

Functional Series 500
Management

INTERIM UPDATE #18

SUBJECT: Correction to ADS 522 - REVISIONS AND ADDITIONS TO USAID TRAVEL POLICY

NEW MATERIAL: Revisions and additions to USAID Travel policy. Both the original notice and the correction notice are included below.

POLICY

USAID/General Notice
M/AS/TT
03/10/1999

SUBJECT: Correction to ADS 522 - REVISIONS AND ADDITIONS TO USAID TRAVEL POLICY

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

There is a correction to the ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad. (USAID/General Notice 0319)

Under the PRELIMINARY REPORT, PURPOSE OF TRAVEL Code (1) should read MEMBER of Delegation, not Number of Delegation.

Point of Contact: Any questions concerning this Notice may be directed to Bruce Gatti, M/AS/TT, (202) 712-4848.

POLICY

USAID/General Notice
M/AS/TT
03/08/1999

SUBJECT: ADS 522 -- REVISIONS AND ADDITIONS TO USAID TRAVEL POLICY

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

The attached interim guidance provides for Agency implementation of mandatory reporting requirements when attending international conferences as required by recent Legislative changes.

Point of Contact: Any questions concerning this Notice may be directed to Bruce Gatti, M/AS/TT, (202)712-4848.

As of January 1, 1999, the following additional requirement is effective for all USAID employees [including Personal Service Contractors (PSC)]:

REPORTING ATTENDANCE AT INTERNATIONAL CONFERENCES

Section 2505 of the Foreign Relations Authorization Act, Fiscal Years 1998 and 1999, contained in Public Law 105-277, requires that the Department of State's Office of International Conferences (IO/OIC) report to Congress on travel to International Conferences.

Effective January 1, 1999, any officer or employee of an Executive Branch agency (including employees posted abroad) traveling to an international conference must submit a preliminary report to the Director of IO/OIC before travel begins. A final report with respect to this foreign travel must also be submitted to the Director of IO/OIC within 30 days after the conclusion of the travel. USAID employees who attend international conference are included in this requirement.

An international conference is defined as any meeting held under the auspices of an international organization or foreign government at which representatives of more than two foreign governments are expected to be in attendance, and to which US Executive Branch agencies will send a total of ten or more representatives. However, in order to address situations where the final number of US Executive Branch representatives is not known, EMPLOYEES ATTENDING ANY INTERNATIONAL CONFERENCE, IRRESPECTIVE OF DELEGATION SIZE, SHALL SUBMIT THESE REPORTS. Non-submission of the reports precludes Diplomatic Missions/Consular Posts from providing routine services in support of the travelers.

REPORT SUBMISSION

INDIVIDUAL TRAVELERS ARE RESPONSIBLE FOR FAXING THESE REPORTS TO THE OFFICE OF INTERNATIONAL CONFERENCES.

Use the attached Foreign Travel Data Sheet to report proposed international conference travel and to help define whether the proposed conference fits the definition of covered conferences according to the statute. Send the preliminary and final reports to by fax to FRANK R. PROVYN, Director, IO/OIC, Room 1517, Department of State, Washington, D.C. 20520. The fax numbers are 202-647-1301 and 202-647-5996.

FOREIGN TRAVEL DATA SHEET

(Submit to the Office of International Conferences, Department of State

PRELIMINARY REPORT

(To be completed before foreign travel to an international conference)

NAME OF TRAVELER (last, first):

EMPLOYING DEPARTMENT OR AGENCY:

CONFERENCE TITLE:

SPONSORING ORGANIZATION:

COUNTRY WHERE CONFERENCE IS BEING HELD:

WILL MORE THAN TWO FOREIGN GOVERNMENTS ATTEND: YES__ NO

NAME OF OFFICIAL AUTHORIZING TRAVEL:

PURPOSE OF TRAVEL: _____ [Select code: (1) member of delegation; (2) technical/administrative support to delegation; (3) meetings with foreign officials outside the conference; (4) other (specify)

DATE TRAVEL BEGINS: _____ DATE TRAVEL ENDS:

CONTACT TELEPHONE NUMBER:

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FINAL REPORT

(to be completed within 30 days of the conclusion of travel)

NAME OF TRAVELER (last, first)

CONFERENCE TITLE:

SPONSORING ORGANIZATION:

COUNTRY WHERE CONFERENCE IS BEING HELD:

DATE TRAVEL BEGAN: _____ TRAVEL END DATE:

ACTUAL COST OF TRAVEL:

Complete the following only if there have been changes since the preliminary report:

EMPLOYING DEPARTMENT OR AGENCY:

NAME OF OFFICIAL WHO AUTHORIZED TRAVEL:

PURPOSE OF TRAVEL _____ (Choose from codes listed under "Preliminary Report.")

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