



**USAID**  
FROM THE AMERICAN PEOPLE

# ADS Chapter 522

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

Partial Revision Date: 11/03/2020  
Responsible Office: M/MS/TTD  
File Name: 522\_110320

**Functional Series 500 – Management Services**  
**ADS 522 – Performance of Temporary Duty Travel in the U.S. and Abroad**  
**POC for ADS 522: Kenneth Hawkins, (202) 921-5022, [kehawkins@usaid.gov](mailto:kehawkins@usaid.gov)**

**Table of Contents**

|                           |  |                  |
|---------------------------|--|------------------|
| <b><u>522.1</u></b>       | <b><u>OVERVIEW</u></b> .....   | <b><u>5</u></b>  |
| <b><u>522.2</u></b>       | <b><u>PRIMARY RESPONSIBILITIES</u></b> .....   | <b><u>5</u></b>  |
| <b><u>522.3</u></b>       | <b><u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u></b> .....  | <b><u>7</u></b>  |
| <b><u>522.3.1</u></b>     | <b><u>Travel Authorizations for Temporary Duty Travel</u></b> .....  | <b><u>7</u></b>  |
| <b><u>522.3.2</u></b>     | <b><u>E2 User Requests</u></b> .....   | <b><u>8</u></b>  |
| <b><u>522.3.3</u></b>     | <b><u>Preparation and Approval of TDY Travel Authorizations</u></b> .....  | <b><u>8</u></b>  |
| <b><u>522.3.4</u></b>     | <b><u>Documents Required for TDY Travel Authorizations</u></b> .....   | <b><u>10</u></b> |
| <b><u>522.3.5</u></b>     | <b><u>Travel Prior to the Issuance of an Authorize Travel Authorization (Emergency Use Only)</u></b> .....         | <b><u>11</u></b> |
| <b><u>522.3.6</u></b>     | <b><u>Amending an E2 Travel Authorization</u></b> .....  | <b><u>12</u></b> |
| <b><u>522.3.6.1</u></b>   | <b><u>Cancelling an E2 Travel Authorization</u></b> .....  | <b><u>13</u></b> |
| <b><u>522.3.6.2</u></b>   | <b><u>An In-conjunction With Travel Authorization</u></b> .....  | <b><u>13</u></b> |
| <b><u>522.3.7</u></b>     | <b><u>Ticket Changes</u></b> .....   | <b><u>13</u></b> |
| <b><u>522.3.8</u></b>     | <b><u>After Hours, Weekend, and Emergency Travel</u></b> .....   | <b><u>14</u></b> |
| <b><u>522.3.9</u></b>     | <b><u>Invitational Travel</u></b> .....  | <b><u>14</u></b> |
| <b><u>522.3.10</u></b>    | <b><u>International Cooperative Administrative Support Services (ICASS) and Non-ICASS Direct Charges</u></b> ..... | <b><u>16</u></b> |
| <b><u>522.3.11</u></b>    | <b><u>Passports</u></b> .....  | <b><u>17</u></b> |
| <b><u>522.3.11.1</u></b>  | <b><u>U.S. Passports</u></b> .....   | <b><u>17</u></b> |
| <b><u>522.3.11.2</u></b>  | <b><u>Passport Procedures for USAID/W</u></b> .....  | <b><u>18</u></b> |
| <b><u>522.3.11.3</u></b>  | <b><u>Passport Procedures for Missions</u></b> .....   | <b><u>19</u></b> |
| <b><u>522.3.11.4</u></b>  | <b><u>Second Diplomatic Passport Requests</u></b> .....  | <b><u>19</u></b> |
| <b><u>522.3.11.5</u></b>  | <b><u>Amendments, Extensions, and Changes to Passports</u></b> .....   | <b><u>20</u></b> |
| <b><u>522.3.11.6</u></b>  | <b><u>Lost or Stolen Passports</u></b> .....   | <b><u>20</u></b> |
| <b><u>522.3.11.7</u></b>  | <b><u>Surrender of U.S. Passports</u></b> .....  | <b><u>20</u></b> |
| <b><u>522.3.11.8</u></b>  | <b><u>U.S. Citizen Employees Hired by the U.S. Government While Abroad</u></b> ....                                | <b><u>21</u></b> |
| <b><u>522.3.11.9</u></b>  | <b><u>Signatures in Passports</u></b> .....  | <b><u>21</u></b> |
| <b><u>522.3.11.10</u></b> | <b><u>Passport Fees</u></b> .....  | <b><u>22</u></b> |

|                          |  |                  |
|--------------------------|--|------------------|
| <b><u>522.3.12</u></b>   | <b><u>Visas</u></b> .....  | <b><u>22</u></b> |
| <b><u>522.3.13</u></b>   | <b><u>Mandatory Use of Contract Carrier City-Pair Fares</u></b> .....                        | <b><u>22</u></b> |
| <b><u>522.3.14</u></b>   | <b><u>Routing</u></b> .....  | <b><u>24</u></b> |
| <b><u>522.3.15</u></b>   | <b><u>Mandatory Use of Direct Routes and Deviations for Personal Convenience</u></b> .....   | <b><u>25</u></b> |
| <b><u>522.3.16</u></b>   | <b><u>Cost Construct Travel</u></b> .....  | <b><u>25</u></b> |
| <b><u>522.3.16.1</u></b> | <b><u>Cost Construct Authorization</u></b> .....   | <b><u>26</u></b> |
| <b><u>522.3.16.2</u></b> | <b><u>Language for Cost Construct Travel</u></b> .....                                       | <b><u>26</u></b> |
| <b><u>522.3.16.3</u></b> | <b><u>Vouchering Cost Construct Tickets</u></b> .....  | <b><u>27</u></b> |
| <b><u>522.3.16.4</u></b> | <b><u>Payment of Cost Construct Costs Exceeding the Authorized Government Rate</u></b> ..... | <b><u>27</u></b> |
| <b><u>522.3.17</u></b>   | <b><u>Annual Leave Before or After TDY Travel</u></b> .....                                  | <b><u>28</u></b> |
| <b><u>522.3.18</u></b>   | <b><u>Rest Stops</u></b> .....   | <b><u>28</u></b> |
| <b><u>522.3.19</u></b>   | <b><u>Premium Class Lounge In Lieu of Rest Stop</u></b> .....                                | <b><u>29</u></b> |
| <b><u>522.3.20</u></b>   | <b><u>Premium Class Air Travel</u></b> .....   | <b><u>30</u></b> |
| <b><u>522.3.20.1</u></b> | <b><u>Exceptions for Premium Class Air Travel</u></b> .....                                  | <b><u>30</u></b> |
| <b><u>522.3.20.2</u></b> | <b><u>Premium Class Air Travel within the United States</u></b> .....                        | <b><u>35</u></b> |
| <b><u>522.3.20.3</u></b> | <b><u>Premium Class Air Travel for Invitational Travel</u></b> .....                         | <b><u>35</u></b> |
| <b><u>522.3.20.4</u></b> | <b><u>Reimbursement for Seat Assignments</u></b> .....                                       | <b><u>35</u></b> |
| <b><u>522.3.20.5</u></b> | <b><u>Approving Officials for Premium Class Air Travel</u></b> .....                         | <b><u>36</u></b> |
| <b><u>522.3.21</u></b>   | <b><u>First-Class Air Accommodations</u></b> .....   | <b><u>38</u></b> |
| <b><u>522.3.22</u></b>   | <b><u>Luggage Allowances</u></b> .....   | <b><u>38</u></b> |
| <b><u>522.3.23</u></b>   | <b><u>Travel To and From the United States – Fly America Act</u></b> .....                   | <b><u>38</u></b> |
| <b><u>522.3.24</u></b>   | <b><u>Travel Voucher</u></b> .....   | <b><u>38</u></b> |
| <b><u>522.3.25</u></b>   | <b><u>Supporting Documentation</u></b> .....   | <b><u>39</u></b> |
| <b><u>522.3.26</u></b>   | <b><u>Per Diem Allowance</u></b> .....   | <b><u>39</u></b> |
| <b><u>522.3.26.1</u></b> | <b><u>Lodging Per Diem Calculation Methods</u></b> .....                                     | <b><u>40</u></b> |
| <b><u>522.3.26.2</u></b> | <b><u>Reduced Per Diem</u></b> .....   | <b><u>43</u></b> |
| <b><u>522.3.26.3</u></b> | <b><u>Per Diem at your Permanent Duty Station</u></b> .....                                  | <b><u>44</u></b> |
| <b><u>522.3.26.4</u></b> | <b><u>Two Day Rule on Per Diem Travel Reimbursement</u></b> .....                            | <b><u>44</u></b> |
| <b><u>522.3.26.5</u></b> | <b><u>Extended TDYs and Per Diem Allowance</u></b> .....                                     | <b><u>44</u></b> |
| <b><u>522.3.27</u></b>   | <b><u>Miscellaneous Travel Expenses</u></b> .....  | <b><u>45</u></b> |
| <b><u>522.3.28</u></b>   | <b><u>Charter Services</u></b> .....   | <b><u>45</u></b> |

*Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

|                 |   |           |
|-----------------|---|-----------|
| <u>522.3.29</u> | <u>Use of a Privately Owned Vehicle (POV)</u> .....             | <u>46</u> |
| <u>522.3.30</u> | <u>Taxicab Fare Reimbursement</u> .....                         | <u>47</u> |
| <u>522.3.31</u> | <u>Rental Car</u> .....   | <u>47</u> |
| <u>522.3.32</u> | <u>Travel Advances</u> .....                                    | <u>48</u> |
| <u>522.3.33</u> | <u>Travel Funded by Non-Federal Sources</u> .....               | <u>49</u> |
| <u>522.3.34</u> | <u>Local Travel in USAID/W</u> .....                            | <u>50</u> |
| <u>522.3.35</u> | <u>Travel of Contract and Grantee/Recipient Personnel</u> ..... | <u>51</u> |
| <u>522.4</u>    | <u>MANDATORY REFERENCES</u> .....                               | <u>51</u> |
| <u>522.4.1</u>  | <u>External Mandatory References</u> .....                      | <u>51</u> |
| <u>522.4.2</u>  | <u>Internal Mandatory References</u> .....                      | <u>52</u> |
| <u>522.4.3</u>  | <u>Mandatory Forms</u> .....                                    | <u>53</u> |
| <u>522.5</u>    | <u>ADDITIONAL HELP</u> .....                                    | <u>54</u> |
| <u>522.6</u>    | <u>DEFINITIONS</u> .....  | <u>54</u> |

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

### 522.1 OVERVIEW

Effective Date: 06/26/2017

This chapter provides the Agency policy directives and required procedures governing domestic and international temporary duty (TDY) travel for all USAID staff (direct-hires, Personal Services Contracts with Individuals (PSCs)), consultants, invitational travelers, and personnel from other government agencies on detail to USAID. Temporary Duty travel is any official travel at least 50 miles from an employee's residence or duty station, or PSC place of performance, for a period exceeding 12 hours.

### 522.2 PRIMARY RESPONSIBILITIES

Effective Date: 06/26/2017

**a. The Chief, Bureau for Management, Office of Management Services, Travel and Transportation Division (M/MS/TTD):**

- (1) Develops, promulgates, and administers policy directives and required procedures and coordinates travel and transportation activities for the Agency;
- (2) Reviews Travel Authorizations (TAs) for an authorized traveler to ensure conformity to the laws, governing regulations, and Agency policy directives; and
- (3) Authorizes TDY Travel.

**b. The Director, Bureau for Management, Office of Management Services (M/MS) authorizes Agency policy directives and required procedures developed by M/MS/TTD for all travel and transportation.**

**c. Mission Directors** are delegated authority to authorize travel overseas in field Missions by the Administrator. Authority to administer official travel programs and to authorize travel may be re-delegated to Executive Officers (EXOs) or, where EXOs are not present, to other management staff at Post, as necessary.

**d. Executive Officers (EXOs)** administer travel and transportation programs in field Missions and are delegated authority to authorize official travel by the Mission Director.

**e. 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 travel and transportation, including the Agency Travel Card Program. These policy directives and required procedures are coordinated with M/MS/TTD.

**f. The Chief, Bureau for Management, Office of the Chief Financial Officer, Cash Management and Payments Division (M/CFO/CMP)** processes authorized

USAID/Washington (USAID/W) requests for travel advances and payment of travel and transportation costs.

- g.** The **Mission Financial Management Office** processes authorized Mission requests for travel advances and payment of travel and transportation costs. Note: Effective FY2016, the State Department Post Support Units (PSUs) audit and approve all Mission-related TDY vouchers.
- h.** The **Designated Agency Ethics Officer (DAEO)** interprets the Federal Travel Regulation (FTR) and provides guidance on the various exceptions for the Agency.
- i.** The **Office of General Counsel, Ethics and Administration (GC/EA)** reviews and authorizes all non-federally funded trips for USAID/W and for Missions when the Resident Legal Officer (RLO) is not available.
- j.** The **Office of Civil Rights and Diversity (OCRD)** is responsible for administering the reasonable accommodation program, including requests for premium class upgrades and other travel-related accommodations, in a manner consistent with USAID policies and procedures, and all applicable federal laws, regulations, and guidelines (see [ADS 110, Equal Employment Opportunity](#)).
- k.** **Approving Officials** (1) ensure that all required notifications/clearances are obtained from the appropriate field Mission and U.S. Department of State (Embassy) prior to TDY travel and (2) determine that authorized travel meets an essential need, is limited to as few individuals as possible, and is carefully planned.
- l.** The **Bureau/Independent Office (B/IO) Authorizing Official and/or Mission Official** ensure that funds for TDY travel are available.
- m.** **USAID staff (direct-hire and PSCs with Individuals), consultants, invitational travelers, and personnel from other government agencies** execute official government business travel which includes:
1. Exercising the same care and regard for incurring expenses as a prudent person traveling at his or her own personal expense;
  2. Using the Agency's Government Sponsored Travel Card (GSTC) outlined in [ADS 633.3.3](#).
  3. Maintaining and submitting receipts for all allowable expenses costing \$75 or more (unless otherwise stated in this ADS chapter (see **522.3.20** baggage receipts and **522.3.28** taxicab fare reimbursement) and lodging costs reimbursed under the lodgings plus per diem method; and
  4. Submitting a travel voucher via E2 (or M/CFO/CMP or the Mission Financial Management Office for manual vouchers, i.e., group travel or absence of the

internet) within five business days of the completion of a trip or every 30 calendar days if the traveler is in continuous travel status (FTR-301-52.7).

- n. The **Travel Management Center (TMC)** makes reservations for employees in USAID/W and overseas, and issues airline tickets, train tickets, rental car reservations, and hotel reservations.
- o. The **Agency-contracted Visa and Passport Company** processes passport and visa applications for employees in USAID/W and overseas.

### **522.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

Effective Date: 06/26/2017

Official domestic and international temporary duty (TDY) travel is authorized when the travel is essential to the needs of the Agency and these needs can not be satisfied by a more economical means. Teleconferencing and video conferencing should be used in lieu of travel whenever feasible.

Travel for PSCs is governed by [AIDAR Appendices D and J](#) and [ADS 309, Personal Services Contracts with Individuals](#). Although PSC rules adopt many of the same rules and policies as apply to direct-hire employees, PSC travel is dictated by the terms of each individual contract. In the event of any inconsistency between this ADS chapter and the AIDAR, the AIDAR governs and supersedes the ADS.

Please note to the extent that the FAM is inconsistent with this ADS chapter, this ADS chapter supersedes the FAM for USAID staff.

#### **522.3.1 Travel Authorizations for Temporary Duty Travel**

Effective Date: 06/26/2017

A travel authorization is required to authorize official travel and other related travel expenses prior to commencement of TDY. This includes U.S., international, regional, and in-country travel.

The Agency's Travel Management System (TMS), currently E2 Travel System, must be used to prepare travel authorizations and travel vouchers for all TDY travel. For travelers who do not have internet access, when possible, the E2 arranger can prepare the travel authorization in E2 on behalf of the traveler. USAID uses the E2 application as follows:

1. **Trip-By-Trip Authorization:** This is a one-time request for a specific travel (TDY).
2. **Open Authorization (OA):** This is a "blanket order" for one individual. This is a pre-approved request to travel at a future date, for limited to specific time periods, locations, outside CONUS, or maximum cost. OA's can cover trips for up

to one fiscal year.

- 3. Local Trip Authorization:** Must prepare their voucher outside of E2 on form [SF-1164](#).

Note: MS/TTD has determined that the voucher fees for local trips exceeded cost of reimbursement. Therefore, it is cost effective to process local travel outside of E2 in CONUS areas.

### **522.3.2 E2 User Requests**

Effective Date: 06/26/2017

All travelers and travel arrangers should complete an E2 Travel Management System training course. After the training course has been completed, the traveler or travel arranger must fill out a [522-6, E2 User Request Form](#). The traveler or travel arranger must email the application and the certificate of completion to the E2 Help Desk at [E2Helpdesk@usaid.gov](mailto:E2Helpdesk@usaid.gov).

The traveler or travel arranger must also fill out a Phoenix Vendor Request Form and email the form to [PVTR@usaid.gov](mailto:PVTR@usaid.gov). The traveler or travel arranger will receive an electronic email notification stating that the process will take 48 hours upon receipt of the form.

Travelers and travel arrangers should plan accordingly to ensure travel authorizations are executed prior to the commencement of travel and/or incurrence of travel charges.

The E2 Help Desk System Administrators will send a notification to the traveler via email informing them that an account has been set up in E2 Solutions. The System Administrators will provide the traveler with a login and a temporary password. Multiple User IDs are prohibited when using E2. Only one user ID per person is allowed in the E2 system.

### **522.3.3 Preparation and Approval of TDY Travel Authorizations**

Effective Date: 06/26/2017

The traveler or travel arranger must complete the following steps:

- a. Obtain verbal Bureau/Independent Office/Mission approval (if appropriate);
- b. Request Mission clearance for overseas travel via the electronic country clearance (eCC) mechanism at <https://ecc.state.gov>;
- c. Upon receipt of the "Request Summary Page" with notation of either pending or approved eCC, prepare an electronic E2 TA. The traveler assumes the responsibility of ensuring that a country clearance is obtained prior to the initiation of travel. The pending/approved eCC request must be attached to the

E2 TA.

d. Ensure that the TA specifies:

1. The purpose of the travel,
2. The authorized points of departure and destination,
3. The dates of travel,
4. Estimated expenses, and
5. Which Agency centrally-billed travel credit card should be used for the purchase of the ticket and the expenses that each traveler is authorized to incur.

The authorizing office estimates the cost and enters the funding information on the E2 TA. The designated approving official must approve the TA in E2. The approving official for coach class travel would usually be the traveler's supervisor, but may be another management official designated by the Mission/Bureau or Independent Office.

Upon receipt of the routed E2 TA, M/MS/TTD for Washington and the EXO for the Missions will review it for content and compliance with the governing regulations and approve the E2 TA. Except in an emergency, prospective travelers must give M/MS/TTD 24 hours to process the TA. The approval requirements for premium class air travel are outlined in **522.3.18.5**. In limited circumstances, when it is not feasible for the approving official to approve the TA in E2, the approving official must sign a Request for Travel Authorization form. The traveler or traveler arranger must scan and upload this form into E2.

- e. When the obligated authorization has been accepted through the E2 interface, the traveler or travel arranger must email a copy of the authorized E2 TA to the TMC for ticket issuance.
- f. Employees in the U.S. traveling abroad must contact the Agency's contracted Visa and Passport Company for instructions on submitting passport applications and obtaining visas (see **522.3.10** and **522.3.11**).

Room C1-7  
RRB, 1300 Pennsylvania Avenue, NW  
Washington, DC 20523  
Telephone: (202) 842-8617/8618  
Email: **info@classifiedvps.com**

- g. Employees should also contact the Agency's Travel Management Center (TMC)

*Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

to schedule travel reservations.

Room C1-7  
RRB, 1300 Pennsylvania Avenue, NW  
Washington, DC 20523  
Telephone: 1-888-288-2860

Email Address for Approved TAs: **USAID\_Approval@ciazumano.com**  
Email Address for Travel Request (reservations): **USAID@ciazumano.com**

All employees who originate travel within the U.S. must use the current TMC under contract in Washington, DC.

All employees who originate travel overseas must use the current TMC under contract at their Mission.

For locations where no TMC exists, passenger transportation services may be procured from branch offices or agents of U.S. flag carriers or travel agencies (provided that the amount paid to the travel agency is not greater than the amount that would be chargeable if the services had been obtained directly from the carriers involved).

- h. The Mission Director, deputy, or their designee must authorize official travel from and within the country, as outlined in [14 FAM 523.2](#). Mission-specific internal procedures can be found in individual mission orders.

#### **522.3.4 Documents Required for TDY Travel Authorizations**

Effective Date: 06/26/2017

- a. In Washington, the immediate supervisor or designee approves a TA. In the Missions, the designated officer (usually a supervisor) and the EXO approve a TA. The following is the basic documentation required to approve a travel authorization:
  1. Electronic Country Clearance (eCC) - The "Request Summary Page," "Pending," or "Approved eCC" (The traveler or travel arranger should request the eCC through the [Department of State Web site](#));
  2. The traveler's itinerary from the TMC; and
  3. Standard Remarks in the remarks section of the TA.
- b. The following is the documentation required to approve Business Class Air Travel - Disability or Special Physical Needs (see **522.3.18.5**):
  1. The basic documentation outlined in letter **a.** above;

2. A memo from the Office of Civil Rights and Diversity (doctors notes must not to be attached to the TA). The traveler and travel arranger need to check the date that the memo was issued and the authorizing official supervisor/designee in field and EXO in Mission needs to certify the date on the memo;
  3. An Authorization Request for Premium Class Air Travel (Business Class) Form, with a signature from the appropriate authority; and
  4. A statement must be in the remarks section of the Travel Authorization, ***“Premium class air travel is authorized for special physical need, or Premium class air travel is authorized for medical reasons and is provided as a reasonable accommodation pursuant to the Rehabilitation Act of 1973.”***
- c. The following documentation is required to authorize Business Class Air Travel (14 Hours):
1. The basic documentation outlined in letter a. above;
  2. The traveler’s Itinerary from the TMC (this itinerary must confirm that flights, including connections, are 14 hours or more);
  3. An Authorization Request for Premium Class Air Travel (Business Class) Form, with a signature from the appropriate authority; and
  4. A statement must be in the remarks section of the Travel Authorization, ***“Premium class air travel is authorized for TDY travel in excess of 14 hours in lieu of a rest stop. The traveler is required to report to the TDY location on the day of arrival and cannot depart earlier to accommodate the rest stop.”***
- d. The following documentation is required to authorize a TA for Non -Contract or Indirect Air Carrier form:
1. The basic documentation outlined in letter a. above, and
  2. A signed Non-Contract Air Carrier Waiver Form.

**522.3.5 Travel Prior to the Issuance of an Authorize Travel Authorization (Emergency Use Only)**  
Effective Date: 03/23/2018

Travelers must have a fully executed, funded travel authorization prior to the initiation of temporary duty travel. Travelers are expected to execute their travel authorization at least one week prior to TDY travel to obtain the least expensive ticket price(s) and avoid

travel delays and cancellations. In cases of emergency, where travel has occurred prior to the issuance of an approved E2 TA, upon the traveler's return, the traveler or travel arranger must attach proof from the authorizing official that he/she authorized the TDY travel. The traveler or travel arranger must prepare an E2 TA to include the following statement:

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

### **522.3.6 Amending an E2 Travel Authorization**

Effective Date: 06/26/2017

Amended E2 TAs are required when the travel commences more than seven days before or after the date, or when the travel costs have increased above the initial cost on the TA. 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. If the initiating office obtains authorization of the amendment after the traveler has departed, the office 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 amended E2 TA must contain the following:

- 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,
- f. An updated itinerary, and
- g. Justification (the traveler must provide a valid reason for the modification).

Only the originating office can amend an E2 TA. E2 TAs or amendments prepared by overseas Missions and charged to USAID/W funds must cite complete USAID/W accounting data in the allocation block of the E2 TA.

The amended E2 TA must refer to the original E2 TA number and date. It should also include the amendment number, e.g., 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, the traveler/arranger must cancel the original E2 TA and ensure that the de-obligation of funds is manually performed in the accounting system (Phoenix). The traveler must cancel the airline reservations with the applicable Agency or Embassy contracted TMC. If the TMC and the agency's contracted visa and passport company has issued tickets or obtained passports and/or visas for the travel that would have taken place, the fees for these services must remain on the cancelled E2 TA.

#### **522.3.6.1 Cancelling an E2 Travel Authorization**

Effective Date: 06/26/2017

The traveler or travel arranger should make this reference in the remarks for the payment of those fees in the cancelled E2 TA. The TA must read:

**"E2 TA is hereby authorized to cancel the TDY and only authorize payment of any service fees incurred prior to travel."**

#### **522.3.6.2 An In-conjunction With Travel Authorization**

Effective Date: 06/26/2017

When a different FY funding source is being used for a portion of the travel the E2 TA must read 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 authorization is hereby granted for payment of allowable expenses incurred prior to the issuance of this authorization."**

#### **522.3.7 Ticket Changes**

Effective Date: 06/26/2017

A traveler is allowed to make up to two ticket changes to an existing travel reservation that results in TMC fees, without supervisor approval. If a traveler incurs more than two ticket changes, the traveler must receive authorization from his or her supervisor to amend their TA. The traveler or travel arranger must make sure the additional TMC fees are added to the TA. The following statement must be included in their E2 TA and the supervisor must approve the amended TA:

**"Authorization is hereby granted for more than two ticket changes to the existing travel reservation, which will result in additional TMC fees."**

In extraordinary circumstances, supervisory authorization is not required in advance; however, the E2 TA must be amended upon completion of travel.

*Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

**522.3.8 After Hours, Weekend, and Emergency Travel**

Effective Date: 11/03/2020

The normal business hours of the Agency's Travel Management Center (TMC) in USAID/W is 8:00 a.m. to 5:00 p.m. EST, Monday through Friday. In USAID/W, in situations where the E2 TA has not been processed and the traveler requires a ticket either on the weekend, a holiday, or after normal business hours, the traveler's immediate supervisor or authorizing official must send an email to M/MS/TTD to authorize the travel. The email must include the traveler's name, purpose of travel, location site(s), and total cost of the trip. The email must indicate which Agency centrally-billed travel card should be used for the purpose of the ticket along with supporting documentation of the funding source. M/MS/TTD will then send the TMC an email request to issue the tickets. Embassy and Mission TMC's overseas have their own procedures for authorizing after hours, weekend, and emergency travel.

In the event of emergencies, such as disasters, civil unrest, or other calamity in domestic or overseas locations, the TMC will make themselves available as necessary 24 hours a day, 7 days a week to assist with travel requirements. This includes situations that require the immediate deployment of employees in the Bureau for Humanitarian Assistance (BHA), the Bureau for Conflict Prevention and Stabilization (CPS), the Bureau for Asia, and other offices that respond to catastrophic occurrences.

To the maximum extent practicable, the time spent by an employee in official travel status should be scheduled within the employee's regularly scheduled work week (see [5 USC 6101\(b\)\(2\)](#)).

**522.3.9 Invitational Travel**

Effective Date: 06/26/2017

Invitational travel is authorized travel by individuals either not employed or employed (under [5 USC 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 (see [14 FAM 533.8](#), [533.9](#) and [5 USC 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 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 approval from an authorized official. Only the Director or Acting Director of the Office of Human Capital Talent Management (HCTM) may authorize invitational travel for pre-employment interviews. The travel arranger ensures 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 traveler's personal information will show on the printed copy of the E2 TA. Invitational travelers are authorized to use contract city pair fares as outlined in section **522.3.12**.

**c. Restriction for Participant Training Travel**

Travel for participant training must be approved in accordance with the policies and procedures stated in [ADS 253, Participant Training for Capacity Development](#).

**d. Non-Training Travel to the U.S. of Host Country Nationals**

Invitational travel authorizations issued to host country nationals traveling to the U.S. for purposes other than participant training are subject to the requirements outlined in [ADS 252, Visa Compliance for Exchange Visitors](#).

**e. Security Clearance**

Invitational travel does not require a security clearance when the individual is not authorized access to classified information or administratively controlled material. However, the office authorizing the travel may request that the Office of Security validate the individual's suitability for invitational travel. If the traveler does not have access to classified information, the E2 travel authorization must contain the statement: "**Security clearance is not required.**"

**f. 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 notify the appropriate B/IO of invitational travel relating to technical activities, e.g., agriculture.

### **522.3.10 International Cooperative Administrative Support Services (ICASS) and Non-ICASS Direct Charges**

Effective Date: 06/26/2017

Travelers visiting Missions overseas may be subject to Embassy support costs incurred while at Post per [6 FAH-5 H-360 Official Visits and TDY](#). Two distinct categories of charges may occur: Direct costs (non-ICASS) and indirect costs (ICASS). Exceptions are outlined in [6 FAH-5 H-363.2](#). The Office of the Inspector General (OIG) employees are not exempt and any charges incurred by those travelers must be funded with OIG appropriated funds. Examples of direct and indirect costs are as follows:

- Direct costs include costs such as overtime incurred in support of an individual TDYer or group, fuel/tolls/parking, vehicle rental, cell phone rental, in-country travel expense, airline fees, airport transportation, cost of goods procured, and contract expeditor services.
- Indirect costs incorporate ICASS costs such as health services and may also include procurement, motor pool and vouchering services, including cashiering.

The office that is sending the TDY employee should check with the Mission to determine if the Mission will cover the ICASS direct and indirect costs. If that is the case, then there is no need to enter costs on the TA. If the Mission does not agree to cover the costs, it will be the traveler's responsibility to enter direct costs on the TA. Indirect costs will be charged on a separate ICASS bill by whichever office is determined to be responsible.

All Embassy Posts must maintain current TDY policies on the U.S. Department of State [eCountry Clearance \(eCC\) Web site](#). A more detailed policy and explanation of services should be readily available on the individual Post's Web site (this will require a State Department OpenNet account). Posts may only charge for direct charges that are requested, identifiable, and specific to the traveler. The ICASS TDY Module is optional for Posts. It allows Posts to recover indirect costs where the number of TDY visitors significantly impacts the ICASS support platform. If the Post policy includes the use of the TDY Module, it must be noted on the eCC immediately following the information on the Post's direct charge policy. Cumulative charges calculated for ICASS costs must reach \$500 in order for the traveler to be billed. Separate invoices are prepared for TDY's that cross fiscal years.

Each visitor or group of visitors for a single event, regardless of length of stay, must estimate the support costs and include them in their travel authorization or other valid obligating document. The Post TDY policy will provide general guidelines for estimating the costs. Travelers must bring to Post, or provide in advance, the fiscal data to be used for costs associated with their visit. EXOs are responsible for authorizing all TDY invoices at their respective location. The Department of State ICASS issues TDY invoices on a semi-annual basis. The Bureau for Management, Office for Management Policy, Budget and Performance (M/MPBP/BUD) reviews and authorizes ICASS billing. The Bureau for Management, Office of the Chief Financial Officer, Cash Management and Payments Division (M/CFO/CMP) processes charges for Washington travel authorizations and Inter-governmental Payment & Collection System (IPACs) Mission related charges to the overseas Financial Management offices for processing. If travelers visit locations where USAID is not an ICASS subscriber and ICASS support is required during the visit, the traveler must be prepared to sign a Memorandum of Understanding and subscription of services agreement.

### **522.3.11 Passports**

Effective Date: 06/26/2017

Effective October 1, 2016, the U.S. Department of State, Special Issuance Agency will began charging \$110 per passport application for diplomatic, official, and no-fee regular passports to all USAID employees and their eligible family members who travel abroad on official business. These fees also apply to applications submitted overseas. Costs are paid centrally by the traveler's requesting Operating Unit so travelers and/or travel arrangers must not include this fee(s) for a diplomatic or official passport in the TA.

All U.S. citizens traveling internationally on official business on behalf of USAID must carry in their possession a valid U.S. official or diplomatic passport with necessary visas (see **522.3.11**) for each trip. This applies to the following:

- USAID staff, (direct-hire (USDH) employees),
- U.S. citizen U.S. Personal Services Contractors with Individuals (USPSCs),
- Consultants and experts employed under [section 626 of the Foreign Assistance Act](#), and
- Personnel of other government agencies who are on detail to USAID.

Diplomatic and official passports are valid for up to five years unless otherwise limited. For example, U.S. citizen U.S. PSCs may be issued "limited" diplomatic passports where validity is based upon the duration of their contract, usually two years or less (see [7 FAM 1300](#)).

#### **522.3.11.1 U.S. Passports**

Effective Date: 05/22/2012

*Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

17

All direct-hires and U.S. citizen USPSCs hired in the U.S. and assigned to Missions are required to apply for a diplomatic passport. Personal Services Contractors assigned to Washington who perform temporary duty travel abroad may also apply for a diplomatic passport. Locally recruited Personal Services Contractors hired to perform services abroad may not be issued a diplomatic or an official passport. The U.S. Department of State, Special Issuance Agency will determine whether conditions exist that warrant the issuance of the type of passport.

U.S. Embassies or Consulates abroad may issue a regular passport to applicants of diplomatic or official passports who must travel on short notice and have insufficient time to wait for the normal official passport application process.

### **522.3.11.2 Passport Procedures for USAID/W**

Effective Date: 06/26/2017

M/MS/TTD oversees the passport/visa processing in the Agency. This function is carried out by the Agency-contracted Visa and Passport Company:

Room C1-7,  
RRB, 1300 Pennsylvania Avenue, NW  
Washington, D.C. 20523  
Telephone: (202) 842-8617/8618  
Facsimile: (202) 842-8619

USAID employees must contact the Agency's contracted Visa and Passport Company for instructions on submitting passport applications. Employees outside the Washington, D.C. area should refer to [7 FAM 1312.3](#). A [DS-11, Application for U.S. Passport or Registration](#) form or [DS-82, Application for a U.S. Passport by Mail](#) form 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 (2) identical passport photos. Photos, whether taken by a professional passport photo service or by the employees themselves, must be taken in accordance with the photo requirements listed on the [Department of State travel Web site](#). NOTE: Photos must be taken within the last six months to reflect the employee's current appearance);
- Proof of citizenship:
  - Valid/expired U.S. passport, or

- Birth certificate (or certified photocopy); and
- Action Memorandum completed by the Agency-contracted Visa and Passport Company on behalf of applicant.

**b. U.S. citizen USPSCs assigned in Washington and Overseas:**

The same direct-hire employee requirements above apply, in addition to the following:

- A copy of the contract cover form and other pages showing signatures, expiration, or completion date, and the number of possible option years or periods; and
- [DS-5524, U.S. Government Personal Services Contractors only Questionnaire to Determine Eligibility for a Diplomatic/Official U.S. Passport](#). The Contracting Officer and M/MS/TTD must sign this form.

**522.3.11.3 Passport Procedures for Missions**

Effective Date: 06/26/2017

USAID employees at overseas Missions must apply for passports at the nearest U.S. Consulate or Embassy (see **522.3.10.2**).

**a. Passport Expiration Record**

In order to prevent delays and confusion in scheduling official travel, the Mission employee must keep track of his/her passport expiration dates. Approximately six months in advance of passport expiration dates, the employee informs the EXO that they must apply for and obtain a new passport for themselves and/or dependents.

**b. Request for New Passports**

When applying for new passports, travelers need the required documents referenced in section **522.3.4.2**. The Mission EXO or designee must sign the Agency memorandum. 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 U.S. Department of State, Special Issuance Agency, allowing employees to hold on to the original passports.

**522.3.11.4 Second Diplomatic Passport Requests**

Effective Date: 05/22/2012

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

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

#### **522.3.11.5 Amendments, Extensions, and Changes to Passports**

Effective Date: 05/22/2012

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

#### **522.3.11.6 Lost or Stolen Passports**

Effective Date: 05/22/2012

If a valid passport is lost or stolen, the employee must immediately report it to M/MS/TTD. In USAID/W, when requesting a new passport, the employee must submit the [DS-11, Application for U.S. Passport or Registration](#) form and the [DS-64, Statement Regarding Lost or Stolen Passport](#) form in person to the current Agency-contracted Visa and Passport Company.

In Missions, the employee must submit the [DS-11, Application for U.S. Passport or Registration](#) form and the [DS-64, Statement Regarding Lost or Stolen Passport](#) form in person to the nearest U.S. Consulate or Embassy.

#### **522.3.11.7 Surrender of U.S. Passports**

Effective Date: 05/22/2012

All official and diplomatic passports issued to USAID/W travelers must be returned to M/MS/TTD upon separation from the Agency.

Travelers separating abroad must return official and diplomatic passports to M/MS/TTD after returning to their place of residence. If their place of residence is outside the United States, employees separating abroad must return their official and diplomatic passports to the Mission (in addition to adhering to that Mission's exit clearance requirements). The Mission must return the passports to M/MS/TTD.

M/MS/TTD will deliver the returned passports to the Department of State, Special Issuance Office to be cancelled and destroyed. If the departing employee would like to have the passport returned as a souvenir, they must provide their mailing address (no

P.O. Box number) and phone number to M/MS/TTD (or to the Mission if their place of residence is outside the United States).

Travelers departing from USAID/W must obtain an exit clearance from M/MS/TTD in person unless the employee does not have an official or diplomatic passport issued by the Agency, in which case an electronic clearance is sufficient.

M/MS/TTD will contact the U.S. Department of State, Special Issuance Agency to ascertain whether the employee was issued a passport by USAID before providing exit clearance.

If the departing employee is leaving USAID to work at another U.S. Government agency, they must return their passport to M/MS/TTD so that the diplomatic or official passport can be transferred to the receiving agency. The employee must provide the following to M/MS/TTD:

- (1) Diplomatic or official passport;
- (2) Completed DS-4085 form; and
- (3) Letter that advises the U.S. Department of State, Special Issuance Agency of the transfer.

An authorized representative (usually the supervisor or manager of the departing employee) must sign the letter, which must include the employee's name, name of the agency to which they are being transferred, date of separation from USAID, start date for their new position, and an appropriate point of contact at the receiving agency to facilitate receipt of the diplomatic or official passport.

The letter must be addressed to the U.S. Department of State, Special Issuance Agency, CA/PPT/SIA, 44132 Mercure Circle, P.O. Box 1185, Sterling, VA 20116-11856.

#### **522.3.11.8 U.S. Citizen Employees Hired by the U.S. Government While Abroad**

Effective Date: 05/22/2012

- a. U.S. Government employees locally-hired abroad may not be issued a diplomatic, official, or regular no-fee passport. The U.S. Department of State, Special Issuance Agency will determine whether conditions exist that warrant the issuance of a no-fee passport.
- b. Missions must emphasize to official travelers the importance of having all required visas. The employee must obtain visas prior to entering any country requiring visas.

#### **522.3.11.9 Signatures in Passports**

Effective Date: 05/22/2012

The person being issued the passport must sign the passport and passport application.

#### **522.3.11.10 Passport Fees**

Effective Date: 06/26/2017

The current passport fees are provided in [USAID General Notice dated 09/26/16](#). Applicants in need of additional pages in their valid passports must obtain a new passport.

#### **522.3.12 Visas**

Effective Date: 06/26/2017

Diplomatic and official passports require a visa for official travel. Travelers must coordinate with the Agency-contracted Visa and Passport Company 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.** Travelers must submit a signed passport, visa request form, Embassy visa form, and visa photos to the Agency-contracted Visa and Passport Company for processing (see **522.3.10.2**).

Traveling to some countries require that a passport be valid six months beyond the dates of travel. If this is an issue with the traveler's passport, the traveler must apply for a passport renewal as soon as possible. When submitting the passport renewal application, the traveler should contact the Agency-contracted Visa and Passport Company to determine how much time is needed to process the required visa(s) and to determine if it needs to be expedited.

The authorized traveler must ensure that the 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 emailed directly to the Agency-contracted Visa and Passport Company.

"Foreign Entry Requirements" when traveling with regular passports can be found at: [http://www.travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://www.travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html). Employees can contact the Agency's contracted Visa and Passport Company for entry requirements when traveling with diplomatic passports.

#### **522.3.13 Mandatory Use of Contract Carrier City-Pair Fares**

Effective Date: 06/26/2017

All travelers traveling on TDY 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 discounted fares between certain cities negotiated with specific airlines and contracted for by the General

Services Administration (GSA). Schedules and related information are available at [www.fedtravel.com](http://www.fedtravel.com).

The exceptions to the use of a contract air carrier are as follows:

- (1) Space on a scheduled contract flight is not available in time to accomplish the purpose of the travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip.
- (2) The contract carrier's flight schedule does not allow for scheduling travel during the employee's regularly scheduled work week.
- (3) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the U.S. Government, to include the combined costs of transportation, lodging, meals, and related expenses. (Note: This exception does not apply if a contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to U.S. Government and military travelers on official business and may only be purchased with an [AID 522-4, Justification Certificate For Using A Non Contract or Indirect Air Carrier \(REVISED\)](#) form, contractor-issued charge card, or centrally billed account (e.g., YDG, MDG, ODG, VDG, and similar fares). Discounted government (DG) fares are offered by non-contract carriers to match government contract fares. DG fares can only be used when contract carrier flights are not available.

NOTE: When selecting a non-contract carrier that offers a lower fare available to the general public, the following statement must be included in the travel authorization as follows:

"A non-contract restricted fare or non-refundable fare is authorized under the "lower total trip cost" exception of FTR 301-10.107(c) when the restricted fare is available to the general public. Restricted fares may be used when the cost for such is at least \$100 cheaper than the City Pair/Contract air carrier fare. In this regard, a determination must be made, prior to travel, that costs associated with the restricted fare, such as penalties, change fees and increased airfares will not be incurred. Fly America will take precedence in the use of restricted fares. The cost of the restricted fare or non-refundable fare is \_\_\_\_\_; the cost for the lowest available contract discounted government fare is \_\_\_\_\_."

Note: When booking a restricted fare, the fare can only be held for 24 hours or less as the airlines will cancel the flights and more than likely a fare increase will be involved. When booking a restricted fare, the E2 TA must be presented within the 24 hours, or more preferably, the same day the travel was booked.

If the government contract city-pair carrier offers a lower cost capacity-controlled coach class contract fare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost capacity-controlled fare when it is available and meets Mission needs.

- (4) Rail service is available, and such service is cost effective and consistent with Mission requirements.

For the purpose of this exception, a fare is considered to be available to the general public if it is available to travel agencies (see [FTR § 301-10.107](#) and [14 FAM 543\(a\)](#)). If a non-contract carrier flight meets one of the exceptions in section **522.3.12**, the traveler is required to complete [AID 522-4, Justification Certificate For Using A Non Contract or Indirect Air Carrier \(REVISED\)](#) for approval.

### 522.3.14 Routing

Effective Date: 12/14/2017

- a. Travel on official business must be by the method of transportation that will result in the greatest advantage to the U.S. Government, considering cost and other factors. In selecting a particular method of transportation, authorizing officials should give consideration to energy conservation and to the total cost to the U.S. Government.
- b. Travel by common carrier (air, rail, or bus) generally results in the most efficient use of energy resources and in the least costly and most expeditious performance of travel. Therefore, this method must be used whenever it is reasonably available. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would seriously interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost by common carrier would exceed the cost by some other method of transportation. The determination that another method of transportation would be more advantageous to the U.S. Government than common carrier transportation must not be made on the basis of personal preference or minor inconvenience to the traveler resulting from common carrier scheduling.
- c. Selecting the most advantageous method of common carrier transportation:
  1. Contract carrier city-pair air service: The use of discount fares offered by contract air carriers between certain cities (city-pairs) is considered advantageous to the U.S. Government (see ADS 522.3.13);
  2. Rail or bus service: Rail or bus service may be used when determined to be advantageous to the U.S. Government (cost, energy and other factors considered) and when compatible with the requirements of the official travel. The use of contract or other discount fares offered to the

U.S. Government by rail or bus carriers between selected cities (city-pairs) is considered advantageous. Whenever these discount fares are offered and the accompanying service will fulfill mission requirements, they should be used to the maximum extent possible;

3. Surface transportation or a combination of air and surface is authorized, subject to the provisions of [14 FAM 581.4](#) and [14 FAM 581.3](#);
4. Use of vessel (water) transportation is authorized when the use of air transportation by the traveler would be detrimental to the traveler's health or well-being (see [14 FAM 582.2-3](#));
5. Alternatively, travel by vessel may be permitted, provided travel expenses (including per diem, incidental expenses, fare, and travel time) are limited to those which would accrue by authorized air travel. Leave is charged for excess travel time;
6. Ferry travel is authorized when expedient and necessary to the mission; and
7. Travel by privately owned vehicle, as governed by [14 FAM 566](#).

### **522.3.15 Mandatory Use of Direct Routes and Deviations for Personal Convenience**

Effective Date: 05/22/2012

All official TDY travel must be on 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 [14 FAM 585.2-2](#)). Reimbursement will be limited to the cost of traveling on a direct route or on an uninterrupted travel would have cost.

### **522.3.16 Cost Construct Travel**

Effective Date: 06/26/2017

Cost construct is travel based on a cost comparison between the cost of the official (direct) travel and the cost of personal (indirect) travel. According to [14 FAM 585.2](#), when a traveler deviates from a usually traveled route for personal convenience, the traveler is responsible for all expenses in excess of amounts authorized for direct travel for the leg of the journey that is by an indirect route, including baggage fees and increased costs as a result of ticket changes.

When cost constructing travel, the cost of the U.S. Government fare(s) paid to the contract carriers (as shown on the itinerary provided by the Agency-contracted TMC) will be the basis for cost construct. Travelers must contact the TMC directly for a fare quote. For Washington, M/MS/TTD is responsible for verifying the cost construct costs. For Missions, the EXO is responsible for verifying the cost construct costs.

Travelers are encouraged to contact the Agency-contracted TMC for a fare quote when conducting cost-constructed travel. The TMC must provide a government cost for the authorizing route and a published fare (unrestricted/refundable) for the personal cost construct travel on the itinerary. Note: Fares are not guaranteed until ticketed.

Travelers and/or travel arrangers are required to attach a copy of the written cost estimate itinerary(ies) to the E2 TA to identify both costs at the time of booking and a copy to their travel voucher. The E2 travel authorization must identify only the authorized locations where the official duties will be performed. Rest stops are not authorized when indirect travel is performed, per [14 FAM 584.4](#).

#### **522.3.16.1 Cost Construct Authorization**

Effective Date: 06/26/2017

Cost construct travel must be authorized by the traveler's immediate supervisor or designee and M/MS/TTD for Washington, or the EXO or their EXO's designated representative at the Mission.

#### **522.3.16.2 Language for Cost Construct Travel**

Effective Date: 06/26/2017

When preparing the E2 TA, the remarks should state one of the following comments:

1. When a traveler requests to depart outside of the official duty station, the TA must read as follows:

*“Traveler will depart from (name of location) to (name of TDY location) on a cost construct basis. The cost of the government fare is (provide cost) and the cost of the published fare is (provide cost). Traveler is personally responsible for any cost that exceeds the government fare. Note: If a cost construct trip is cancelled, the traveler is responsible for paying any non-refundable costs in excess of what the government would have paid on cancellation of a direct travel.*

*NOTE: Travelers who cost construct must abide to the Fly America Act. Use of government contract fares is not authorized. The traveler must use commercial published fares. The cost construct fee charged by the TMC is not reimbursable by the Agency. Per ADS 522.3.17, rest stops are NOT authorized on any portion of the travel where indirect travel is performed and baggage fees may only be reimbursed up to the amounts that would have been paid for the direct routing.”*

2. If the traveler requests to use their POV to drive from Washington, D.C. to (TDY location) in lieu of flying on a cost-construct basis, the E2 TA must read as follows:

*“If the traveler will use their POV to drive on a cost construct basis from Washington, D.C. to (TDY location) in lieu of flying, the POV rate is \_\_\_\_\_ per mile at (number of miles), the airfare cost is \_\_\_\_\_. Traveler is personally responsible for any costs that exceed the government fare.” Note: If a cost construct trip is cancelled, the traveler is responsible for paying any non-refundable costs in excess of what the government would have paid on cancellation of a direct travel.*

3. If the traveler requests to travel by train from Washington, D.C. to (TDY location) in lieu of flying on a cost-construct basis, the E2 TA must read as follows:

*“If the traveler will travel by rail on a cost construct basis from Washington, D.C. to (TDY location) in lieu of flying, the cost of the rail is \_\_\_\_\_, the airfare cost is \_\_\_\_\_. Traveler is personally responsible for any costs that exceed the government fare.” Note: If a cost construct trip is cancelled, the traveler is responsible for paying any non-refundable costs in excess of what the government would have paid on cancellation of a direct travel.*

4. If a traveler is on personal travel and the agency requests the traveler to conduct official business, the agency will pick the traveler up from their current location, take them to the TDY location, and return them back to the current location or duty location at the Agency’s expense. In this case, the E2 TA must read as follows:

*“The Agency requests the traveler to break their personal travel to conduct official travel. Therefore, it would be in the best interest of the Agency to pick the traveler up from (provide location) and return them back to (provide location). The cost of the government fare is \_\_\_\_\_ and cost of the commercial fare is \_\_\_\_\_.” Note: If a cost construct trip is cancelled, the traveler is responsible for paying any non-refundable costs in excess of what the government would have paid on cancellation of a direct travel.*

### **522.3.16.3 Vouchering Cost Construct Tickets**

Effective Date: 06/26/2017

When vouchering, the traveler will only be reimbursed the actual cost incurred, not to exceed the amount listed on the itinerary stated in the travel authorization, whichever is less.

### **522.3.16.4 Payment of Cost Construct Costs Exceeding the Authorized Government Rate**

Effective Date: 06/26/2017

In Washington, if the total actual cost of the personal ticket exceeds the allowed cost of the government ticket, the traveler can coordinate payment directly with the TMC to use their government issued travel card to pay for the official TDY cost and use their personal credit card to pay the personal ticket. In Missions, the traveler must deliver payment to the appropriate TMC or Embassy/USAID cashier.

### **522.3.17 Annual Leave Before or After TDY Travel**

Effective Date: 06/26/2017

All requests for extended annual 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. Traveler cannot receive per diem for days on annual leave.”** If the traveler takes annual leave prior to TDY travel and defaults performing his/her TDY, the traveler is responsible for reimbursing the Agency all travel costs. If the actual cost of the airfare exceeds what the cost of the airfare would have been if the employee was not on annual leave, the traveler is responsible for reimbursing the Agency for the increase in airfare prior to travel.

### **522.3.18 Rest Stops**

Effective Date: 06/26/2017

Official TDY travel may be interrupted for a rest period of up to 24 hours if all of the criteria below are met, unless a rest stop is otherwise approved by OCRD as a reasonable accommodation (see **522.2h** and [ADS 110](#)).

- (1) The origin or destination point of travel is outside of the continental United States (OCONUS);
- (2) The scheduled flight time, including layovers, 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\(a\)](#) and [14 FAM 584.4](#)).

The rest stop can be taken at any transit point in the travel or at the temporary duty station but not at the traveler’s permanent duty station. Rest stops are also not authorized when indirect travel is performed.

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, 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. If 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.

### **522.3.19 Premium Class Lounge In Lieu of Rest Stop**

Effective Date: 06/26/2017

Travelers whose official travel meets specific criteria have the option to purchase, and be reimbursed for, a day pass for a premium class lounge. The day pass allows the traveler access to a premium class lounge at the intermediate point on the authorized itinerary.

Travelers are responsible for requesting the authorized 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 and a more restful travel experience for employees. The criteria for the premium class lounge include:

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

A premium class lounge can be taken at any transit point in the travel or at the temporary duty station but not at the traveler's permanent duty station.

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

#### **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/her destination on the next available flight.
- b. Under no circumstances will the traveler be authorized a funded overnight rest stop and be reimbursed for a premium class lounge day pass.
- c. If the traveler cost constructs 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 air 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.

### **522.3.20 Premium Class Air Travel**

Effective Date: 06/26/2017

Travelers who use commercial carriers for official business must use coach class airline accommodations. While there are limited exceptions to this rule, approving officials or designees must be judicious when making a determination that premium class air accommodations are necessary.

The use of premium class air accommodations may not be authorized strictly on the basis of position or rank. Premium class air accommodations are prohibited for training (student and instructor) and conferences. In addition, blanket travel authorizations are not permissible for premium class air travel.

Per the specific guidance below, premium class air accommodations must be authorized only in specific circumstances when the Agency mission justifies significantly increased costs beyond the normal coach fare.

Travelers who meet one of the criteria for premium class air travel must, when appropriate and/or are not otherwise authorized for premium class air travel by OCRD as a reasonable accommodation, opt instead for a rest stop or premium class lounge pass in lieu of premium class air travel (see **522.3.16**, **522.3.17**, and **522.3.18.5**).

Each request is reviewed on a case-by-case basis. When making these decisions, authorizing officials or designees must use discretion in determining which option is in the best interest of the government and keep in mind the limited availability of funds. This includes both program funds and operating expense funds. A [Premium Class Air Travel \(Business Class\) Certification](#) form is required to justify the use of premium class air accommodations.

### **522.3.20.1 Exceptions for Premium Class Air Travel**

Effective Date: 06/26/2017

Travelers may, but are not automatically permitted to, use premium class air accommodations when an approving official, or designee, specifically decides to allow the travel in accordance with one or more of the reasons below. The traveler or travel arranger must attach all justifications for premium class air travel to the TA in the E2 travel system.

- a. TDY travel when the airline flight time exceeds 14 hours.** Fourteen hours is calculated from the point of departure including scheduled stopovers for connecting flights. The traveler forgoes the available rest stop or premium class lounge day pass. Premium class air travel should only be chosen in the following circumstances:
- (1) The point of origin, final destination, or both must be outside the continental United States (OCONUS);
  - (2) The scheduled flight time including layovers (not including a rest stop) on a direct route is over 14 hours;
  - (3) Work schedules or demands do not allow the traveler to depart earlier and take a rest stop;
  - (4) A premium class lounge will not provide enough rest and comfort or an efficient working environment as compared to business class travel; and
  - (5) The traveler must report to work on the day of arrival at the TDY location.

The travel authorization must include the statement: ***“Premium class air travel is authorized for TDY travel in excess of 14 hours in lieu of a rest stop. The traveler is required to report to the TDY location on the day of arrival and cannot depart earlier to accommodate the rest stop.”***

When traveling to a Critical Priority Country (CPC), forced layovers or flight delays may be necessary for security purposes, especially when connecting with a military transport. If the approving official authorizes premium class air travel in lieu of a rest stop, the Agency may still authorize a rest stop or premium class lounge pass when scheduling/security circumstances allow for no alternative other than an overnight layover. This will be treated as a forced stop and is distinct from a rest stop.

- b. Medical evacuation travel when the airline flight is in excess of 14 hours and the traveler forgoes the available rest stop.** Premium class air travel is not authorized for medical evacuation unless the U.S. Department of State, Office of Medical Services (M/MED), in consultation with the Foreign Service medical provider, authorizes premium class air accommodations or economy plus accommodations for medical reasons. In an exigent situation, M/MED may authorize premium class air accommodations without consulting with the Foreign Service medical provider. Travel over 14 hours, that M/MED does not deem medically necessary for premium class air travel, will be authorized as coach class with a rest stop.
- c. Premium class air travel is necessary to reasonably accommodate a traveler’s disability.** “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 air travel based on a disability are treated as requests for reasonable accommodation pursuant to [ADS 110, Equal Employment Opportunity](#) and are processed accordingly. The E2 TA must be accompanied by a letter from the Office of Civil Rights and Diversity (OCRD) as described in [ADS 110](#) and a Premium Class Travel (Business Class) Certification Form. The OCRD accommodation approval letter will include an expiration date when applicable and/or appropriate.

The travel authorization must include a statement such as, "premium class air travel is authorized for medical reasons and is provided as a reasonable accommodation pursuant to the Rehabilitation Act of 1973."

- d. Premium class air travel is necessary to accommodate a traveler's special physical need.** "Special physical need" includes physical conditions that typically do not rise to the level of a medical condition/disability (e.g., height or weight). All other medical conditions including but not limited to temporary disabilities such as back issues (herniated/slipped discs), broken bones, or conditions that may be exacerbated by air travel (e.g., deep vein thrombosis (DVT)) require a reasonable accommodation and should be approved by OCRD. While the Agency has the authority to grant premium class air travel in such situations, it is not required under federal law or statute. If an employee feels that a special physical need rises to the level of a disability, he/she may wish to seek a reasonable accommodation under **section c** above.

A request for premium class air travel based on a special physical need must be substantiated by a detailed written statement and certification (a doctor's note) provided by a competent medical authority that addresses the specific reason premium class air travel is necessary. The statement must be less than one year old and specifically state that premium class (business class) air travel is the only way to accommodate the special physical need.

Any request for premium class air travel under this exception must be authorized by the approving official, with clearance from the Deputy Assistant Administrator (DAA) or Independent Office Director in Washington or the EXO in field Missions. The following guidance is provided to supervisors to use in determining whether it is in the best interest of the Agency to authorize premium class air travel:

- Consider all applicable Agency interests, including financial considerations;
- Consider whether the travel can be postponed to a time when the special physical need no longer exists (if applicable);

- Consider whether the special physical need can be accommodated through other means (e.g., bulkhead, exit row seating, or economy plus seating; purchasing an adjacent seat, etc.);
- Review the doctor's note to ensure that it: (1) specifically states that premium (or business) class travel is required to accommodate the traveler's special physical need; (2) applies to this specific travel because some doctor's notes suggest that premium class travel is only needed when the flight is longer than a certain number of hours; and (3) is less than one year old;
- Contact GC/EA for further guidance if the traveler wants to be considered for this accommodation without a doctor's note or there are other concerns. GC/EA will provide guidance for the supervisor to make a decision, but does not "clear" the ultimate decision; and
- Contact OCRD for further guidance if the traveler wants to be considered for this accommodation when the stated reason is due to an underlying medical condition/disability that is more appropriately considered as a reasonable accommodation request.

The TA must include a statement such as ***"Premium class air travel is authorized for special physical need"*** and cite the date of the medical statement. Due to privacy concerns, the general statement of authorization must not contain specific medical information about the traveler and the supervisor must retain the medical statement. The traveler must keep a copy of the statement with his/her travel documents.

- e. **Regularly scheduled flights between origin/destination points (including connecting points) that provide only premium class air travel accommodations.** The traveler must provide a justification under this provision that describes the required routing and why no alternative coach class air accommodation is available. Additionally, the traveler must certify the unavailability of coach class air accommodations on the travel authorization.
- f. **Space is unavailable in coach class accommodations and the traveler must accomplish an urgent mission that cannot be postponed.** The traveler must provide a justification under this provision that describes the required routing and why no alternative coach class air accommodation is available. The traveler must put in writing why the mission is urgent and cannot be postponed, and show that he/she made a good faith effort to obtain a reservation in coach class at the earliest practical time. The traveler cannot unreasonably delay or postpone making travel plans and reservations in order to travel via premium class air travel.

- g. Security purposes make the use of premium class air travel accommodations essential to the successful performance of the Agency's mission.** The traveler must provide a justification under this provision that states why security concerns make premium class air travel accommodations essential. The Deputy Director, Office of Security must clear this justification when the travel is funded by Washington. The Mission Director, in consultation with the Regional Security Officer (RSO), must clear this justification when the travel is funded by the Mission.
- h. The use of premium class air 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.** The traveler must provide a written justification under this provision that contains a detailed analysis that demonstrates an overall cost savings. The traveler or travel arranger must maintain this document in the supporting documentation. If the travel is arranged through E2, the traveler or travel arranger must upload the document and attach it to the E2 TA.

The traveler must certify on the travel authorization that the lowest costly coach class airfare was used for the comparison. The traveler must compare premium class airfares with the lowest costly coach class fare, including, but not limited to, discounted coach contract fares and economy restricted fares.

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

- i. Transportation costs are paid by a non-federal source.** The policy on premium class air travel does not apply when transportation is provided in-kind by 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). GC/EA must provide clearance, prior to travel funded by a non-federal source.
- j. The traveler pays for the upgrade to premium class air travel.** The traveler is authorized to pay for an upgrade at personal expense, or use a personal frequent flyer account for a class upgrade, or use an upgrade when the airline provides it as a promotional item with no additional cost to the Agency.

If a traveler elects to pay the difference between the premium class and coach class airfares, he/she must certify on the E2 travel authorization that the lowest cost upgradeable coach class airfare was used to calculate the difference.

Rest stops or a day pass to a business class lounge are not authorized when this option is selected.

The GSA city-pair YCA fare qualifies as the lowest upgradable fare in lieu of a capacity-controlled coach class fare. When a GSA city-pair YCA fare is not available, the next fare to lowest upgradable fare is the full “Y” fare.

The travel authorization must include a statement such as, ***“The traveler is paying for the difference between the lowest cost upgradeable 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.

All premium class travel requests must have a [Premium Class Air Travel \(Business Class\) Certification](#) attached in E2, in addition to the OCRD memo, if appropriate. The traveler must obtain the required signatures and the appropriate documentation and attach the form to their E2 TA. Employees must not attach doctor’s notes.

#### **522.3.20.2 Premium Class Air Travel within the United States**

Effective Date: 05/22/2012

U.S. carriers only offer first class and coach seats domestically. However, the U.S. Government cannot directly book employees who are eligible for premium class into first-class accommodations. When premium class air accommodations are authorized and the airline places the individual in first-class seating at no additional cost, such seating is considered premium class air accommodations for the purpose of this policy.

#### **522.3.20.3 Premium Class Air Travel for Invitational Travel**

Effective Date: 06/26/2017

Invitational travelers must use coach class airline accommodations. An invitational traveler may use premium class air accommodations when an authorizing official specifically authorizes the travel in accordance with the exceptions noted in section **522.3.19.3**. For purposes of authorization, invitational travel and TDY travel are equivalent. When the travel is funded by Washington, the respective DAA must authorize the use of premium class air accommodations for invitational travel. When the travel is funded by the Mission, the Mission Director must authorize the use of premium class air accommodations for invitational travel. The use of premium class air accommodations for invitational travelers may not be authorized strictly on the basis of position, title, or accommodations the traveler considers normal and customary.

#### **522.3.20.4 Reimbursement for Seat Assignments**

Effective Date: 05/21/2019

The allowable reimbursement for the cost of seat assignments is limited to \$300 for travel between authorized duty locations (each authorized origin to authorized destination) as stated on the travel authorization for all types of official travel. The following conditions and rules apply:

- Seat assignments may not be purchased in first or business class cabins.
- Travelers may purchase any seating product, including those that offer increased seat width or additional legroom, as long as the seating product is not business class or first class.
- Seat assignment fees must be authorized by an approving official on the travel authorization in advance of travel.
- All receipts, even those under \$75, must be provided with the travel voucher to qualify for reimbursement.
- Reimbursement is not allowable for any segments of indirect (cost-constructed) travel.
- Seat assignment purchases must take place after the Agency-contracted Travel Management Center (TMC) issues the ticket. The traveler may then purchase the seat assignment via the airlines' website, mobile application, by phone, at check-in, or at the airport counter. The TMC is not authorized to purchase the seat assignment on behalf of the traveler.

Reimbursement for seat assignments is not an entitlement. Bureaus and Independent Offices should determine if the additional cost is within their existing travel budget and have a written policy to disallow or restrict the benefit to its staff, if applicable.

### **522.3.20.5 Approving Officials for Premium Class Air Travel**

Effective Date: 06/19/2020

#### **a. USAID Missions**

**(1) Assistant Administrators (AAs)**, or their designated representative, approve/disapprove premium class air travel for Mission Directors with their respective geographic Bureau.

**(2) Mission Directors**, or their designated representatives, approve/disapprove premium class air travel for:

- Deputy Mission Directors, Executive Officers, and Controllers; and
- Security concerns in consultation with the Regional Security Officer.

- (3) **Supervisors** approve/disapprove premium class air travel for a special physical need with clearance from the Mission Director.
- (4) The **Office of Civil Rights and Diversity** authorizes premium class air travel and other travel-related accommodations to accommodate a traveler's disability or special physical need.
- (5) The **EXO**, or his/her designated representative, is authorized to approve travel authorizations and authorize all other premium class air travel.

**b. USAID Washington**

- (1) **The Administrator, the Deputy Administrator**, or in their absence, their designee, authorize/disauthorize premium class air travel for all Washington personnel at the Assistant Administrator level and Heads of Independent Offices.
- (2) Respective **AA's**, or their designated representative, authorize/disauthorize premium class air travel for all Washington personnel at the Deputy Assistant Administrator (DAA) level.
- (3) **Supervisors**, or their designated representative, with clearance from their respective DAA or Independent Office Director, authorize/disauthorize premium class air travel for all other Washington travelers whose travel is funded by Washington, except in those cases where premium class air travel is requested for reasonable accommodation for a disability, security concerns, or when accepting money from a non-federal source.
- (4) **Mission Directors**, or their designated representative, authorize/disauthorize premium class air travel for all Washington travelers whose travel is funded by a Mission. The Mission Director's authorization must accompany authorized travel authorizations presented to M/MS/TTD.
- (5) **The Deputy Director, Office of Security** authorizes premium class air travel required for security concerns.
- (6) **The Assistant to the Administrator, Bureau for Humanitarian Assistance (AtA/BHA)** may authorize the most expeditious mode of transportation, including premium class air travel, in the event of a documented disaster declaration.
- (7) **The Office of Civil Rights and Diversity** authorizes premium class air travel and other travel-related accommodations to accommodate a traveler's disability.

**522.3.21 First-Class Air Accommodations**

Effective Date: 05/22/2012

The Director, Bureau for Management, Office of Management Services (M/MS), and the Assistant Administrator, Bureau for Management (M) must authorize exceptions to allow the use of first-class air accommodations, unless otherwise approved by OCRD as a reasonable accommodation. This authority must not be delegated elsewhere.

**522.3.22 Luggage Allowances**

Effective Date: 12/14/2017

- a. Each traveler is authorized to check, at U.S. Government expense, two pieces of luggage which do not exceed the airline's size limitations or are not considered "oversized" by the operating air carrier, and which weigh up to 50lbs (23kg) per piece. This allowance constitutes "authorized luggage." It applies to all types of travel and to/from all locations.
- b. If a traveler checks items that exceed this authorized weight, size, and/or quantity limitation, reimbursement from the U.S. Government is limited to the cost that would have been incurred to transport "authorized luggage."
- c. If, for a particular segment of a journey, an air carrier makes a more generous (weight, quantity, or size) checked luggage allowance available to a traveler at no, or no additional, cost to the U.S. Government, the traveler is welcome to utilize the more generous allowance for that segment. This privilege does not increase the "authorized luggage" allowance for subsequent segments.
- d. However; when a traveler elects indirect (cost-construct) travel, the total amount that may be reimbursed by the U.S. Government for checked luggage fees is limited to the sum of expenses that would have been incurred to transport authorized luggage along all segments of the direct route.

**522.3.23 Travel To and From the United States – Fly America Act**

Effective Date: 05/22/2012

All government-financed travel to and from the United States must comply with the Fly America Act (see [14 FAM 583](#)). In the event of a violation of the Fly America Act, the traveler may be held personally liable for the cost of the travel.

**522.3.24 Travel Voucher**

Effective Date: 05/22/2012

The traveler must submit a travel voucher within five business days of the completion of a trip or every 30 calendar days if the traveler is in continuous travel status ([FTR 301-52.7](#)). Travel vouchers for all TDY travel must be prepared in E2 Travel Solutions unless

the individual or Mission does not have internet access or the travel authorization was prepared outside of E2 because internet access was unavailable at the time.

Vouchers prepared outside of E2 Travel Solutions must be submitted to the applicable payment office which is (1) the Bureau for Management, Office of the Chief Financial Office, Cash Management and Payments Division (M/CFO/CMP) for Washington, and (2) the individual USAID Cognizant Financial Management (FM) office for the particular employee's duty station or the responsible Operating Unit overseas. [ADS Chapter 633, Financial Management Aspects of Temporary Duty Travel](#) provides detailed policy directives on the preparation of travel vouchers (see **522.3.24.1b** for Actual Expense rules).

### **522.3.25 Supporting Documentation**

Effective Date: 05/22/2012

Supporting documentation must be maintained for any event or action, including travel, that impacts on or results in financial activity. Supporting documentation includes any source material causing or resulting in a financial transaction.

Travel related documentation includes authorizing emails, medical certificates, and/or manual Travel Authorization Request forms. If a manual (hardcopy) travel file is maintained, these documents should be printed and included. Documents may be scanned and uploaded into E2.

Retention must be accomplished by document type in accordance with [ADS 502, The USAID Records Management Program](#). Additional guidance is available in [ADS 633](#).

### **522.3.26 Per Diem Allowance**

Effective Date: 06/26/2017

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 and services, including any service charges, where applicable.

Lodging taxes in the United States are excluded from the per diem allowance and are reimbursed as a miscellaneous expense. In foreign locations, lodging taxes are part of the per diem allowance and are not a miscellaneous expense. The per diem allowance covers the following:

- a. Lodging. Includes expenses, except lodging taxes in the United States, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters,

and fire extinguishers furnished in the room when such charges are not included in the room rate.

- b. Meals. Expenses for breakfast, lunch, dinner, and related tips and taxes (specifically excluded are alcoholic beverages and entertainment expenses, and any expenses incurred for other persons).
- c. Incidental expenses, fees and tips given to porters, baggage carriers, and hotel staff.

Generally, per diem is not allowed at an employee's permanent duty station (see [14 FAM 574.1](#)). In accordance with [AIDAR Appendix D, Section 4](#), USPSCs may be paid per diem in lieu of benefits and allowances. Uniform USAID/U.S. Department of State per diem policies are further detailed in [14 FAM 570](#). USAID polices also follow the Federal Travel Regulation (FTR).

The [General Services Administration \(GSA\)](#) publishes the per diem rates for travel within the Continental United States. The [U.S. Department of State Standardized Regulations \(DSSR\)](#) publishes the per diem rates for travel in foreign localities.

#### **522.3.26.1 Lodging Per Diem Calculation Methods**

Effective Date: 06/26/2017

As outlined in [14 FAM 570](#) and [ADS 633](#), the Agency uses two different methods of calculating per diem. For all travel, per diems must be calculated using either lodging-plus or the actual lodging per diem calculation method.

For example, if a traveler is on an official two-week TDY travel in Washington, DC and decides to stay overnight in New York for the weekend, the traveler will only be reimbursed the lowest of the two lodging per diem locations.

##### **a. "Lodging-Plus Per Diem" Method**

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

##### **b. "Actual Lodging Per Diem" Method**

Per diem payment is calculated for authorized actual lodging cost 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.

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

Authorization to travel on an actual lodging subsistence expense basis is limited to those travel assignments where necessary lodging costs are unusually high. Actual lodging cost is not authorized where expenses may exceed the maximum locality per diem allowance by only a small amount, equal to or less than the daily incidental rate for the total trip.

Generally, authorization to travel on an actual lodging subsistence expense 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 lodging expenses are:

- (1) The traveler 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 lodging subsistence expenses on an actual lodging cost basis is authorized (or approved) for only that portion of the travel where the unusual conditions prevail.

Authorization to receive reimbursement of actual lodging subsistence expenses must be included in the E2 Travel Authorization (TA), or in an additional amendment. Actual lodging cost must be authorized in advance, except in instances where prior approval is not possible.

Travelers or travel arrangers are expected to determine, in advance, whether or not hotel expenses (including taxes) will be within the prescribed lodging per diem locality rate.

For travel within CONUS, hotel taxes are separate and are not included in the lodging per diem rate but itemized separately in the E2 travel authorization.

For travel outside of CONUS hotel taxes, Value Added Tax (VAT) and other fees must be calculated within the lodging cost.

If for some reason, the lodging location moved or the rate has increased, the traveler or travel arranger is required to immediately notify their supervisor or their designee via email for authorization of the increase.

The traveler must request authorization for reimbursement for actual lodging cost by using the [Request for Actual Lodging Subsistence Expense Memorandum form](#), prior to travel or immediately upon return.

Before travel, the memorandum must list the following:

- (1) The names (including the hotel where you will be staying), address, phone numbers and hotel rates contacted that is located near the TDY site and are not within the lodging per diem rate.
- (2) The daily lodging per diem rate, the actual hotel lodging rate, the difference in cost, number of nights and justification as to why the other hotels within the area will not be used.

Exception: If a conference organizer or a Mission has requested a specific hotel where a meeting, conference, or training is being held, you do not have to list three other hotels unless the hotel booked is sold out.

After travel, memorandums will not be authorized unless one of the following criteria is met:

- (1) Natural disasters or manmade disasters;
- (2) Evacuations;
- (3) Medical;
- (4) Mission critical, i.e., travel to a conflict area where there is an unexpected shortage of hotels or for security reasons;
- (5) Sporting events;
- (6) Conventions;
- (7) World Wide Events (Olympics, World's Fair);
- (8) Strikes; and/or

**(9) Exchange rate.**

In addition, the memorandum must state the reason why actual lodging cost is being requested after travel. The traveler or travel arranger must provide an explanation as to why another hotel within the lodging per diem rate and close proximity to the TDY site could not be used. The traveler or travel arranger must include the daily lodging per diem rate, the actual hotel lodging rate, and the difference in cost.

Supporting documentation must include: an email confirmation from Office Director in Washington or EXO or Mission Director at the Mission authorizing the traveler to stay at a particular hotel, and hotel receipts. These must be attached to the memorandum request.

The maximum lodging amount that a traveler may be reimbursed under actual cost is up to 300 percent (rounded to the next higher dollar) of the applicable maximum lodging per diem rate. Reimbursement is limited to the 300 percent ceiling. There is no authority to exceed this ceiling.

The traveler's Office Director must initial the Request for Before/After Actual Lodging Cost memorandums prior to sending the memorandums to the Chief of M/MS/TTD for signature.

For Mission travelers, either the Executive Officer or Mission Director is authorized to sign all lodging subsistence memorandums before and after travel. The memorandum does not have to be forwarded to M/MS/TTD for approval.

Any actual lodging subsistence expense request memorandums submitted to M/MS/TTD 30 days after travel will not be approved.

Please note: If the amount of actual lodging cost is equal to or less than incidentals for the trip, the actual lodging cost will not be paid.

Please see [ADS 633](#) for the policies and procedures regarding TDY-related travel reimbursements.

**522.3.26.2 Reduced Per Diem**

Effective Date: 05/22/2012

When an authorizing official determines in advance that lodging and/or meals can be lower than the per diem rate (in the U.S. and overseas), the reduced per diem rate must be stated on the employee's travel authorization prior to their official travel (see [FTR 301-11.200](#)).

For instance, when breakfast is provided at a hotel or lunch is provided at a workshop or a conference, per diem must be reduced by the amount of the specific meal each day a traveler is on TDY.

**522.3.26.3 Per Diem at your Permanent Duty Station**

Effective Date: 05/22/2012

Travelers will not receive per diem if their temporary duty is within 50 miles of their permanent duty station or residence unless travel conditions are so severe (inclement weather, national emergency, poor road conditions) that returning to their residence would endanger their health and safety.

**522.3.26.4 Two Day Rule on Per Diem Travel Reimbursement**

Effective Date: 05/22/2012

Agency travelers 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.” For example, if a traveler takes an authorized travel break (with a flight longer than 14 hours) to spend a Saturday night, but there is no scheduled flight until a Monday, the traveler is not responsible for the additional night.

However, if a traveler chooses to interrupt official travel during a weekend for personal reasons, then he/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/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. If this extra day causes the employee to return on a regularly scheduled workday, the employee must use leave for that workday.

**522.3.26.5 Extended TDYs and Per Diem Allowance**

Effective Date: 06/26/2017

If USAID travelers who perform extended TDYs are placed in government-furnished housing at the TDY location, the lodging portion of the per diem is terminated on the date the government-furnished housing occupancy takes place unless the Mission providing the lodging has established a lodging rate, which must be noted on the travel authorization.

If the Mission (or Embassy, in the absence of a USAID Mission) does not have an established policy on reductions in per diem for travelers occupying government-furnished housing, travelers must comply with the following guidance:

- The traveler will be reimbursed the daily locality rate based on the lodgings plus per diem rate for the first 60 days.

- The traveler will be reimbursed at the daily locality rate not to exceed 50 percent of the lodging and 50 percent of the M&IE per diem rate for the 61<sup>st</sup> day through 120 days.
- The traveler will be reimbursed at the daily locality rate not to exceed 25 percent of the lodging and 25 percent of the M&IE per diem rate for the 121<sup>st</sup> day and succeeding days.
- If a period of temporary duty is initially scheduled for 60 days or less and is extended after the duty has commenced, the per diem rate in effect on the date the traveler is notified of the extension is continued for up to 15 days from the original TDY termination date. The remaining portion of temporary duty is at the rate established under this section.

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

### **522.3.27 Miscellaneous Travel Expenses**

Effective Date: 05/22/2012

Certain miscellaneous travel expenses, when actually incurred, can be itemized 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](#).

### **522.3.28 Charter Services**

Effective Date: 06/19/2020

The traveling employee who is engaged in official business within or outside the employee's duty station must provide a written justification to the approving official and the Chief, M/MS/TTD in USAID/W, or the Overseas Mission Director or EXOs, before chartering, leasing, or hiring aircraft, boats, automobiles, or other conveyances, regardless of the type of funds used. This written document must provide justification explaining why the services are advantageous to the government and must be approved by the authorizing official before the services are used. The traveler and/or traveler arranger must attach the signed document to the E2 travel authorization.

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 the document.

- 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:

- (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; and/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 BHA activities lasting 30 days or less, long-term or repetitive charters, leases, or hires must be justified in accordance with the criteria outlined in this section and must be authorized in advance by the appropriate Assistant Administrator.

### **522.3.29 Use of a Privately Owned Vehicle (POV)**

Effective Date: 06/26/2017

Travel by a Privately Owned Vehicle (POV) is authorized when the approving official determines travel will result in a cost savings to the Agency. This written memorandum must provide justification explaining why the use of a POV is advantageous to the U.S. Government and must be authorized by the traveler's supervisor, prior to travel. The traveler and/or traveler arranger must attach the signed document to the E2 travel authorization.

The U.S. General Services Administration (GSA) sets the mileage rates for the 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 a traveler plans to use a POV to perform TDY travel, or plans to accompany another employee authorized to perform TDY travel, the traveler must place the following statement on the authorizing voucher:

***"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."***

See [FTR 301-10.303](#) for current mileage rates for TDY travel.

### **522.3.30 Taxicab Fare Reimbursement**

Effective Date: 06/26/2017

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 the cost of the available common carrier. For U.S. travel only, receipts are required to be submitted with the voucher, regardless of the cost.

A taxicab must not be used for travel between office and home except as follows:

- a. From the traveler's residence to their office on the day they depart the official station on official TDY that requires at least one night's lodging; or
- b. From the traveler's office to their residence on the day they return to the official station from an official TDY assignment that required at least one night's lodging.

The Office Director must authorize the use of a taxicab between the office and residence.

Unless the Regional Security Officer (RSO) prohibits taxicab use in the TDY location, taxicabs may be used for local transportation on official business when:

- (1) The value of time saved by taking a taxicab amounts to more than the difference between the bus fare and the taxicab fare,
- (2) Bus or metro rail service is not available to the destination, or
- (3) Emergency conditions are present.

### **522.3.31 Rental Car**

Effective Date: 06/26/2017

The use of a rental car may be authorized when the rental vehicle is advantageous to the government unless one of the following exceptions for a higher class of vehicle is indicated on the travel authorization:

- a. Accommodation of a medical disability or special physical need;
- b. Multiple employees traveling together requiring a larger vehicle;
- c. Security circumstances (outlined in writing by USAID or EXO) requires a larger

vehicle;

- d. Natural/environmental conditions (rough terrain, severe weather); and/or
- e. When the cost of a larger vehicle other than a compact is less or equal to the cost of the least expensive compact vehicle.

When authorized to use a rental vehicle, travelers must consider renting from a vendor that participates in the Defense Travel Management Office (DTMO) U.S. Government Car Rental Agreement to obtain the benefits, including insurance and damage liability provisions, unless the travel is outside of the continental U.S. and no agreement is in place for the TDY location. Travelers will not be reimbursed for the cost of a collision damage waiver or theft insurance for travel within the continental U.S. because the government is a self-insurer and rental vehicles available under agreements with the government include full coverage for damages resulting from an accident while performing official business. Travelers will not be reimbursed for purchasing pre-paid refueling options for the use of a rental car. Travelers must refuel prior to returning the rental vehicle to the drop-off location. If it is not possible to refuel completely prior to returning the vehicle due to safety issues or due to the location of closest fueling station, travelers will be reimbursed for vendor refueling charges. Travelers will not be reimbursed for fees associated with rental car loyalty points or the transfer of points charged by car companies.

Prior to travel, the traveler or travel arranger must prepare a justification memorandum on Agency letterhead. The memorandum must be authorized by the traveler's Office Director, or designee, in Washington and EXO, or designee, at the Mission. The traveler or travel arranger must attach it to the E2 TA. The remarks must include a statement such as, ***"Use of a rental car is authorized."***

If the traveler elects to use a rented vehicle for personal convenience and use of the rental vehicle has not been specifically authorized, reimbursement for travel expenses will be the lesser of: (1) mileage, plus per diem and other expenses allowable on the authorized mode of transportation stated in the travel authorization; or (2) the constructive cost of the U.S. Government airfare on a direct route, plus per diem and other expenses. For any portion of the journey not connected by air service, reimbursement may not exceed the constructive cost of less than premium-class accommodations on a surface common carrier.

### **522.3.32 Travel Advances**

Effective Date: 06/26/2017

U.S. Staff (DH's and USPSCs) (long-term) are required to use the Agency-issued travel credit card for all authorized travel expenses unless otherwise exempted. USDH travelers must not receive travel advances, except under exceptional circumstances which are approved by the Chief Financial Officer, or designee, on a case-by-case basis. Generally, USAID authorizes travel advances only for locations where the

Government-Sponsored Travel Card (GSTC) is not accepted and cash or traveler's checks are required (see [ADS 109, Ethics and Standards of Conduct](#) and [ADS 628, Gifts and Donations and Dollar Trust Fund Management](#)).

Travel advances to Foreign Service Nationals or Embassy ICASS motor pool drivers must follow Mission-specific policy.

### **522.3.33 Travel Funded by Non-Federal Sources**

Effective Date: 05/22/2012

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

- a. Acceptance by the Agency of travel for meetings and similar events.** The Agency may accept a gift of travel expenses for meetings and similar events under [31 U.S.C. 1353](#), [41 CFR Part 304-1](#), [ADS 109](#), [ADS 628](#), and [Federal Travel Regulations \(FTR\), Chapter 304](#). This is the Agency's principal authority for accepting gifts of travel expenses. The traveler must receive authorization from GC/EA to accept the gift prior to the commencement of travel. When using this authority, the traveler or traveler arranger must include the following in the remarks of the E2 TA:

*Transportation and lodging are being provided in-kind by [insert name of sponsoring entity] and are accepted by USAID pursuant to 31 USC § 1353. Only in-kind payments to the traveler are authorized; the traveler will not accept any cash payments directly. The traveler affirms that his/her duties do not affect the interests of [insert name of sponsoring entity]. GC/EA has conducted a conflict of interest analysis under the applicable rules, and found that a conflict of interest does not exist. Upon return, the traveler will submit a SF-326 form to GC/EA or the Regional Legal Officer.*

If the outside sponsoring entity wishes to make a cash payment, the payment must be made to the Agency, not to the employee. In USAID/W, the payment is made to M/CFO/CAR in accordance with [ADS 633.3.10](#).

- b. Acceptance by the Agency of other travel under Agency gift authorities.** The Agency may accept a gift of travel expenses for purposes other than that covered under **522.3.31**, 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 or Mission 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 or Mission funding the travel must request that the Bureau for Management, Office for Management Policy, Budget and Performance (M/MPBP) distribute the funds collected to the Operating Unit that obligated the travel cost (see [633.3.10](#)).
- 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 traveler 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.

#### **522.3.34 Local Travel in USAID/W**

Effective Date: 05/22/2012

The traveler may be reimbursed for money expended for official travel while in the local vicinity duty station. USAID/W local travel performed in conjunction with TDY travel must be in accordance with [FTR 301-10.190](#). Local travel expenses for multiple days can be accumulated and submitted together to defray the cost of vouchering for each trip individually. Local transportation modes should generally 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.** Taxicab,
- d.** Privately Owned Vehicle,
- e.** Rental Car (must provide justification).

Division Chiefs and approving officials are authorized to approve claims for all bus, metro rail/trolley service, and taxicab 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.

Unless otherwise authorized by OCRD as a reasonable accommodation, the use of a Privately Owned Vehicle must be authorized by the traveler's certifying official or a higher level approving official. Other allowable costs are parking fees, ferry fares, and bridge, road, and tunnel tolls.

To claim reimbursement of bus, metro rail/trolley service, or taxicab fares and mileage allowance for a Privately Owned Vehicle, the traveler must 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 authorizing official determines the justification for reimbursement and authorizes the expenditure. The authorizing 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 authorizing official should be the claimant's immediate supervisor.

### **522.3.35 Travel of Contract and Grantee/Recipient Personnel**

Effective Date: 05/22/2012

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](#) (see [48 CFR 752.7002](#)). For host country contracts, the requirements are established in [ADS 305, Host Country Contracting](#). 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, Grants and Cooperative Agreements to Non-Governmental Organizations](#)).

## **522.4 MANDATORY REFERENCES**

### **522.4.1 External Mandatory References**

Effective Date: 06/26/2017

- a. [5 CFR 410.501-503](#)
- b. [5 USC 4111](#)
- c. [5 USC 5701-5709](#)
- d. [7 FAM 1300](#)

- e. [8 USC 1185](#)
- f. [14 FAM 500](#)
- g. [22 CFR 3.3](#)
- h. [22 CFR 51.3, Passports](#)
- i. [31 USC 1353, as amended 1989 \(The Ethics Reform Act\)](#)
- j. [41 CFR 304-1](#)
- k. [48 CFR 752.7002](#)
- l. [Americans with Disabilities Act of 1990, as amended, 42 USC 12101 et seq.](#)
- m. [Federal Travel Regulation \(FTR\), Part 301-10; 301-11; 301-12; 301-52.7; 304](#)
- n. [Foreign Assistance Act of 1961, as amended](#)
- o. [Foreign Service Act of 1980, as amended](#)
- p. [The Rehabilitation Act of 1973, as amended, 29 U.S.C. 791 et seq.](#)
- q. [U.S. Department of State Standardized Regulations \(DSSR\)](#)

**522.4.2 Internal Mandatory References**

Effective Date: 06/26/2017

- a. [ADS 103, Delegations of Authority](#)
- b. [ADS 109, Ethics and Standards of Conduct](#)
- c. [ADS 110, Equal Employment Opportunity](#)
- d. [ADS 252, Visa Compliance for Exchange Visitors](#)
- e. [ADS 253, Training for Development](#)
- f. [ADS 303, Grants and Cooperative Agreements to Non-Governmental Organizations](#)
- g. [ADS 309, Personal Services Contracts with Individuals](#)
- h. [ADS 502, The USAID Records Management Program](#)

*Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

- i. [ADS 522mal, Consultation](#)
- j. [ADS 522mam, Action Memo Requesting First-Class Travel Accommodations](#)
- k. [ADS 527, Functions of the Mission EXO](#)
- l. [ADS 628, Gifts & Donations and Other Dollar Trust Funds](#)
- m. [ADS 633, Financial Management Aspects of Temporary Duty Travel](#)
- n. [AIDAR, 752.7002](#)
- o. [AIDAR, Appendix D, Direct USAID Contracts With a US Citizen or a US Resident Alien for Personal Services Abroad](#)
- p. [AIDAR, Appendix J, Direct USAID Contracts With a Cooperating Country National and With a Third Country National for Personal Services Abroad](#)

**522.4.3 Mandatory Forms**

Effective Date: 06/26/2017

- a. [AID 522-2, Premium Class Air Travel \(Business Class\) Certification \(REVISED\)](#)
- b. [AID 522-3, Justification For Use Of A Foreign Flag Air Carrier or Vessel \(REVISED\)](#)
- c. [AID 522-4, Justification Certificate For Using A Non Contract or Indirect Air Carrier \(REVISED\)](#)
- d. [AID 522-6, E2 User Request Form \(REVISED\)](#)
- e. [AID 522-7, Request For Actual Lodging Subsistence Expense Before Travel Has Been Completed - \(WASHINGTON ONLY\) \(NEW\)](#)
- f. [AID 522-8, Request For Actual Lodging Subsistence Expense After Travel Has Been Completed - \(WASHINGTON ONLY\) \(NEW\)](#)
- g. [AID 522-9, Dual Lodging Request Form \(NEW\)](#)
- h. [DS-11, Application for U.S. Passport or Registration](#)
- i. [DS-19, U.S. Passport Amendment/Validation Application](#)
- j. [DS-64, Statement Regarding Lost or Stolen Passport](#)

*Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

- k. [DS-82, Application for U.S. Passport by Mail](#)
- l. [DS-5524, U.S. Government Personal Services Contractors Only Questionnaire to Determine Eligibility For A Diplomatic/Official U.S. Passport](#)
- m. [Request for Travel Authorization](#)
- m. [SF-1012, Travel Voucher](#)
- n. [SF-1164, Claim for Reimbursement for Expenditures on Official Business](#)
- o. [USAID Vendor Request/Update Form \(REVISED\)](#)

**522.5 ADDITIONAL HELP**  
Effective Date: 05/22/2012

There are no Additional Help documents for this chapter.

**522.6 DEFINITIONS**  
Effective Date: 06/26/2017

See the [ADS Glossary](#) for all ADS terms and definitions.

**actual expense**

Payment of 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. This expense is sometimes called "actual subsistence expense." (**Chapter 522**)

**blanket travel**

A travel authorization (open authorization) that allows for travel over an extended period of time and/or for multiple trips (see 14 FAM 521.3). (**Chapter 522**)

**cost construct**

A cost that reflects the total amount of per diem, travel, transportation, and incidental expenses the U.S. Government would pay for an employee's direct travel. For cost constructing purposes, only the travel and transportation costs may be used as a basis for the cost construct. (14 FAM 500) (**Chapter 522**)

**cost-constructed travel**

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 is subject to the provisions of 14 FAM 546, 14 FAM 585.2, and other Department travel regulations and policies. **(Chapter 522)**

**direct route**

The usually traveled route consistent with the most expeditious mode of transportation and the established scheduled services of contract and other common carriers. A direct route takes into consideration the provisions of 14 FAM 585.1, and other provisions of the Department travel regulations. It is also known as a usually traveled route. **(Chapter 522)**

**direct travel**

Official travel from authorized origin to authorized destination that uses the mode of travel authorized in the orders and consistent with the established scheduled services of contract and other common carriers. Direct travel is subject to the provisions of 14 FAM 585.1 as well as other provisions of Department travel regulations. It is also known as a usually traveled route. **(Chapter 522)**

**disability**

A physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such an impairment; or being regarded as having such an impairment. ([Chapter 111](#), [253](#), [405](#), [514](#), [522](#))

**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. **(Chapter 522 and [633](#))**

**indirect route**

The portion of any journey that deviates from a usually traveled route. **(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. **(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. **(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 layover in circumstances during which it could normally be expected that the traveler would need bed-rest; for example, travelers with special physical needs or families with infants. **(Chapter 522)**

**lodging-plus per diem system**

A single worldwide computation system that includes two components: (1) A fixed maximum rate for commercial or other lodging as prescribed by the appropriate agency's regulations (the authorizing officer may specify a lesser rate under certain circumstances); and (2) A fixed locality rate for meals and incidental expenses that requires no receipts or traveler certification. These rates are prescribed by the appropriate agency's regulations (the authorizing officer may specify a lesser rate under certain circumstances). **(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. **(Chapter 522)**

**official rest stop**

An official rest stop is defined as a U.S. Government-funded rest period, not to exceed 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination. Full per diem (lodging, meals, and incidental expenses (M&IE)) at the official rest-stop location rate is authorized in these circumstances. (See 14 FAM 584.4 and 14 FAM 567.2-4, subparagraph b(7)(e) for official rest-stop authorization criteria.) **(Chapter 522)**

**overnight**

The period during which lodging for sleeping facilities is authorized, usually during the hours of darkness between sunset and sunrise. **(Chapter 522)**

**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) (**Chapter 522, 633**)

### **Personal Services Contract**

A contract that, by its express terms or as administered, make the contractor personnel appear, in effect, Government employees (See FAR 37.104 and AIDAR Appendix D). (**Chapter 300, 522**)

### **post of duty**

The duty station to which an employee is officially assigned, OCONUS or CONUS. (**Chapter 522**)

### **privately owned motor vehicle**

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. (**Chapter 522**)

### **reasonable accommodation**

Any change in the work environment or application process that enables a person with a disability to enjoy equal employment opportunities. There are three general categories of reasonable accommodations:

- Modifications or adjustments to a job application process to permit an individual with a disability to be considered for a job (such as providing application forms in

alternative formats like large print or Braille and providing a sign language interpreter);

- Modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job (such as providing sign language interpreters; making existing facilities accessible; job restructuring; part-time or modified work schedules; acquiring or modifying equipment; changing tests, training materials, or policies; providing qualified readers or interpreters; and reassignment to a vacant position); and
- Modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment (such as (1) training; (2) services (e.g., employee assistance programs (EAP's), credit unions, cafeterias, lounges, gymnasiums, auditoriums, transportation); and (3) parties or other social functions (e.g., parties to celebrate retirements and birthdays, and Agency outings). (**Chapters [110](#), [111](#), [405](#), [442](#), [522](#)**)

#### **temporary change of station (TCS)**

The relocation to a new official work site for a temporary period while performing a long-term assignment, and subsequent return to the previous official work site upon completion of that assignment. (**Chapter 522**)

#### **temporary duty (TDY) location**

Any official travel at least 50 miles from an employee's residence or duty station, or PSC place of performance, for a period exceeding 12 hours. (**Chapter 522**)

#### **Temporary Duty (TDY) Travel**

Official travel at least 50 miles from both an employee's duty station or PSC place of performance for a period exceeding 12 hours. (**Chapter 522**)

#### **travel authorization (orders)**

Written permission for an employee to travel away from his or her official duty station on official business. (**Chapter 522**)

#### **Travel Management Center (TMC)**

A commercial travel agent under joint contract with the General Services Administration (GSA), U.S. Department of State, and other Foreign Affairs agencies. (**Chapter 522**)

#### **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. (**Chapter 522**)

#### **United States**

The several States, the District of Columbia, and the States and areas defined under

the term “Non-Foreign Area.” (**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](#)**)

522\_110320