



**Functional Series [500](#)
Management Services**

INTERIM UPDATE 07-06

SUBJECT: Appropriate Fiscal Year to Charge for USAID Employees Travel and Transportation of Effects

NEW MATERIAL: This Notice provides guidance that will apply with respect to funding of travel and transportation of effects at the end of FY07.

EFFECTIVE DATE: August 24, 2007

POLICY

USAID/General Notice
M/AS/TT
08/24/2007

Subject: Appropriate Fiscal Year to Charge for USAID Employees Travel and Transportation of Effects

The following guidance will apply with respect to funding of travel and transportation of effects at the end of FY07. Please read with care!

1. Funding Rules -

A. Agency OE - Based on the FY 2006 Foreign Operations Appropriations Act, as carried forward into FY 2007 by the Revised Continuing Appropriations Resolution, 2007, PL 110-5, the Agency once again has authority that permits USAID to forward fund OE-funded travel authorizations (TAs) for both domestic and international travel. However, in order to take advantage of the existing two-year authority, any OE-funded TA must be authorized and obligated by September 30. In other words, a TA funded with FY07 Agency OE funds and issued by September 30th can fund travel up to September 30, 2008. This applies to all direct hire and PSC related TAs.

B. Program Funds - Program funds have always been available for funding of travel and transportation of effects into the next fiscal year, provided that the availability of funds are not yet expired. If the availability of the funds expire on September 30, 2007, the TA must be obligated by that date. This applies to all direct hire and PSC-related TAs. Note that special rules apply to MCC and PEPFAR funded support costs. Rules related to MCC funded costs are outlined in General Notice 0849, dated August 15, 2007. Rules related to PEPFAR-funded costs are under Agency Review and will be issued once available.

2. TAs Issued by M/AS/TT –

To ensure obligation of travel authorizations by September 30, all TAs MUST BE submitted to M/AS/TT by the close of business on Friday, September 21. Requests for deobligations are also to be submitted to M/AS/TT by Friday, September 21. Due to the high volume of TAs received in M/AS/TT during September and the fact that overtime for the M/AS/TT staff will not be available, adherence to this deadline will ensure that all travel authorizations are processed prior to the end of the fiscal year. Note that if a TA is related to an assignment or transfer and is not in M/AS/TT by the deadline, the employee will NOT be allowed to pack or ship any effects until FY08 when the TA is authorized and obligated. Bureaus and Missions should also factor in the additional time needed to obtain country clearances, passports/visas (if appropriate), and other necessary documentation in order to have the TA completed by September 21. Automatic waivers for country clearances will not be granted. Each exception to the established deadline will be reviewed on a case-by-case basis.

Your cooperation is greatly appreciated in M/AS/TT's effort to serve you better!

Point of Contact: Any questions concerning this Notice may be directed to:
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Notice 0874

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU5_0706_082407_cd49	08/24/2007	08/24/2007		ADS CD49	This IU will remain active until it is incorporated into ADS Series 500

IU5_0706_082407_w082807_cd49