler understands that cost-constructed tickets that are non-refundable become the property of the traveler and the traveler must reimburse the government for the full cost of the ticket if the trip is changed or canceled. When cost-constructed tickets have a penalty, the traveler must reimburse the government for that penalty if the trip is changed or canceled.

All cost-constructed tickets are paid with the traveler's government travel card, also known as the Individually Billed Account (IBA). Cost-constructed tickets cannot be paid with the Centrally Billed Account (CBA) or personal funds (cash, credit card, check, etc.).

Print Name: (Traveler)	Traveler's Signature and Date:
Print Name & Title: (Supervisor)	Supervisor Signature and Date:
Print Name: (M/MS/TTD Chief or designee)	M/MS/TTD Chief signature or designee and Date: