



**USAID**  
FROM THE AMERICAN PEOPLE

**Functional Series 500  
Management Services**

**INTERIM UPDATE 09-05**

**SUBJECT:** USAID Policy on Business Class Travel

**REVISED MATERIAL:** This policy notice updates the internal control procedures for the use of business class air travel.

**EFFECTIVE DATE:** 05/01/2009

**ATTACHMENT:** [USAID Policy on Business Class Air Travel](#)

This message was sent out 05/01/2009 as an Executive Message. This Notice is being posted to the intranet for record purposes.

POLICY

USAID/General Notice  
M/AS/TT  
05/01/2009

## EXECUTIVE MESSAGE

Subject: USAID POLICY ON BUSINESS CLASS AIR TRAVEL

The policy directives and required procedures included in this document will be incorporated into ADS 522, which is currently being revised.

This policy is in response to a directive from the Deputy Director for Management at the Office of Management and Budget (OMB) that requires all Federal agencies to establish clearly defined internal control procedures regarding the use of business class air travel. Business class travel is defined as premium travel accommodations offered by airlines that are higher than coach class fares and lower than first class (see Federal Travel Regulations (FTR) 301.10.121). This notice supersedes all previously issued Agency business class air travel policy directives and required procedures in the Automated

Directives System (ADS), which includes all interim updates (originally issued as policy notices).

Point of Contact: Any questions concerning this Notice may be directed to Diane Carter, M/AS/TT, (202) 712-0835, or Kenneth Hawkins, M/AS/TT, (202) 712-5713.

#### Attachment 1 USAID Policy on Business Class Air Travel

File Name	IU5_0905_050809
Notice Date	05/01/2009
Effective Date	05/01/2009
Editorial Revision Date	
Remarks	This IU will remain active until it is incorporated into an ADS chapter.

IU5\_0905\_050809\_W052209