



USAID
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Subject Outlines/Codes: Travel

A Mandatory Reference for ADS Chapter 502

Revision Date: 12/20/2006
Responsible Office: M/AS/IRD
File Name: 502mae24_122006_cd46

TRAVEL

Instructions: Policy, procedures, operations, and regulations regarding travel of Agency, participating agency and contract personnel and their dependents; movement of personal and household effects of such travelers; and Congressional and other travelers whose visit is concerned with, or of interest to, this Agency.

Subject Files	File Classification	Description of Records
TRAVEL	GENERAL	General policy and procedural material regarding travel of Agency, participating agency, and contract.
ALLOWANCES	TRV 1	Material furnishing information and interpretations of policy regarding monetary allowances for travel expenses, including per diem and mileage rates.
AUTHORIZATION	TRV 2	General correspondence and reports regarding travel authorizations (travel orders). File travel orders of individual travelers in employees' travel folder.
CARRIERS	TRV 3	Informational and procedural material regarding carriers, including services, rates, routes, and schedules. Includes air, ships, bus and rail carriers.
DEPENDENTS	TRV 4	Material regarding interpretation and explanation of policy, procedures, and operations governing travel of dependents, including advance home leave travel.
PASSPORTS	TRV 5	Passport files, including copies of completed forms used for application, issuances, renewal, etc., and related correspondence. Includes visas.
EFFECTS	TRV 6	Material regarding transport of effects, including interpretation or explanation of policy and procedures. Covers packing and crating, insurance, shipment, and storage and personal household effects, baggage and vehicles. Generally, material regarding effects of individual travelers is filed in employee's travel folder.
TRAVELERS	TRV 7	Name files (travel folders) consisting of passenger transportation records pertaining to reimbursement to individuals, copies of travel orders, per diem vouchers, travel requests, hotel and trip reservations, and other supporting papers regarding official travel of officers, employees,

Subject Files	File Classification	Description of Records
		contract personnel, and dependents, including papers regarding shipment of automobiles, baggage, and effects. Arrange alphabetically by name of traveler.

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