



USAID
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**Functional Series 500
Management Services**

INTERIM UPDATE 09-04

SUBJECT: ADS 522, Agency Approval Officials for Travel

REVISED MATERIAL: The Agency has updated its list of approving officials for travel.

EFFECTIVE DATE: 04/24/2009

ATTACHMENT: [Request for Travel Authorization](#)

This message was sent out 04/24/2009 as an Executive Message. This Notice is being posted to the intranet for record purposes.

POLICY

USAID/General Notice
M/AS/TT
04/24/2009

EXECUTIVE MESSAGE

Subject: Agency Approval Officials for Travel

ADS 522.5.3 is being revised with respect to the Agency approving officials. The following USAID officials have authority to approve travel for personnel under their jurisdiction, including Foreign Service employees on rotation assignment in USAID/W, experts, consultants, and employees on detail to their offices:

a) All Washington personnel at the Assistant Administrator (AA) level and Heads of independent offices must obtain approval for their travel in advance from the Administrator, the Deputy Administrator, or in their absence their designees. During the transition period, the Acting Administrator, the Counselor to the Agency, or in their absence their designees, will provide AAs and Heads of independent office travel approval. Requests for travel should be submitted to the Executive Secretariat on the

attached template. Except in the case of emergency travel, requests must be submitted within one month of the proposed date of departure.

b) All Washington personnel at the Deputy Assistant Administrator level, reporting directly to an AA, must obtain approval for travel in advance from their AA.

c) All other Washington travelers, whose travel is funded by Washington, must obtain approval for travel in advance from their supervisor.

In addition, M/AS/TT approval is always required.

Point of Contact: Any questions concerning this Notice may be directed to Diane Carter, M/AS/TT, (202) 712-0835.

Attachment 1 Request for Travel Authorization

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Remarks	This IU will remain on the ADS Web site for three months.

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