



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

INTERIM UPDATE 08-12

SUBJECT: Business Class Lounge In Lieu of Rest Stop for Travel over 14 hours

NEW MATERIAL: The following guidance announces that travelers who fly more than 14 hours in economy class for certain types of official travel (e.g. Permanent Change of Station/Assignment Travel (PCS) or Temporary Duty Travel (TDY), and are eligible for a government funded overnight rest stop enroute to their destination, have the option to purchase and be reimbursed for a day pass at a business class lounge for the intermediate point in lieu of taking the overnight rest stop.

EFFECTIVE DATE: 09/08/2008

POLICY

USAID/General Notice
M/AS/TT
09/08/2008

Subject: Business Class Lounge In Lieu of Rest Stop for Travel over 14 hours

1. Summary: Effective immediately, USAID is pleased to announce that travelers who fly more than 14 hours in economy class for certain types of official travel (e.g. Permanent Change of Station/Assignment Travel (PCS) or Temporary Duty Travel (TDY), and are eligible for a government funded overnight rest stop enroute to their destination, have the option to purchase and be reimbursed for a day pass at a business class lounge for the intermediate point in lieu of taking the overnight rest stop. End Summary.

2. Currently, USG travelers who fly more than 14 hours in economy class seats for certain types of official travel, such as PCS or TDY, are eligible for a USG paid overnight rest stop enroute if the scheduled direct travel time exceeds 14 hours. Travelers have stated in some cases that the USG paid overnight rest stop is not particularly restful because it requires passengers to transfer from the airport to a hotel for a few hours of rest before being required to return to the airport and again go through lengthy security screening and check-in procedures in order to catch a connecting flight to their destination. This situation is particularly onerous for travelers with family members.

3. Effective immediately, as an alternative to a rest stop, a traveler who is eligible for a USG paid overnight rest stop may choose to purchase a business class lounge day pass instead. The day pass will allow the traveler access to a business class lounge for the intermediate point on the traveler's authorized itinerary. Travelers are responsible for requesting the approved overnight rest stop or the business class lounge day pass from the authorizing office, prior to travel. Travelers will be reimbursed on their travel voucher for the pass. The Department expects that the introduction of this option will result in cost savings for the government, a more restful travel experience for employees and accompanying eligible family members and shorter gaps between employees' presence at their assigned points of duty.

4. Travelers are encouraged to visit the airline websites listed below to view the terms and limitations for use of a business class lounge before making a decision.

- <http://www.delta.com>
- <http://www.united.com>
- <http://www.aa.com>
- <http://www.usairways.com>
- <http://www.continental.com>

5. Limitations

- (a) If the traveler selects the business class lounge option, the traveler is no longer authorized an overnight rest stop and will be expected to continue travel on the next available flight to his destination.
- (b) Under no circumstances will the traveler be eligible for a USG funded overnight rest stop and be reimbursed for a day pass to a business class lounge.
- (c) If the traveler cost constructs or deviates from the authorized itinerary, the traveler loses eligibility for the overnight rest stop or will not be reimbursed for the cost of the business class lounge day pass.
- (d) Travelers who are authorized premium class travel may use the business 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.

Point of Contact: Any questions concerning this Notice may be directed to Diane Carter, M/AS/TT, Room 2.09B, email: dicarter@usaid.gov or on (202) 712- 0835.

Notice 0913

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Remarks	This IU will remain active until the policy and procedure in it are incorporated into Series 500.

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