

3 FAM 3740 EMERGENCY VISITATION TRAVEL

*(TL:PER-398; 04-13-2001)
(Effective Date: 01-15-2001)*

3 FAM 3741 AUTHORITY

*(TL:PER-395; 02-28-2001)
(Effective Date: 01-15-2001)
(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Employees Only)*

The authority for this policy is Section 901(9) of the Foreign Service Act of 1980.

3 FAM 3742 PURPOSE

*(TL:PER-395; 02-28-2001)
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(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Employees Only)*

The purpose of Emergency Visitation Travel (EVT) is to allow an eligible employee to travel at Government expense to the United States or other locations in certain situations of family emergency. EVT is not permitted for travel within the country of assignment abroad.

3 FAM 3743 ELIGIBILITY

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(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Employees Only)*

- a. All U.S. Foreign Service employees on assignment abroad and certain eligible family members, if residing at the employee's post of assignment, are eligible for EVT.
- b. Employees away from post of assignment on leave or temporary duty in

the United States are not eligible for EVT.

c. U.S. Foreign Service employees locally engaged are not eligible for EVT.

3 FAM 3744 GENERAL PROVISIONS

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(Uniform State/Agriculture/BBG/Commerce/USAID)

(Applies to Foreign Service Employees Only)

EVT is authorized only under the following circumstances:

- (1) **MEDICAL**—A member of the employee's or the employee's spouse's immediate family is seriously ill or injured and faces imminent death. (Requires approval by the post upon recommendation by the Office of Medical Services.)
- (2) **DEATH**—A member of the employee's or the employee's spouse's immediate family has died or the eligible family members must accompany the remains of the employee or of an eligible family member resident at the post of assignment who dies abroad to the place of interment in the United States or abroad. (Requires approval by the post.)
- (3) **INCAPACITATED PARENT**—A parent of the employee or the employee's spouse becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care. (Requires approval by the Office of Employee Relations for State Department employees and by the Office of Human Resources for employees of other agencies.)
- (4) **UNUSUAL PERSONAL HARDSHIP**—An employee or employee's spouse requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in 3 FAM 3744, paragraphs (1) through (3). (Requires approval by the Office of Employee Relations for State Department employees and by the Office of Human Resources for employees of other agencies.)
- (5) Ordinarily, only one member of a family may travel at Government expense (with the exception of the death of an employee or eligible family member resident at post). However, in exceptional circumstances (e.g., it may be desirable for additional family

members to travel in the event of a critical injury to a dependent's child attending school away from post, or in the event of the death of an immediate family member at post where the remains are returned for interment in the United States), the chief of mission or head of the Agriculture, BBG, Commerce, or USAID establishment at post may approve the travel of additional family members. In such cases, the limitations prescribed in these regulations apply to each traveler.

- (6) In cases involving children, where both parents reside at post, each parent shall be authorized to travel under the EVT authority, notwithstanding the limitation in 3 FAM 3744, paragraph (5).
- (7) Ordinarily, only the employee or the spouse related to the seriously ill, injured or deceased family member will be authorized for EVT. However, in exceptional circumstances, such as the critical illness or injury of the traveler who otherwise would be authorized for EVT, the chief of mission or head of the Agriculture, BBG, Commerce, or USAID establishment abroad may authorize the spouse to travel in place of such traveler. In the case of travel authorized in 3 FAM 3744, paragraph (3), an employee may designate a spouse to travel in place of the employee.

3 FAM 3745 DEFINITIONS

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(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Employees Only)

The following definitions apply to this subchapter:

- (1) **Eligible family member**—Refer to 6 FAM 111.3, paragraph r. (1) through (4).
- (2) **Immediate family member**—The spouse of the employee, and the children (including stepchildren, adopted children, and those who are or were under legal guardianship) and parents of the employee and the employee's spouse. For EVT travel in cases of death, immediate family members shall include the siblings (including stepbrothers and stepsisters) of the employee and the employee's spouse. Refer to 3 FAM 3746.2-2.
- (3) **Incapacitation**—A physical or mental health condition that may impair an individual's ability to continue living independently.

- (4) **Parent**—A mother or a father of the employee or the employee's spouse, including stepparents, adoptive parents, or individuals who have stood in place of a parent. In no circumstance may an individual be deemed to have more than two parents.
- (5) **Post**—The Administrative Officer, or his or her delegate, carries out post responsibilities in connection with facilitating EVT.
- (6) **Serious illness or injury**—one in which death is imminent or likely to occur as determined by the Medical Director of the Department of State (M/DGHR/MED).

3 FAM 3746 CATEGORIES OF AUTHORIZED EVT TRAVEL

3 FAM 3746.1 Medical

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(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Employees Only)

Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member. However, if the traveler returns to post from an EVT visit and the ill or injured immediate family member subsequently dies, a second trip may be approved under the provision of 3 FAM 3744, paragraph (2).

3 FAM 3746.1-1 Authorization Procedure

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(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Employees Only)

- a. Upon receiving a request from the employee for EVT approval under this category, the post shall immediately request, via cable, that M/DGHR/MED assess the medical condition of the immediate family member to be visited to determine whether the medical condition of the family member meets the requirements of 3 FAM 3745, paragraph (6). The cable shall include:
 - (1) The name and address of the immediate family member, and the family member's relationship to the employee or the employee's

spouse;

- (2) The telephone number of the attending physician or hospital; and
 - (3) The name, address, and telephone number of a person at the family member's location who may be contacted in connection with the emergency, and the relationship of this person to the immediate family member.
- b. If the immediate family member is located outside the United States, the post shall send a copy of the cable to the nearest post, if any, which could aid in gathering information regarding the medical status of the family member for whom EVT is requested.
 - c. Upon receipt of a determination by M/DGHR/MED that the medical status of the family member meets the requirements of 3 FAM 3745, paragraph (6), the post may approve the EVT request. The post shall not approve any request in which M/DGHR/MED determines that the medical status of the employee does not meet 3 FAM 3745, paragraph (6) requirements.
 - d. Any EVT in this category, approved by the post, to visit a parent shall be reported to the employee's agency as follows:
 - **Agriculture:** FAS, Deputy Administrator FAA
 - **BBG:** Office of Personnel, M/P
 - **Commerce:** ITA/USFCS/OFSHR
 - **STATE:** HR/ER/WLP (for inclusion in EVT database)
 - **USAID:** HR/HR/POD or M/HR/EM, as appropriate
 - e. In the event that the employee or employee's spouse has already identified two individuals as parents for EVT and subsequent request for EVT elects a third parental individual to visit, the offices above will advise the post that EVT is not authorized.

3 FAM 3746.1-2 M/DGHR/MED Responsibility

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(Uniform State/Agriculture/BBG/Commerce/USAID)

(Applies to Foreign Service Employees Only)

Upon receipt of the request from post to assess the medical condition of the immediate family member, M/DGHR/MED will make appropriate inquiries

and determine whether the illness or injury meets the requirements of 3 FAM 3745, paragraph (6), and immediately forward its assessment to post. If M/DGHR/MED is unable to contact or otherwise obtain the necessary information from the attending physician or hospital, M/DGHR/MED will not recommend authorizing EVT. In this case, the employee may request reconsideration by providing information that enables M/DGHR/MED to evaluate the immediate family member's condition at the time of travel.

3 FAM 3746.1-3 Travel in Advance of Authorization

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(Effective Date: 01-15-2001)

(Uniform State/Agriculture/BBG/Commerce/USAID)

(Applies to Foreign Service Employees)

- a. The employee or eligible spouse may elect to travel in advance of authorized EVT. Travel expenses may be paid by either of the following methods:
 - (1) As a personal expense of the employee subject to reimbursement in the event of subsequent authorization; or
 - (2) As a Government expense subject to collection as an overpayment if it is determined upon further inquiry that the circumstances for which EVT was approved do not meet EVT authorization standards.
- b. An employee traveling in advance of authorization of Government expense shall execute the following repayment acknowledgement prior to commencing travel:

REPAYMENT ACKNOWLEDGEMENT

"I, (Name), certify that I have read and understand 3 FAM 3740, and that all expenditures made by (Department of State, Agriculture, BBG, Commerce, or USAID) in connection with my Emergency Visitation Travel (or Emergency Visitation Travel of my eligible spouse (Name)) shall be subject to collection as an overpayment in the event that approval of such travel is determined to be unwarranted under the provisions of 3 FAM 3740. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump sum payments, or any other remedy."

(Signature) (Date) (Typed Name)

After execution of the Repayment Acknowledgement, the post may procure transportation.

- c. In each case where EVT is taken in advance of authorization, the employee shall submit a statement to the post not more than 30 calendar days after completion of travel, describing the circumstances for which travel was performed. The statement shall include the name, address, and relationship of the ailing immediate family member and a report from the attending physician or hospital describing the nature of the illness at the time of travel. The post shall submit the statement to M/DGHR/MED, with a copy to the employee's agency, if other than the Department of State, for recommendation of authorization by the Medical Director of the Department of State (Refer to 3 FAM 3746.1-1). The employee shall supply M/DGHR/MED with supplemental information upon request.
- d. M/DGHR/MED shall determine whether the medical status of the family member at the commencement of EVT met the requirements of 3 FAM 3745, paragraph (6), and forward such determination to post. If M/DGHR/MED determines that the family member's status did not satisfy the requirements, all EVT expenses shall be repaid from the employee to post as an overpayment.

3 FAM 3746.2 Death

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(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Employees Only)

- a. Only one round trip may be taken by the employee or the employee's spouse in case of death of any immediate family member.
- b. Travel must commence as soon as practical upon notice that the immediate family member has died.
- c. In case of death of an employee or eligible family member stationed abroad (whether death occurs at post of assignment or elsewhere), one round trip to the place of interment is allowable for eligible family members resident at post.

3 FAM 3746.2-1 Statement of Travel

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(Uniform State/Agriculture/BBG/Commerce/USAID)

(Applies to Foreign Service Employees Only)

- a. The employee shall prepare a statement not more than 30 calendar days after completion of the travel providing the name and relationship (to the employee or employee's spouse) of the deceased.
- b. The post shall promptly submit the statement to:
 - **AGRICULTURE:** FAS, Deputy Administrator FAA
 - **BBG:** Office of Personnel, M/P
 - **COMMERCE:** ITA/USFCS/OFSHR
 - **STATE:** HR/EX/ADM/RM (for inclusion in the official personnel folder); and HR/ER/WLP (for inclusion in EVT database)
 - **USAID:** M/HR/POD or M/HR/EM, as appropriate

3 FAM 3746.2-2 Reimbursement for Travel at Own Expense to Visit Sibling Who Subsequently Dies

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(Effective Date: 01-15-2001)

(Uniform State/Agriculture/BBG/Commerce/USAID)

(Applies to Foreign Service Employees Only)

In the event the employee or employee's spouse travels at his or her own expense to visit an ill or injured sibling, and the visited sibling dies within 45 calendar days of the traveler's departure from post to make that visit, then the traveler may elect, either (but not both) of the following:

- (1) Reimbursement for the round trip visitation travel already undertaken at his or her own expense (however, if the travel does not otherwise conform to all applicable Government travel regulations, reimbursement may only be provided up to the equivalent cost of round trip travel which meets such requirements); or
- (2) Subsequent EVT round trip travel for the interment of that sibling.

3 FAM 3746.3 INCAPACITATED PARENT

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(Effective Date: 01-15-2001)

(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Employees Only)

- a. Travel must be to arrange medical care or home care services or to evaluate a facility placement for a parent who has become incapacitated and may not be able to continue living independently. Examples of circumstances in which this EVT may be approved include (but are not limited to) the following:
 - (1) Eyesight of a mother/father/stepparent (or one who has acted in this capacity) has deteriorated so that he or she may no longer be able to continue living independently;
 - (2) A mother/father/stepparent (or one who has acted in this capacity) must leave his or her assisted living facility because he or she requires medical or other care that is not available at that facility;
 - (3) A mother/father/stepparent (or one who has acted in this capacity) is showing increasing signs of dementia and may require placement in a skilled nursing facility.
- b. EVT for the care of an incapacitated parent may not exceed two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).
- c. The employee or the employee's spouse may choose to use both EVT trips in this category in connection with the needs of one parent.

3 FAM 3746.3-1 Authorization Procedure

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(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Employees Only)

- a. The employee shall submit a statement, or certification, to the post to serve as evidence of eligibility for the EVT benefit. The employee should provide as much detail as available at the time of the request for travel at Government expense that demonstrates that the request is consistent with the requirements of 3 FAM 3744, paragraph (3). The employee may choose to supplement the statement with additional detail as more information becomes available. A sample certification follows below.
- b. At a minimum the certification must include:
 - (1) The name and address of the parent and that of the care facility if

the parent is under temporary care away from the normal place of residence;

- (2) A detailed description of the circumstances pursuant to which the EVT benefit is being claimed; and
- (3) If the parent is other than a biological, step, or adoptive parent, a detailed description of the nature of the relationship which supports a claim that the individual "stood in the place of" a parent to the employee or the employee's spouse.

SAMPLE CERTIFICATION

"I, (Name) certify that it is necessary for me (or for my spouse) (Name), to travel to the location of my (or eligible spouse's) parent, (Name), who resides at (Complete Address), in order to assist in getting appropriate care or making new living arrangements due to recently discovered incapacity. I have the following indications that my (or eligible spouse's) parent may not be able to continue living independently:

I hereby declare that, if approved, this would be my (first/or second) eldercare trip at Government expense.

(Signature)(Date)(Typed Name).

- c. The post will submit the certification statement promptly to the appropriate office in paragraph d. below, which shall notify post of authorization or disapproval of travel at Government expense.
- d. Requests for authorization in cases of this type shall be submitted to:
 - **AGRICULTURE:** Deputy Administrator, FAA
 - **BBG:** Office of Personnel, M/P
 - **COMMERCE:** ITA/USFCS/OFSHR
 - **STATE:** HR/ER/WLP

- **USAID:** M/HR/POD or M/HR/EM
- e. Travel at Government expense without prior authorization is permitted, but the employee or eligible spouse will provide the required certification statement of the parent's health status and purpose of travel described above not more than 30 calendar days after completion of travel. The post shall follow the same procedures described in 3 FAM 3746.1-3 (with the exception of any M/DGHR/MED determination). The employee shall be responsible for any expenditure not approved by the authorizing office, and all such costs shall be subject to collection as an overpayment.
- f. In the event the employee or the employee's spouse elects to travel in advance of authorization, the following statement must be included in the employee certification:

"I have read and understand 3 FAM 3746.1-3, that all expenditures made by (the Department of State, Agriculture, BBG, Commerce or USAID) in connection with my Emergency Visitation Travel (or Emergency Visitation Travel of my eligible spouse) (Name) shall be subject to collection as an overpayment in the event that approval of such travel is determined to be unwarranted under the provisions 3 FAM 3744. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump payments, or any other remedy."

3 FAM 3746.4 Unusual Personal Hardship

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(Applies to Foreign Service Employees Only)

- a. EVT in situations involving unusual personal hardship other than those provided for in 3 FAM 3746.1, 3746.2, and 3746.3 may be approved in exceptional circumstances on a case by case basis by the offices *in* paragraph c, below. Requests for approval of travel at Government expense in this category must detail the exceptional circumstances under which such a request is made and must include a statement by the employee certifying the nature of the circumstances and any available documentation relating to the circumstances of the request. The chief of mission or the head of the employee's agency establishment at the post of assignment shall submit the employee's request to the appropriate office in paragraph c, below.

- b. Generally, requests will be limited to instances in which:
- (1) The traveler would travel to attend funeral services of a deceased person who has stood in the place of a parent or to visit a seriously ill or injured person who stands in the place of a parent (however, travel under 3 FAM 3744, paragraphs (1) and (2), is only available for two parents identified by the employee); or
 - (2) The traveler is the sole surviving member of the family of a seriously ill, injured, or deceased person.
- c. Cases of this type shall be submitted for authorization to the employee's agency:
- **AGRICULTURE:** FAS Deputy Administrator
 - **BBG:** Office of Personnel, M/P
 - **COMMERCE:** ITA/USFCS/OFSHR
 - **STATE:** HR/ER/EP
 - **USAID:** M/HR/POD or M/HR/EM
- d. Travel at Government expense without prior authorization is permitted, but the employee or eligible spouse will provide the required certification statement of the parent's health status and purpose of travel described above not more than 30 calendar days after completion of travel. The post shall follow the same procedures described in 3 FAM 3746.1-3 (with the exception of any M/DGHR/MED approval). The traveler shall be responsible for all expenditures not approved by the authorizing office.

3 FAM 3747 CHARGE TO LEAVE

(TL:PER-395; 02-28-2001)
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(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Employees Only)

- a. Time away from post (other than while in travel status) on emergency visitation is charged to annual leave, sick leave, compensatory time off, or leave without pay, as appropriate.
- b. Time in travel status to and from the place of emergency shall not be charged to leave. Travel status will be calculated up to a maximum amount of time which equates to the most direct and usually traveled

route from post of assignment to the place of emergency. The return trip to post is treated the same.

3 FAM 3747.1 Effect of EVT on Home Leave

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(Applies to Foreign Service Employees Only)

Time spent in the United States delays date of home leave eligibility only if the employee has not accumulated 18 months of continuous service abroad (Refer to 3 FAM 3430 and 3 FAH-1 H-3430). (USAID see ADS 522.)

3 FAM 3747.2 EVT Followed by Family Visitation Travel

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(Applies to Foreign Service Employees Only)

- a. If an employee is eligible for family visitation travel, there must be a waiting period of at least three months following the employee's return to post from EVT before the employee may depart on family visitation travel to the same location.
- b. Exception to the waiting requirements may be made for valid reasons by principal officers and heads of Agriculture, BBG, Commerce and USAID establishments abroad or their designees if post workload and scheduling considerations permit.

3 FAM 3748 TRAVEL LIMITATIONS AND FUNDING

3 FAM 3748.1 Travel Limitations

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(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Employees Only)

- a. Travel from the post of assignment (place of temporary abode where the employee or employee's spouse is located because of official orders) to location in the United States of the seriously ill, injured, or deceased immediate family member or incapacitated parent will be by the most direct, usually traveled and inexpensive route.
- b. Indirect travel may be performed only when necessitated by official duties to be performed enroute or when advantageous to the Government to purchase the ticket in foreign currency at an intermediate point.
- c. Excess and near-excess foreign currencies are to be used to the maximum extent feasible.
- d. In the event the seriously ill, injured, or deceased immediate family member or incapacitated parent is outside the United States or the remains of an immediate family member who has died abroad are to be accompanied to a place outside the United States, the cost of the travel by the employee or employee's spouse may not exceed the transportation expenses that would have been incurred for travel between the post and the employee's separation residence of record, unless the presence outside the United States of the person to be visited is incident to the employee's assignment abroad.
- e. Reimbursement may not exceed allowable transportation expenses actually incurred.
- f. Travel normally must be by less than first-class commercial air service (unless the Medical Director approves a specific exception) or, when air service is not available, minimum available first-class rail or bus services.
- g. Special fares, such as excursion fares and round-trip fares, are to be used to the maximum extent possible.
- h. U.S. flag carriers are to be used under the conditions described in 6 FAM 130. (For USAID, see Handbook 22, Appendix 9A, and Section 134.) Exceptions may be authorized as appropriate under 6 FAM 134.

3 FAM 3748.2 Funding

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(Uniform State/Agriculture/BBG/Commerce/USAID)

(Applies to Foreign Service Employees Only)

- a. Transportation costs for employees of the Department of State are funded as follows:

- (1) EVT approved under the categories of Serious Illness or Injury, Death, and Unusual Personal Hardship will be paid from post funds;
 - (2) EVT approved under the category of Incapacitated Parent will be paid centrally; and
 - (3) Transportation costs for employees of the Department of Agriculture, BBG and USAID will be paid by the employee's agency from post funds, while costs for employees of the Department of Commerce will be paid centrally.
- b. Transportation expenses such as mandatory airport taxes and transportation between airports are authorized.
- c. Other expenses such as transportation to and from the airport, per diem, and excess baggage or unaccompanied baggage charges are not authorized.

3 FAM 3749 EMERGENCY VISITATION TRAVEL CHART

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(Applies to Foreign Service Employees Only)

Emergency Visitation Travel Chart, 3 FAM 3749, Exhibit 3 FAM 3749, is a synopsis of EVT benefits, including who may travel, visitation objectives, authorization, action required by employee and limitations.

3 FAM 3749 EXHIBIT 3749 EMERGENCY VISITATION TRAVEL (EVT)

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(Applies to Foreign Service Employees Only)

TRAVEL BENEFIT	WHO MAY TRAVEL	VISITATION OBJECTIVE	AUTHORIZATION	ACTION REQUIRED BY EMPLOYEE	LIMITATION OF EVT VISIT
Medical (Serious illness or injury)	<ul style="list-style-type: none"> Employee or Eligible Spouse 	To visit immediate family member seriously ill or injured, near death.	<p>State: Approved by post upon MED recommendation</p> <p>Agriculture: FAS, FAA, Deputy Administrator</p> <p>BBG: Office of Personnel, MP</p> <p>Commerce: ITA/USFCS/ OFSHR</p> <p>USAID: M/HR/POD or M/HR/EM, as appropriate</p>	<ul style="list-style-type: none"> Provide required medical contact information. Submission of a repayment acknowledgment, if travel in advance of MED recommendation. 	Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member.
Death (Immediate family member)	<ul style="list-style-type: none"> Employee or Eligible spouse 	Attend interment of immediate family member (includes	<p>State: Approved by Post</p> <p>Agriculture: FAS, FAA Deputy Administrator</p>	<ul style="list-style-type: none"> Identify deceased family member not more than 30 calendar days 	Only one round trip may be taken in case of death of any immediate

		siblings).	<p>BBG: Office of Personnel, MP Commerce: ITA/USFCS/ OFSHR USAID: M/HR/POD or M/HR/EM</p>	<p>after completion of travel.</p> <ul style="list-style-type: none"> • Submission of Repayment Acknowledgement. 	<p>family member. Travel shall commence as soon as possible following notification of death.</p>
Death (Employee or eligible family member dies abroad)	<ul style="list-style-type: none"> • Employee and • Eligible family member(s) 	Attend interment of employee or eligible family member who dies abroad.	<p>State: Approved by Post Agriculture: FAS, FAA, Deputy Administrator BBG: Office of Personnel, M/P Commerce: ITA/USFCS/ OFS/HR USAID: M/HR/POD or M/HR/EM as appropriate</p>	<ul style="list-style-type: none"> • Request post approval. • Submission of Repayment Acknowledgement. 	One round trip to the place of interment is allowable for eligible family members resident at post.
Incapacitated Parent	<ul style="list-style-type: none"> • Employee; or • Eligible Spouse 	Assist parent suffering recent health breakdown that threatens continued independent living.	<p>State: Approved by HR/ER/WLP Agriculture: FAS, FAA, Deputy Administrator BBG: Office of Personnel, MP Commerce: ITA/USFCS/ OFSHR USAID: M/HR/POD or M/HR/EM, as</p>	<ul style="list-style-type: none"> • Submission of self certification • Submission of Repayment Acknowledgement, if appropriate. 	Not to exceed two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).

TRAVEL BENEFIT	WHO MAY TRAVEL	VISITATION OBJECTIVE	appropriate AUTHORIZATION	ACTION REQUIRED BY EMPLOYEE	LIMITATION OF EVT VISIT
Unusual Personal Hardship	<ul style="list-style-type: none"> • Employee; or • Eligible Spouse 	Exceptional circumstances warrant travel otherwise precluded by EVT limitations.	<p>State: Approved by HR/ER/EP</p> <p>Agriculture: FAS, FAA, Deputy Administrator</p> <p>BBG: Office of Personnel, M/P</p> <p>Commerce: ITA/FCS</p> <p>USAID: M/HR/POD or M/HR/EM, as appropriate.</p>	<ul style="list-style-type: none"> • Submission of any available documentation related to request • Repayment Acknowledgement. 	Decided on a case by case basis.