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Functional Series 500: Management Services

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

522.1 Authority

1. [Foreign Assistance Act of 1961, as amended](#)
2. [Foreign Service Act of 1980, as amended](#)
3. [Federal Travel Regulations, 301-1.101\(b\)](#)
4. [Foreign Affairs Manual, Volume 06, Section 0100 and 0220](#)
5. [8 U.S.C. 1185](#)
6. [5 U.S.C. 5701-5709, amended 1987](#)
7. OMB Bulletin 93-11
8. 49 U.S.C. 1517, as amended
9. [46 U.S.C. 1241\(a\), as amended](#)
10. [Federal Travel Regulations \(Federal Property Management Regulations, Section 101-7\)](#)
11. Section 204 of the Federal Employee's Pay Act of 1945, as amended by Section 16 of Public Law 89-301
12. [31 U.S. Code 1353, as amended 1989 \(The Ethics Reform Act\)](#)

522.2 Objective

To provide policy and essential procedures governing domestic and international Temporary Duty Travel (TDY) to all U.S. Agency for International Development (USAID) employees.

522.3 Responsibility

1. It is the responsibility of the Bureau for Management, Office of Administrative Services, Office of the Director (M/AS/OD) to approve the policies and essential procedures for all Travel and Transportation developed by the Bureau for Management, Office of Administrative Service, Travel and Transportation Division (M/AS/TT).
2. The Bureau for Management, Office of Administrative Service, Travel and Transportation Division (M/AS/TT) is responsible for developing and promulgating policies and essential procedures, and administering and coordinating the travel and transportation activities for the Agency. Abroad, the Executive Office is responsible for administering travel and transportation programs.
3. The USAID Controller (M/FM/CONT) approves policies and essential procedures for financial aspects of all USAID temporary duty (TDY) travel and transportation developed by the Bureau for Management, Office of Financial Management (M/FM).

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4. The Chief of the Bureau for Management, Office of Financial Management, Plans, Programs and Compliance Division (M/FM/PPC) develops and promulgates policies and essential procedures to administer the financial aspects of USAID TDY travel and transportation. Such policy and essential procedures will be coordinated with M/AS/TT.
5. The Chief of the Bureau of Management, Office of Financial Management, Cash Management and Payments Division (M/FM/CMP) processes approved USAID/W request for Travel Advances.
6. Department of State, Office of Passport Services: It is the responsibility of the Department of State, Office of Passport Services, to determine the type and the condition under which passports are issued.
7. Approving Office: It is the responsibility of the approving officials to determine that all travel authorized:
 - a. Is carefully planned;
 - b. Meets an essential need;
 - c. Requires a minimum of time;
 - d. Is within the available balance of the travel allotment to be used;
 - e. Is limited to as few individuals as possible;
 - f. Is cleared with appropriate Bureaus and Staff offices; and
 - g. That the traveler's services are to be utilized to the extent feasible by other USAID organizational units.
8. Clearing Office: It is the responsibility of the Administrative Officer of the Bureau or Office to approve the Travel Authorization (TA) and, to ensure that the notification/clearance requirement to the appropriate Geographic Bureau of the Department of State (State) is met.
9. Employees'/Travelers: It is the responsibility of the employee to be fully aware of expiration dates of passports, visas, entry/exit permits, and any necessary amendments to the passports of their entire family.
 - a) It is the responsibility of the traveler to correctly perform official travel duties regardless of who assisted them in making their travel arrangements.

b) It is the responsibility of the traveler to perform official travel in accordance with the regulations.

c) The traveler is also responsible for the payment of any charges incurred through failure to comply with these regulations, as well as the cost of any expenses incurred for personal convenience.

522.4 Definitions (See [ADS Glossary](#))

Refer to the Federal Travel Regulations (FTR) and the Foreign Affairs Manual (FAM), Volume 6, Section 111.3. (See Mandatory References, [6 FAM 111.3](#), and the [FTR](#))

Also refer to definitions at the bottom of this page.

522.5 POLICY

The statements contained within the .5 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

522.5.1 CIVILIAN EMPLOYEES' TRAVEL

It is the policy of the U.S. Government that the Federal Travel Regulations govern the travel of civilian General Scheduled (GS), General Manager (GM), Senior Executive Service (SES), Participating Agency Service Agreement (PASA) employees, and employees traveling on Invitational Travel. The Federal Travel Regulations also govern Temporary Duty Travel (TDY) travel for Foreign Service Officers, except where specifically noted. The Foreign Affairs Manual, Volume 6, Section 100 (6 FAM 100) is the governing regulation for entitlement travel for Foreign Service employees and the members of their families. **(See Mandatory References [6 FAM, Sections 100 through 199](#) and the [Federal Travel Regulation, Part 301](#), for additional information not in this chapter)**

E522.5.1 Civilian Employees's Travel - N/A

522.5.2 TRAVEL AUTHORIZATIONS

The [Form AID 5-8](#), Request and Authorization of Official Travel, constitutes the Agency's form for performing official travel and incurring related expenses.

*An asterisk indicates that the adjacent material is new or substantively revised.

E522.5.2 Travel Authorization (TA)

The Form AID 5-8 constitutes the form for performing official travel and incurring related expenses. Each travel authorization (TA) must specify the purpose of travel, the authorized points of departure and final destination, and expenses each traveler is authorized to incur whether the Government is to pay related expenses directly or reimburse an employee for expenses already incurred. USAID form 5-8 must be used. USAID is standardizing the use of Travel Manager Plus software for preparation of all TDY Travel authorizations. If the software is available at post, it must be used to prepare TDY authorizations.

a) Preparation

A TA is prepared for each individual traveler, except dependents, whose authorization for assignment, separation, retirement, and so forth, is always under the sponsoring employee's name. A TA must also be prepared for reimbursement of conference and registration fees when those fees are not chargeable to training regardless of whether or not travel is involved.

b) Functions of the Approving Office

The Approving Office determines that all travel authorized:

1. Is carefully planned;
2. Meets an essential need;
3. Requires a minimum of time;
4. Is within the available balance of the travel allotment to be used;
5. Is limited to as few individuals as possible;
6. Is cleared with appropriate Bureaus and Staff offices;
and
7. That the traveler's services are to be utilized to the extent feasible by other USAID organizational units.

c) Functions of the Authorizing Office

The authorizing office estimates TA costs, assigns an authorization number, object code, and enters same on the TA, as well as the

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appropriation and allotment account symbols. The form is then obligated and signed by the Authorizing Officer.

d) Distribution

For TAs issued by the Bureau for Management, Office of Administrative Service, Travel and Transportation Division (M/AS/TT), the distribution is as follows:

USAID/W Funded Traveler
Travel Management Center
M/FM/CMP (2 copies)
M/AS/TT
Initiating Office
Mission Funded Traveler
M/AS/TT (if TA is sent to USAID/W for ticket issuance)
Initiating Office

e) Transfer TAs to or from the USA, as appropriate, must be forwarded to one of the U.S. Despatch Agents listed as follows.

Port of Discharge Consignee: All Atlantic coast ports, except Baltimore, Norfolk, and all ports in North Carolina, South Carolina and Florida

USDA - New York
Parkway Towers, Building B
485-B U.S. Route 1
South Iselin, NJ 08830-3013

USDA JFK International
International Arrivals Terminal
Rm. 2214
Jamaica, NY 11430

Port of Discharge Consignee: Baltimore, Norfolk and ports in North Carolina and South Carolina

USDA - Baltimore
2200 Broening Highway, Room 125
Baltimore, MD 21224

Port of Discharge Consignee: All ports in Florida and the Gulf of Mexico

USDA - Miami
P.O. Box 522396
General Mail Facility
Miami, FL 33152-2396

Port of Discharge Consignee: All Pacific coast ports

UDSA - Seattle
2800 S. 192 Street, Suite 108
Seattle, Washington 98188

Port of Discharge Consignee: All Airfreight shipments

USDA - Dulles International Airport
OPR/ST/TD/TO, Department of State
Washington, D.C. 20520

522.5.2a AMENDING TRAVEL AUTHORIZATIONS (TA(s))

Amended TAs are required when travel is performed seven (7) days before or after the scheduled date of travel shown on the original TA. In addition, amended TAs are required when the number of days in travel status are increased, or when travel is to more locations than originally authorized.

E522.5.2a Amending Travel Authorizations (TAs)

A Travel Authorization is amended when there is a change in the itinerary, authorized expense items, or numbers of days in travel status on the original travel authorization. The amendment is cleared, approved, and authorized in the same manner as the original TA, except as indicated in the first and second paragraph of this section, including any further obligation or deobligation of funds. If authorization of the amendment is obtained after the traveler has departed, the originating office immediately notifies the Office or Mission where the traveler is temporarily located to enable the traveler to make any necessary alternate arrangements. The notification must contain:

- 1) The authorization number;
- 2) Date authorized;
- 3) Fund citation;

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- 4) The amount reserved for per diem and travel costs; and
- 5) The cost of carrier transportation.

When there is no change in travel entitlements, upward or downward adjustments are made by the Financial Management Office.

522.5.2b TRAVEL ORDERS OR AMENDMENTS

Travel orders or amendments prepared by Missions and chargeable to USAID/W funds must cite complete USAID/W accounting information, including the USAID/W TA number.

E522.5.2b Travel Orders or Amendments

- 1) The TA amendment must refer to the original TA number and date. Block 7 of the Form AID 5-8 begins as follows:

Travel authorization number (authorization number) dated (month, day, year) is hereby amended to authorize ..."

- 2) An "In conjunction with" TA indicates a different funding source for a portion of the travel. These travel authorizations are approved and authorized depending upon the funds being used. Although assigned a new authorization number for the change of funding, the "in conjunction with" TA must refer to the original authorization that it relates to. Block 7 of the Form begins as follows:

"This TA is written in conjunction with authorization number dated (month, day, year)"...

- 3) When a TA is prepared, amended, or written "in conjunction with" another TA after the travel has commenced, the following statement must be included in Block 7 of the Form:

"Administrative approval is granted for payment of allowable expenses incurred prior to the issuance of this authorization."

- 4) If the authorized travel is not performed, prepare a TA amendment to cancel the original TA to assure deobligation of funds. Only the signature of the Approving and Authorizing Officers are required.

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Block 7 of the Form reads:

"Travel authorization number (authorization number) dated (month, day, year) is hereby canceled in its' entirety."

5) Travel Voucher

A travel voucher must be submitted within five (5) business days upon completion of official travel.

522.5.3 APPROVAL AUTHORITY

The following USAID officials have authority to approve travel for personnel under their jurisdiction including Foreign Service employees on rotation assignment in USAID/W, experts, consultants, and employees on detail to their offices.

a) Assistant Administrators (AAs), the Counselor to the Agency, the General Counsel (GC), the Inspector General (IG), and their deputies; Directors and Deputy Directors of Offices and Staffs reporting directly to the Administrator; or persons formally designated to act in the capacities of these officials.

b) These approving officials have the authority to redelegate the authority stated therein to one other senior official such as their Administrative Officer, or the Head of the Bureau for Management (M); except for the Assistant to the Administrator for the Bureau for Management (AA/M) who, because of the large size of the offices concerned, has the authority to redelegate such authority to heads of Bureaus and Management Offices and their deputies.

c) The Director, Bureau for Management, Office of Administrative Services (M/AS/OD) is delegated the authority to approve travel for the staff of the Office of the Administrator.

d) Presidential appointees confirmed by the Senate assigned to USAID/W have the authority to approve their own travel. However, notification of their foreign travel, both official and unofficial, must be submitted to the Department of State's Executive Secretary (ES) through USAID's Executive Secretary and Departmental clearance obtained prior to such travel.

e) Assistant Administrators, the Counselor to the Agency, the General Counsel, the Inspector General, Directors of Offices and Staffs reporting directly to the Administrator, (or persons formally designated to act in the capacities of these officials), have the

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authority to sign on the approval line of the Form for their own travel after obtaining advance written approval of their travel itinerary from the Administrator or Deputy Administrator.

E522.5.3 Approval Authority - N/A

522.5.4 AUTHORIZING OFFICIALS

a) AA/M is delegated authority to authorize all travel, transportation and related expenses properly approved by the officials indicated in 6 FAM 121.2-3(a)(b)(c). **(See Mandatory Reference [6 FAM 121.2-3\(a\)\(b\)\(c\)](#))**. AA/M has the authority to redelegate the authority to authorize travel, transportation, and related expenses to the Director of M/AS/OD. This authority shall be exercised by persons who are performing the functions of designated officers in an acting capacity.

M/AS/TT is delegated authority by M/AS/OD to authorize all routine travel requests.

E522.5.4 Authorizing Officials - N/A

522.5.5 CLEARANCE AND NOTIFICATION REQUIREMENTS

a) Assistant Administrator's Clearance

Clearance of the appropriate Assistant Administrator or Office Director reporting to the Administrator is required for attendance at international conferences and meetings overseas.

b) Geographic Bureau and Mission Clearance

With the exception of travel by personnel of the Office of the Administrator and the Office of the Inspector General (IG), all international trips to destinations under the jurisdiction of a Geographic Bureau, for temporary duty, international conferences and/or meetings, and contract-related business, are cleared with the appropriate Bureau(s) and field missions (country clearance) before making arrangements or commitments with the field. Clearance is requested in sufficient time to permit the Bureau(s) to evaluate the purpose and need of the proposed travel, and to brief the prospective traveler, as appropriate.

E522.5.5 Clearance and Notification Requirements

a) Clearance is requested in sufficient time to permit the Bureau(s) to evaluate the purpose and need of the proposed travel and to brief the prospective traveler as appropriate.

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1. USAID Initiated travel. In those circumstances State Department notification/clearance is necessary for Washington initiated travel, it is the responsibility of the Administrative Officer of the Bureau/Office approving the travel to assure that the notification/clearance requirement to the appropriate Geographic Bureau of State is met. Such notification to State must be obtained at least two weeks prior to the commencement of travel. All such requests must be submitted through the Administrative Officer of the appropriate USAID Geographic Bureau for travel within USAID region or M/AS/TT for other overseas travel.

2. Field Mission Initiated Travel. When personnel from one USAID Mission plan to visit an overseas post, the USAID Mission approving the travel is responsible for obtaining the necessary clearance from the post to be visited.

3. Need for Awareness of Potentially Hazardous Country Situations. USAID country desks must maintain constant liaison with their counterparts in State to stay abreast of potentially hazardous country situations which might influence the degree of USAID travel considered reasonable at any particular time. State desks must be periodically be reminded of their responsibility to keep their USAID counterparts advised in this regard.

b) USAID clearance and notification procedures for all official USAID travel are as follows:

1. Requests for clearance are submitted to the appropriate Bureau Management Office by memorandum, which includes the proposed dates and duration of the visit, purpose of the trip, and an estimate of the demands on Mission staff time.

2. The office initiating the travel advises the Mission(s) to be visited of the approximate dates and purpose of the proposed trip(s) and requests Mission (and appropriate country) clearance for the trip.

3. Following receipt of Mission clearance(s), the Bureau clearance (typed name and signature) must be placed on the TA at the time of preparation.

4. Officers clearing foreign travel for contractors must follow the procedures set forth in AIDAR 752.7002. **(See Mandatory Reference, [AIDAR 752.7002](#))**

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5. Each Mission is responsible for advising the appropriate Geographic Bureau of any unusual or special requirements which will affect or delay travel to or within the host country or of any circumstances under which the clearance requirements can be waived.

522.5.6 TRAVEL ARRANGEMENTS (USAID/W)

Except in an emergency, a minimum notice of 10 BUSINESS DAYS is required by M/AS/TT for processing travel authorizations and performing other related travel services. In general, an even longer period contributes to the efficiency and economy of operations.

E522.5.6 Travel Arrangements (USAID/W)

As soon as the necessity for a trip, either Temporary Duty (TDY) in the United States (U.S.) or abroad, is determined, the following steps must be taken:

- a) Obtain (verbal) Geographic Bureau clearance (if appropriate);
- b) Request Mission clearance, if appropriate (This is an Ambassadorial privilege, not an M/AS/TT requirement); in situations where a country clearance is not appropriate, a letter of invitation or State clearance will suffice;
- c) For travel abroad, contact the Travel and Transportation Division, to begin early passport processing assistance, securing of visas, planning of itinerary, making airline reservations, etc.;
- d) For travel in the U.S., contact the M/AS/TT to make airline, car rental, and hotel reservations;
- e) Upon receipt of Mission clearances for employees traveling abroad, the Request and Authorization of Official Travel (TA), Form AID 5-8, is prepared and the signatures of clearing and approving officers are obtained. A Geographic Bureau clearance (signature or typed name), obtained by word of mouth must appear on the Form AID 5-8;
- f) Send the completed Form AID 5-8 to the Travel and Transportation Division for processing and obligation; and

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g) Upon receipt of the completed Form AID 5-8, a Travel Assistant issues the appropriate documents and secures transportation tickets. No tickets are issued or shipping documents released until M/AS/TT has an accurate, obligated and authorized TA.

522.5.7 TEMPORARY DUTY TRAVEL (TDY) (Funding)

a) General

Official domestic and international temporary duty travel of employees including experts, consultants, personnel under personal services contracts, and employees of other U.S. Government agencies detailed to USAID or performing duties related to Agency programs is authorized when it is determined that such travel is essential to the needs of the program of the Agency, and that these needs cannot be satisfied by a more economical means.

1. Unless otherwise indicated, the TDY travel of General Schedule (GS) and Foreign Service (FS) personnel is governed by the Federal Travel Regulations (FTR) and essential procedures contained in this chapter.

2. The TDY travel of Mission personnel from and within the country(ies) of assignment must be governed by individual Mission policies and regulations based on the Federal Travel Regulations (FTR). While much of the material in this chapter is the same as that followed in Missions, certain sections (Funding, Clearances, Travel Arrangements, etc.) pertain primarily to USAID/W.

3. Entitlement Travel, i.e., Home Leave Travel, R&R Travel, Medical Travel, Visitation Travel, Emergency Visitation Travel, Travel of Children of Separated Parents, for FS and GS employees is governed by 3 FAM 3000. (See Mandatory Reference, 3 FAM 3000)

4. Allowances and Benefits for FS and GS employees are governed by the Standardized Regulations.

b) Funding

Allotment of travel funds to an office is a management device and does not automatically authorize travel just because funds and staff time are available. The allotment represents the monetary ceiling for maximum travel of each element of the Agency. Travel to be performed which

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exceeds the allotment limitations must be approved by M/FM. All Washington-funded travel of USAID/W employees is to be charged to travel allotments only and never to USAID/W-funded projects.

1. All domestic and overseas travel of Washington-based personnel is funded by the Office or Mission requesting the travel to be performed.
2. When overseas travel involves temporary duty requested by more than one Mission and/or USAID/W Office, the cost can be prorated among the requesting Missions and/or USAID/W Offices.
3. Whenever the purpose of travel is related to participation in a professional conference or meeting, and is directed towards improving the employee's job performance, it is to be treated as training. All such travel is funded and reported as training. Training travel for USAID/W employees is charged to a centralized allocation made to the Bureau for Management, Office of Human Resources (M/HR).
4. Attendance at a meeting or conference, as a representative of USAID is funded by the office requesting the travel to be performed.
5. Charter of buses, rental of conference rooms, reporting services, etc., are funded from the USAID/W general Operating Expenses Account when the activity is classified as training.
6. When possible, payment of carrier tickets and excess baggage for international travel is made with U.S. excess or near excess foreign currency; or when appropriate, by use of trust funds.
7. When travel is requested and funded by an Office other than the Office or Bureau to which the employee is assigned, the office symbol of the requesting Office must be shown in block 10, and the signature of an official authorized to approve the obligation of funds for the requesting office must appear as "Other Required Approval" in Block 16 of the Form 5-8.

E522.5.7 Temporary Duty Travel (TDY) (Funding)

Training travel for USAID/W employees is charged to a centralized allocation made to the Bureau for Management, Office of Human Resources (M/HR). The supervisor's signature on the Form SF-182, Application for Training, is certification that the primary purpose of attendance is training, which is to be accompanied by a Form AID 5-8,

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Request and Authorization of Official Travel and SF-1038, Advance of Funds Request, if applicable.

To secure services such as Charter of buses, rental of conference rooms, reporting services, etc., Form AID 5-7, Supplies/Equipment/ Services Requisition, is submitted to the Bureau for Management, Office of Administrative Services (M/AS), far enough in advance of the date needed for that Office to carry out the necessary negotiations with the supplier(s). NO COMMITMENTS TO SUPPLIERS ARE TO BE MADE BY BUREAUS/OFFICES without first consulting with M/AS.

522.5.8 PREMIUM CLASS AIR TRAVEL
Effective Date: 06/14/2005

*522.5.8, Premium Class Air Travel policy statement was superseded June 14, 2005 by [Series 500 Interim Update 04-08](#). This regulation supercedes any other guidance on business class travel. In particular, 14 FAM 567.2-4 does not apply. (See <http://www.usaid.gov/policy/ads/500/updates/iu5-0408.pdf>.)

522.5.8a CHARTER SERVICES

Charter, lease, or hire of aircraft, boats, automobiles, taxicabs, or other conveyances, regardless of type of funds used, when employee is engaged in official business within or outside employee's post of duty, requires a written justification from the traveler or the Mission as appropriate. The justification must be approved in advance by the official authorizing travel, as advantageous to the Government. When the contracting document is other than a Travel Authorization (Form AID 5-8), i.e., a purchase order or contract, the charter or leasing agreement must be authorized by a designated contracting or procurement officer.

E522.5.8a Charter Services

a) For charter, lease or hire of aircraft, written justification is required with supporting documentation. One or more of the following criteria must be included and certified, citing the specific reasons therefor:

1. Travel is to remote or inaccessible location(s) not served by scheduled commercial air or surface transportation;
2. Use of scheduled commercial transportation would involve a delay which would cause critical harm to the successful accomplishment of the mission and such delay is so certified by the traveler or the Mission, as appropriate, to be adverse to the interests of the U.S. Government;

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3. Travel by any other means would be unsafe; or
4. Use of scheduled commercial transportation would be more costly to the U.S. Government than charter transportation, taking into account such factors as delays, and number of travelers.

b) One time rental of such conveyances must be authorized on a Travel Authorization or purchase order. However, blanket travel authorizations for more than one separate charter, lease, or hire shall not be granted. In addition, every effort must be made to combine trips, including combined passenger/cargo charters whenever possible.

Except for emergency or Office of Foreign Disaster Assistance (OFDA) activities lasting 30 days or less, long term or repetitive charters, leases, or hires must be justified in accordance with the criteria outlined in paragraph one in this section and must be approved in advance by the appropriate Assistant Administrator (AA).

522.5.8b USE OF PRIVATELY OWNED VEHICLE (POV)

Mileage is payable to only one of two or more employees traveling together on the same trip and in the same vehicle. Names of other such employees are included on the travel voucher of the employee claiming mileage reimbursement, and a certification is included in the employee's travel voucher. **(See Mandatory Reference, [FTR Parts 301-4.2 and 301-4.3](#))**

When use of a privately owned airplane is authorized, reimbursement must be at a rate not to exceed 45 cents per mile. In addition, other necessary expenses may be authorized when incurred, such as necessary landing fees, tie down fees, and parking fees.

E522.5.8b Use of Privately Owned Vehicle (POV)

Names of other employees traveling together on the same trip and in the same vehicle are included on the travel voucher of the employee claiming mileage reimbursement, and the following certification is included in the employee's travel voucher:

"I certify that travel was performed by privately owned vehicle and that (name of agency, name of employee(s) accompanied me in such vehicle to and from official duty points."

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522.5.8c TAXICAB

Reimbursement for taxicab fares is allowed if authorized or approved as advantageous to the Government pursuant to Chapter 301, part 3 of the FTRs. However, if the most commonly used transportation is available for all or part of the distance, but the traveler elects to use a taxicab, travelers explain the circumstances on their voucher. Reimbursement for taxicab fares in these instances shall not exceed \$50, plus tip, or the cost of the available common carrier, whichever is less. **(See Mandatory Reference, [FTR Part 301-3.1](#))**

E522.5.8c Taxicab - N/A

522.5.8d SPECIAL CONTRACTUAL ARRANGEMENTS

Contractual arrangements with public commercial transportation carriers for discount services include the requirement that all Government travelers use the contract service unless the Agency concerned grants an exception in individual cases based upon certain specified conditions. Within USAID/W, such exceptions must be justified in each case and are subject to approval by M/AS/TT.

Because these contractual arrangements are subject to change and can be established for limited periods of time, contractual arrangements will normally be announced by a USAID/W Notice or USAID General Notice within one week of the notification date received by M/AS/TT. This notice will cover the current arrangements and specifies the conditions for any exceptions which shall be approved by M/AS/TT.

For other discounted services for government travelers please review the Federal Travel Directory on the worldwide web at <http://www.patsys.com/ftd/ftdmain.htm>.

E522.5.8d Special Contractual Arrangements - N/A

522.5.9 BAGGAGE ALLOWANCES

a) Domestic Travel

See 6 FAM, Section 148.1. **(See Mandatory Reference [6 FAM, 148.1](#))**

E522.5.9 Baggage Allowance - N/A

*An asterisk indicates that the adjacent material is new or substantively revised.

522.5.10 DIRECT TRAVEL

All official travel shall be by a usually traveled route. See 6 FAM 132.1 and FTR 301-2.5(a) for the Agencies policy and essential procedures. (See Mandatory References [6 FAM 132.1](#) or [FTR 301-2.5\(a\)](#))

E522.5.10 Direct Travel - N/A

522.5.11 LOCAL TRANSPORTATION IN USAID/W

USAID/W local travel is performed in accordance with Chapter 301, Parts 301-2.1, 301-2.2, 301-2.3, 301-2.4, 301-2.5, 301-2.6; 301-3.1, 301-3.2, 301-3.3, 301-3.4, 301-3.5, 301-3.6; 301-4.1, 301-4.2, 301-4.3, 301-4.4, 301-4.5 and 301-4.6 of the Federal Travel Regulations (FTRs), as supplemented herein. (See Mandatory References, [FTR Parts 301-2.1, 301-2.2, 301-2.3, 301-2.4, 301-2.5, 301-2.6; 301-3.1, 301-3.2, 301-3.3, 301-3.4, 301-3.5, 301-3.6; 301-4.1, 301-4.2, 301-4.3, 301-4.4, 301-4.5 and 301-4.6](#))

E522.5.11 Local Transportation in USAID/W

a) Modes of Travel

1. Transportation Facilities: Modes of transportation are to be used in the following order:

- Buses furnished by a Government Agency;
- Public bus service or Metro rail;
- Taxis; or
- Privately owned vehicle.

2. Government Bus Service: Local bus service operated by the Department of State, USAID, and other U.S. Government agencies is provided for USAID employees for official travel only (use of government bus service to commute is not permitted), and must be used in preference to public transportation or taxis whenever possible.

3. Public Transport Service: Public buses or Metro rail must be used whenever Government Bus Service is unavailable.

4. Taxi Service: Taxis are used for local transportation on official business when:

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- a. The value of time saved by use of a taxi amounts to more than the difference between bus fare and taxi fare;
- b. Bus or Metro rail service is not available to destination;
- c. Emergency conditions prevail; and
- d. Employee travel is the result of officially ordered overtime during hours of darkness or infrequently scheduled public transportation.

5. Privately Owned Vehicle (POV): Travel by privately owned vehicle is authorized when there is a determination that such travel must result in lower transportation costs and/or economies which result from the more expeditious and effective performance of Government business.

b) Approval

1. Public Buses, Rail and Taxis: Division Chiefs or other appropriate officials are authorized to approve claims for all bus, rail, and taxi travel except for that involving travel by an employee between their home and office while on ordered overtime, which requires approval by a division chief or higher level official.

2. Privately Owned Vehicle: The use of a privately owned vehicle must be approved by a Division Chief or higher level official. Other allowable costs are parking fees, ferry fares, and bridge, road, and tunnel tolls. See FTR Parts 301-4.1, 301-4.2, 301-4.3, 301-4.4, 301-4.5 and 301-4.6. **(See Mandatory References, [FTR Parts 301-4.1, 301-4.2, 301-4.3, 301-4.4, 301-4.5 and 301-4.6](#))**

c) Reimbursement

Reimbursement of bus, rail, or taxi fares and mileage allowance for privately owned vehicle is made upon presentation of an SF 1164 to the Bureau for Management, Office of Financial Management, Cash Management and Payments Division (M/FM/CMP), completed in duplicate.

d) The approving officer is the official who initially determines the justification for and authorizes the expenditure. The approving officer affixes their signature, title, and date in the space provided on the SF 1164. When the claimant is the approving officer (branch chief or higher)

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the signature in the approving officer space is not required. (**See [Standard Form 1164](#)**)

522.5.12 INVITATIONAL TRAVEL

Invitational travel is that travel which is authorized for non-Government employees at U.S. Government expense. This type of travel is authorized for both U.S. and foreign citizens not employed by the U.S. Government, not receiving any type of compensation from the U.S. Government and only when it is determined that the functions to be performed are essential to the interest of the Agency.

E522.5.12 Invitational Travel

a) Applicability

1. Individuals traveling to USAID/W, to a Mission, or other domestic or overseas locations to serve as lecturers, attendants, or participants at a conference or meeting, or to furnish information concerning their specialized fields of discipline or activity.

2. Candidates traveling for pre-employment interviews for Foreign Service or for excepted positions, when it is determined that sufficient information for ascertaining an individual's qualifications, or adaptability for employment in a particular area cannot be obtained from information on their application, Reference checks or by telephone conversations with the individual, and provided that there is a reasonable expectation of employing the candidate. (Approved by the Bureau for Management, Office of Human Resource (M/HR) only.)

b) Approval

The officials indicated, under ADS 522.5.3, Approval Authority, approve invitational travel, regardless of location, for persons whose services are considered to be essential to Agency programs except that only the Director or Acting Director, Office of Human Resources (HR) shall approve invitational travel for pre-employment interviews and for witnesses in adverse action hearings involving Agency employees. (**See 522.5.3**)

c) Restriction for Foreign Nationals

Invitational Travel authorizations are not issued for foreign nationals traveling for purposes of training in any of the categories included in the Agency's Participant Training Program set forth in ADS Chapter 253. (**See Mandatory Reference, [ADS 253](#)**)

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d) Security Clearance

1. Invitational travel, without security clearance, can be granted when the individual involved is not authorized access or exposed to classified information or administratively controlled material. However, if desired, the authorizing office has the authority to request the Office of the Inspector General, the Office of Security (IG/SEC) to check its files prior to any invitation to the prospective traveler. **(See Mandatory References, [ADS 566](#) and [567](#))**

e) Notification Requirements

1. Missions are notified of all invitational travel to or from their respective countries for country clearance purposes.

NOTE: If the traveler is not authorized access to classified information, Block 7 of the travel authorization, Form AID 5-8, must contain the statement:

"Security clearance not provided."

2. The appropriate Geographic Bureau Management Office is notified of all Mission-authorized invitational travel to or from the United States.

3. The appropriate USAID Staff Office is notified of invitational travel relating to technical activities such as agriculture, engineering, and so forth.

f) Allowable Expenses and Reimbursement

Individuals traveling under invitational travel authorizations are not entitled to compensation for services but can be reimbursed for authorized travel expenses consistent with the governing regulations.

g) Advance of Funds

When provided, an advance of funds for travel expenses to be incurred under an invitational travel order shall be limited to 80% of the realistic estimate of allowable per diem expenses while in travel status not to exceed 60 days. Agency regulations governing travel advances are set forth by the Office Financial Management in the Bureau for Management.

h) Passports

*An asterisk indicates that the adjacent material is new or substantively revised.

International travel by U.S. citizens traveling on Invitational Travel must be performed under a "Regular" Passport

522.5.13 TRAVEL FROM AND WITHIN OVERSEAS MISSIONS

The Mission Director, USAID Representative, and their deputies and their designees shall approve travel as outlined in FAM 06, Section 0121.3-3. (See Mandatory Reference, [6 FAM 121.3-3](#))

E522.5.13 Travel From and Within Overseas Missions - N/A

522.5.14 EXCEPTIONS TO TEMPORARY DUTY (TDY) TRAVEL

Exceptions to the approval authority for Temporary Duty travel are listed as follows.

a) First Class Air Accommodations

Exceptions to allow the use of first class air accommodations (except travel by the Administrator and Deputy Administrator) shall only be approved by the Deputy Administrator. This authority must not be redelegated.

b) TDY Short-Term Training

Travel of USAID employees for Agency sponsored training programs must be approved by the Director, M/HR and/or one designee.

c) Participant Training Travel

Travel for participant training shall only be approved by the Bureau for Global Programs, Field Support and Research, Center for Human Capacity Development, Program Operations and Support Staff (G/HCD/POS) designee.

d) Actual Subsistence Expense

Exceptions to allow reimbursement of actual and necessary subsistence costs on an actual subsistence expense basis prior to travel are approved by the Division Chief of M/AS/TT for USAID/W, and approved by the senior USAID official or their designee at an overseas post. Requests for retroactive approval of actual subsistence expenses for USAID/W personnel must be submitted for approval to the Director, M/AS/OD. For overseas, the USAID

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senior official at post is authorized to approve retroactive actual subsistence expense.

E522.5.14 Exceptions to the Approval Authority for Temporary Duty (TDY)
Travel - N/A

522.5.15 CONTRACTOR AND GRANTEE PERSONNEL

USAID-financed international travel of contract and grantee/ recipient personnel is subject to the applicable terms and conditions of the agreement being funded by USAID. For USAID-direct contracts, the policies are established in the clause in Section 752.7002 of the AID Acquisition Regulation. **(See Mandatory Reference, [48 CFR 752.7002](#))** For grants and cooperative agreements, the policies are established in the Standard Provision on "Air Travel and Transportation" and the applicable OMB cost principles **(See [ADS 303](#))**. For host country contracts, the requirements are established in the clause on "Air Travel and Transportation."

E522.5.15 Contractor and Grantee Personnel - N/A

522.5.16 CONFERENCE POLICY

It remains the Agency policy that the approving official must ensure that the minimum number of attendees needed to fulfill Agency requirements are in attendance at any individual conference. This requires coordination and negotiation with other Offices or Bureaus to ensure appropriate representation on an Agency-wide basis. In this regard, each USAID/W Bureau or Independent Office must have in place internal procedures for evaluating the need for and cost of planned conferences.

A conference is defined, but not limited to, seminars, meetings, retreats, workshops, and training activities (all of which are hereafter referred to as conferences).

Conference costs include all costs paid by the government for a conference, whether paid directly by the Agency or reimbursed to travelers or others associated with the conference, e.g., speakers and contractors. Such costs include, but are not limited to, travel to and from the conference, ground transportation, lodging, meals and incidental costs, meeting room and audiovisual costs, registration fees, speaker fees, other conference-related administrative fees, and the cost of employees' time spent at the conference.

The previous requirement for limiting conference attendance to two employees from any one Bureau is no longer necessary. However,

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appropriate oversight and approval for all conference attendance should be exercised by the AA's for their respective entities. This approval authority may be re-delegated at the discretion of the AA or head of an Independent Office. Approval of conference attendance must be based on the needs of an organization and its available resources using the normal travel authorization approval process. No waivers or additional approvals are required. This policy does not apply to staff conferences which do not involve travel outside the Washington metropolitan area or utilization of paid facilitators/contractors.

E522.5.16 Conference Policy

a) USAID/Washington:

For those Bureaus/Independent Offices sponsoring a conference where less than 30 Agency employees are in attendance, the respective AA is required to approve the conference. Where 30 or more Agency employees are attending a conference, the Director of M/AS must approve the conference.

Bureaus or Offices sponsoring a conference must exercise strict fiscal responsibility when selecting conference sites. In this regard, the sponsoring Bureaus and Offices must compare the cost of at least three conference locations. If the lower cost conference site is not selected, justification must be provided to support the use of the higher cost conference site. If it is not feasible to consider more than one conference site, the reason(s) must be documented. In developing the cost breakdown for each location, all costs associated with the conference, including domestic and international travel and per diem, are required. The number of attendees for USAID/Washington must also be included even in those situations when no travel or per diem is incurred.

Approval to host a conference must be obtained, in advance of the conference, using the "Conference Sponsorship - Notification of Approval" Memorandum. **(See Supplementary Reference, [Conference Sponsorship - Notification of Approval](#))** Once the conference is approved, the AA or Independent Office Director for each respective Bureau or Office must notify, the Chief of M/AS/TT by memorandum "Conference Attendance - Notification of Approval" of the conference attendees. **(See Supplementary Reference, [Conference Attendance - Notification of Approval](#))**

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b) Overseas:

Each USAID/Mission must adhere to the general policy outlined in the preceding para. a), and must establish internal procedures for evaluating the need for and cost of planned conferences.

522.5.16a PLANNING CONFERENCES AND SELECTION OF CONFERENCE SITES

Each USAID/W Bureau or Independent Office must establish internal procedures for evaluating the need for and cost of planned conferences.

E522.5.16a Planning Conferences And Selection of Conference Sites - N/A

522.5.17 TRAVEL ADVANCES FOR USAID

All USAID personnel traveling two or more times per year are required to utilize the Agency's government travel card. Travel Card application forms are obtained from Bureau for Management, Office of Financial Management, Cash Management and Payment Division (M/FM/CMP), Room 7.07-015, RRB, (202) 712-0226.

Applications for travel advances are only approved for travel to locations where the Card is not accepted and cash is required. Applications will be approved not more than ten days prior to travel. Travel advances shall be made via electronic payment to the traveler's bank account within 72 hours of receipt by M/FM/CMP.

E522.5.17 Travel Advances for USAID

a) As an option, Automatic Teller Machines (ATM's) displaying the American Express logo are accessible for obtaining up to \$500. Travelers requiring cash can use this service before departing on TDY. The Agency imprest fund (cashier) is reserved for use in emergency situations requiring immediate funding. Cash advances for miscellaneous expenses, such as excess baggage, via the cashier is not permitted.

b) Travelers are reminded that travel vouchers must be filed within five days of completing travel. Any remaining advance balance, determined when the voucher is processed, must be refunded within three business days upon notification by M/FM/CMP.

522.5.18 PASSPORTS

a) All U.S. citizens traveling internationally on USAID official business must carry in their possession valid U.S. passports with the visas

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necessary for each trip. This applies to USAID direct hire employees, personnel of Participating Agencies (PASA), consultants, experts and personnel of other Government Agencies on detail to USAID. "Tourist Cards" or "Regular passports" must not be used by personnel in these categories for official business travel on business in relation to or as a direct result of their employment under an USAID funded contract or to invitational traveler. A passport is the property of the United States Government and must be returned to the Government upon demand.

b) Proof of United States citizenship is required when applying for a passport. This must be in the form of an original birth certificate, or certified photostatic copy, if either is obtainable.

E522.5.18 Passports

a) Application

1. To be acceptable, the original birth certificate or certified photostatic copy must bear the written signature of the registrar and the seal of that office and indicate that it was filed within a year of the date of birth. If filed more than a year after the date of birth, it must indicate that the report was filed by a person having personal knowledge of the birth or that the report was supported by acceptable evidence. If a record of birth is not obtainable, a statement from State or local authorities stating that no record exists must accompany other evidence, such as a baptismal certificate or an affidavit by a parent, physician, nurse, midwife, or anyone having personal knowledge of the birth. An expired United States passport is acceptable evidence of citizenship. Persons claiming citizenship by naturalization must submit their certificate of naturalization.

2. Each person 13 years of age or over for whom a passport is to be issued must apply in person to an officer authorized to administer oaths and accept passport applications at the American Embassy/Consulate nearest to that person's duty station. A passport application and Diplomatic Passport Information form (DPIF)(obtained from M/AS/TT) must be completed for each diplomatic passport to be issued. The completed application must be presented to the appropriate office in the Department of State, Washington, D.C.

b) Procedures

1. Prospective travelers applying for passports in the Washington, D.C. area must obtain a sponsoring letter from

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M/AS/TT which must be presented with the application to the Office of Passport Services.

2. Prospective travelers applying for passports outside of the Washington, D.C. area must present the sponsoring letter in para. one, two photographs, and the request for the issuance of the passport to a State or Federal court, or U.S. Post Office. However, applicants in Boston, MA; Chicago, IL; Detroit, MI; Honolulu, HI; Houston, TX; Los Angeles, CA; Miami, FL; New Orleans, LA; New York, NY; Philadelphia, PA; San Francisco, CA; Seattle, WA; and Stanford, CT must apply at the U.S. Passport Agency Office in those cities. The court or Passport Agency forwards the request with the completed passport application to the Office of Passport Services in Washington, D.C. There is no fee for the execution of an application for a diplomatic or official passport if the application is made at a Federal court, U.S. Post Office, or U.S. Passport Agency; however, some State courts charge an execution fee which is reimbursable.

c) New Passports: USAID/Washington Procedures

M/AS/TT is authorized to send instructions for applying for passports to new appointees, employees already on the rolls, and their family members, together with a blank passport application bearing the stamp "USAID Pick Up" and a properly executed sponsoring letter (Form AID 5-255).

Each passport application requires two photographs (duplicates) of the applicant, Full Face, thin paper, light background, 2" X 2" in size. The photographs must have been taken not longer than six months prior to the date of the passport application. Most "instant" type photographs are not acceptable for use as passport photographs. Individual photographs must be furnished for each person applying for a separate passport. The fee for obtaining passport photographs is reimbursable. Prospective travelers applying for passports in the Washington, D.C. area must obtain an authorization letter, Form AID 5-248, Request for Photographs, from M/AS/TT to have passport and/or visa photographs taken and processed, in limited quantities, at the Department of State photography facility located in the main State Department office building.

d) New Passports: Mission Procedures

1. Passport Expiration Record: In order to prevent delays and confusion in scheduling official travel, the Mission Executive Office shall maintain a record of passport expiration dates for their personnel. Approximately three months in advance of a passports'

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expiration date, the employee must be alerted of the need to apply for and obtain a new passport for themselves and/or their dependents.

2. Request for New Passports:

a. Prior to submitting an application for a passport, the employee or dependent is to contact the Mission Executive Officer who shall prepare a "Passport Request (Sponsoring) Letter" addressed to the Deputy Assistant Secretary for Passport Services, Department of State, Washington, D.C. 20524. This letter is to be attached to the passport application accompanied by two photographs and validates the passport application for diplomatic or official passports. It establishes the identity of the applicant as an USAID employee or family members and verifies entitlement to such passport. It must indicate the employee's name (or if for family members, both the family members names and the name of the employee), title and grade of employee, place of application, and date of application. Further, the letter must designate the American Foreign Service Office to which the passport is to be forwarded.

b. Persons requesting a passport in the U.S. are expected to contact the Travel and Transportation Division (M/AS/TT), Room 408A, RRB, phone 202-712-1985.

e) Surrender of Passports

If a USAID employee separates abroad, official or diplomatic passports of the employee and employee's family members must be surrendered to the Mission. It is then necessary for the employee to obtain regular passports at their personal expense for use abroad and return to the United States subsequent to date of employee's separation.

f) Transmission of Passports

When it is necessary to send passports to USAID/W or other overseas posts (e.g., to obtain visas), pouch or APO facilities must be used.

g) U.S. Citizen Employees Hired by the U.S. Government While Abroad.

Such employees and their dependents who are required to perform international travel as a result of employment by the U.S. Government must apply for official passports.

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Sufficient time must be allowed for the application to be forwarded to the Office of Passport Services, Department of State, Washington, D.C., be acted upon, the passport(s) issued, and forwarded, via pouch or Armed Forces Post Office (APO), to place of application.

(NOTE: Missions must emphasize to all official travelers the importance of having all required visas. The employee is responsible for obtaining visas prior to entering any country requiring visas)

522.5.18a TYPES OF U.S. PASSPORTS

- 1) **Diplomatic Passport:** A diplomatic passport is issued to a person in the diplomatic service or to a person having diplomatic status either because of the nature of the foreign mission or by reason of the office held.
- 2) **Official Passport:** An official passport is issued to an official or employee of the U.S. Government proceeding abroad in the discharge of official duties. **(See Mandatory Reference, [22 CFR 51.3\(b\)](#))**
- 3) **Regular Passport:** A regular passport is issued to a private U.S. citizen proceeding abroad for personal or business reasons. This includes those persons performing international travel on business in relation to or as a direct result of employment under a USAID-funded contract. Where appropriate, a "No-fee" regular passport is issued for a newborn family member of an individual entitled to the use of a diplomatic or official passport. **(See Mandatory Reference, [22 CFR 51.3\(a\)](#)).**

Where appropriate, family members are issued the same type of passport as that of the employee traveling internationally on USAID official business is entitled and has been issued. In those cases whereby both spouses are USAID employees and entitled to a diplomatic or official passport, the type of passport issued must be the type of passport, which most closely represents their individual status and position with the Government. Further, the type of passport issued to other authorized dependent family members must be the type issued the individual spouse who claims such family members as dependents for tax purposes.

Normally, an individual must not hold and concurrently use both a diplomatic and an official passport. However, two or more separate diplomatic/official passports can be issued, held, and concurrently used by one person in order to facilitate international travel to and/or through certain countries due to special circumstance and need.

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E522.5.18a Types of U.S. Passports

All bearers of diplomatic passports must be aware that under international law, possession of the document (diplomatic passport) alone provides no diplomatic status, privileges, or immunities; such personnel remain fully subject to local immigration and customs laws and can be arrested for violations.

A diplomatic passport can be issued for a period of time less than the normal five-year period of validity; e.g., for the duration of an assignment to a specific country, for the duration of a specific short-term foreign mission, for the duration during which a specific office is held, etc. **(See Mandatory Reference, [22 CFR 51.3\(c\)](#))**

522.5.18b OTHER PASSPORTS

1) Aliens

a. Employees or dependents who are non-U.S. citizens must travel on passports issued by their country of citizenship. Fees in connection with visas for aliens for official travel are to be paid by the employee and are reimbursable.

b. Spouses and family members who are legal resident aliens of the United States and intend to return to the United States after an absence abroad of more than one year, must apply for a "Re-entry Permit" prior to departure from the United States.

c. All aliens must obtain "Certificate of Compliance" (Sailing Permit) from the nearest office of the U.S. Treasury Department, Bureau of Internal Revenue, prior to departure, in the district where the alien resides. This certifies that the traveler has no outstanding tax liability to the United States.

2) Refugees

Non-U.S. citizen family members of a person entitled to a diplomatic or official passport other than legal alien residents of the United States, must perform international travel only through use of a "Refugee Travel Document".

E522.5.18b Other Passports

Aliens: "Re-entry Permit" applications are to be made at an office of the Immigration and Naturalization Service (INS) of the United States in the district where the alien resides, using form I-131. Application and

*An asterisk indicates that the adjacent material is new or substantively revised.

arrangements for use of such document is the personal responsibility of the individual concerned and cannot be handled by the staff of M/AS/TT.

Refugees: Application for "Refugee Travel Document" are to be made at an office of the INS in the district where the refugee alien resides, using form I-570. Application and arrangements for use of such document is the personal responsibility of the individual concerned, not by the staff of M/AS/TT.

522.5.18c AMENDMENTS, EXTENSIONS AND NEW ISSUE

Amendments and extensions are entered into passports by the Office of Passport Services in the United States or the U.S. Embassy/Consulate overseas to indicate special conditions such as: limited time period of validity, restrictions, name changes, additions to passports and new issues.

E522.5.18c Amendments and Extensions and New Issue

1) Amendments and Extensions

a. A passport specifying a limited time period of validity can be extended for additional periods of time when requests for such action are supported by appropriate justification of need, including an amendment of a travel authorization. However, the TA amendment must not exceed the normal maximum period of validity of the passport. Extensions can be accomplished by the U.S. Embassy/Consulate overseas but usually only with prior documented clearance of the Office of Passport Services in the United States.

b. Restrictions: Specific passport restrictions on travel are imposed or lifted only by endorsement of the Office of Passport Services in the United States or the U.S. Embassy/Consulate overseas.

c. Change of Name: An individual's change of name must be shown by amendment.

d. Additions to Passports: A separate diplomatic or official passport is required for each individual family member traveling. A newborn family member's name must not be included by amendment to an existing diplomatic or official passport.

*An asterisk indicates that the adjacent material is new or substantively revised.

2) New Issue

- a. New diplomatic or official passports are issued only by the Office of Passport Services in the United States.
- b. New regular passports are issued by the Office of Passport Services in the United States or the U.S. Embassy/Consulate overseas.

522.5.18d SIGNATURES IN PASSPORTS

Passports and passport applications must be signed by the persons to whom the passports are issued except that a passport for a child under 13 years of age may be signed by the parent or legal guardian.

E522.5.18d Signatures in Passports - N/A

522.5.18e VISAS

Most countries require visas. These visas are for entry, transit, residence, and/or exit. Applications, pictures, international Health Cards, and other certified documents are sometimes required for presentation to a country's Embassy before a visa is issued. The time period for which visas are issued depends upon the length and/or purpose of the visit to a country. Multiple entry/exit/ transit visas issued on a limited validity basis, covering repeat travel in, out, or through the country, are granted by some countries.

Visas are normally required in diplomatic and official passports used for official and/or personal travel and are sometimes required in regular passports if used for official business travel.

M/AS/TT requires a written request from the employee in order to process a request for visas. The assumption that the notification of the need for visas, given by M/AS/TT when an employee applies for a passport, is insufficient to obtain a visa and sometimes causes undue delays in processing. Visas are not normally requested at the same time you apply for a passport.

Visas cannot be obtained without a valid passport. Travel to some countries requires that a passport be valid six months beyond the dates of travel.

*An asterisk indicates that the adjacent material is new or substantively revised.

E522.5.18e Visas - N/A**522.5.18f LOST OR STOLEN PASSPORTS**

The loss or theft of a valid passport must be immediately reported to the Office of Passport Services in the United States or the U.S. Embassy/Consulate overseas. An application for a new passport to replace a valid passport which has been lost, stolen, or misplaced must be accompanied by a properly completed form DSP-64, "Statement Regarding Lost or Stolen Passport".

E522.5.18f Lost or Stolen Passport - N/A**522.5.19 PER DIEM**

When a person is away from home station on official travel for the U. S. Government, a per diem allowance is generally prescribed to cover the costs of lodging, meals, and incidental expenses (Lodging plus M&IE").

E522.5.19 Per Diem

For travel within the conterminous United States (CONUS), the per diem rates must be based on the lodgings-plus system. While traveling in foreign localities, the per diem rates are those as published in the Standardized Regulations. Per diem rates are established by the following U.S. agencies:

For CONUS - by the General Services Administration published in the Federal Register and in the Federal Travel Regulations. The Federal Travel Regulations are found in the Resource Library on ADS CD.

For Alaska, Hawaii, Commonwealth of Puerto Rico, the Canal Zone and possessions of the United States (Nonforeign or OCONUS) - by the Department of Defense, listed in the Civilian Personnel Per Diem Bulletins published in the Federal Register and in the Standardized Regulations published by the Department of State.

For localities in any foreign area (including the Trust Territory of the Pacific Islands) situated outside of the places indicated above - by the Department of State, published in the Standardized Regulations (Government Civilians, Foreign Areas).

- a) The basis for establishment of the per diem allowance is the cost of living at a particular locality or within a particular country. Current maximum reimbursement rates for domestic, nonforeign and foreign locations are available via electronic medium or from

*An asterisk indicates that the adjacent material is new or substantively revised.

the Department of State. The maximum rates are not authorized when free or low cost lodging and meals are provided.

b) The per diem allowance rate is established on each travel authorization in advance of actual travel. In this regard, the Comptroller General has stated that:

"It is the general rule that travel orders shall not be revoked or modified retroactively so as to increase or decrease the rights which have accrued or become fixed under the law and regulations, when the ordered travel has been performed. An exception to this rule has been recognized when an error is apparent on the face of the original orders, or when there has been a full disclosure by the administrative office concerned of all the facts and circumstances surrounding the issuance of such orders and the record established that some provision previously determined and otherwise authorized and definitely intended was inadvertently omitted in preparing the original orders. 23 Comp. Gen. 713 (1944); 24 id. 439 (1944)."

c) The per diem allowance is distinguished from transportation expenses and other miscellaneous travel expenses cited in the Federal Travel Regulations, 301.1-7.1(b)5 and 301.1-9.1. **(See Mandatory References, [Parts 301.1-7.1\(b\)5 and 301.1-9.1 of the FTRs](#))**

Temporary Duty Travel per diem allowances for Foreign Service employees are governed by 6 FAM, Section 151. **(See Mandatory Reference, [6 FAM 151](#))**. Temporary Duty Travel for other government employees is governed by the Federal Travel Regulations, Part 301-7. **(See Mandatory Reference, [FTR Part 301-7](#))**

d) Use of day rooms will only be authorized and reimbursed if a scheduled flight layover is 8 hours or more. Where it is administratively determined by an appropriate official that an employee had no alternative but to retain lodgings at two locations, the employee may be reimbursed for actual subsistence expenses, in lieu of per diem, up to the maximum allowable amount. This is pursuant to 55 Comp. Gen. 690 (1976) and B-184790, December 9, 1976. **See [6 FAM 143.1\(2\)](#)**. **(See Mandatory Reference, [6 FAM 143.1\(2\)](#))**

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522.5.19a PER DIEM BASIS

Per diem is paid to General Schedule (GS) employees in accordance with the Federal Travel Regulations. For Foreign Service (FS) employees of the foreign affairs agencies, per diem normally is paid in accordance with 6 FAM, Section 151. **(See Mandatory Reference, [6 FAM 151](#))**

E522.5.19a Per Diem Basis

The standard, maximum rate within the CONUS is currently \$80 per day; however, per diem locality rates are established for many cities which exceed the standard amount of \$80. If the maximum authorized per diem rate for a given locality is changed by appropriate officials after a traveler begins travel, the traveler is paid at the changed rate as of the date that the new rate became effective, unless a lower rate is specified in the travel authorization. Authorizing officers are not to authorize a per diem rate in excess of the needs of the traveler.

522.5.19b ACTUAL SUBSISTENCE EXPENSE BASIS

- 1) All requests for Actual Subsistence Expense reimbursement for USAID Mission personnel must be approved by the USAID Mission Director, USAID Representative, or other designated official at post. The USAID Mission Director and the USAID Representative at post are delegated the authority to administer mission funding, which includes travel related expenses as appropriate.
- 2) Request for Actual Subsistence Expense reimbursement for USAID/W personnel continue to be approved by the Chief of M/AS/TT, in advance of travel. The Director, M/AS/OD continues to approve requests for retroactive approval of Actual Subsistence Expenses for USAID/W employees only.
- 3) Maximum Daily Rates and Reimbursement Limitations for travel within in and outside CONUS refer to FTR Part 301-8.3. **(See Mandatory Reference, [FTR 301-8.3](#))**
- 4) Mixed Travel (Per Diem and Actual Subsistence Expense) Travel may be authorized or approved on both a per diem basis and an actual subsistence expense basis during a single trip when travel is performed in several locations. However, only one method of reimbursement (prescribed per diem or actual subsistence expense) will be authorized within the same day.

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E522.5.19b Actual Subsistence Expense Basis

Mixed Travel: In instances of mixed travel involving both per diem and actual subsistence expense, the method of reimbursement and authorized rate for a calendar day (beginning at 12:01 a.m.) will be determined by the location where the lodgings are obtained for that day. For example, when a traveler performs authorized mixed travel in one locality for part of a day, and completes that day's travel in another location where the higher cost lodging is obtained the traveler is entitled be reimbursed under the actual subsistence expense method for the entire day where the lodgings were obtained at the higher cost.

Itemization of Expenses: All travelers authorized reimbursement on an actual subsistence expense basis are required to submit, with their travel vouchers, an itemized list of the amount spent daily for expenses incurred. This list must indicate the amount spent daily for:

- 1) Lodgings;
- 2) Meals (cost of each meal must be listed separately); and
- 3) Incidental expenses.

Receipts must be obtained whenever possible for all allowable expenses costing \$75 or more. Receipts are required, without exception, for lodging expenses incurred under the actual subsistence reimbursement method.

Actual Subsistence Expenses for Foreign Service Employees is governed by 6 FAM, Section 157.1. (**See Mandatory Reference, [6 FAM 157.1](#)**). Reimbursement on an actual subsistence expenses basis for all other government travel shall be governed by the Federal Travel Regulations, Part 301-8. (**See Mandatory Reference, [FTR Part 301-8](#)**)

522.5.19c All-Inclusive/Flat Rate Per Diem Reimbursement Basis

The General Services Administration has granted USAID several waivers from the Federal Travel Regulations. These waivers are intended to simplify and streamline the accounting of travel expenses for USAID and are in line with the National Performance Review endorsement of the simplification of travel regulations.

The flat rate per diem system provides for a total per diem rate with no break-out of authorized lodging expenses and M&IE. Lodging receipts are not required.

*An asterisk indicates that the adjacent material is new or substantively revised.

The all-inclusive rate will only be approved for the following employees: United States Agency for International Development (USAID) employees, PSCs, and in some cases those persons traveling on invitational travel. Since the intent for using the flat rate system is to save USAID administrative costs, the same benefits will not accrue to institutional contractors, grantees, etc. Under the flat-rate system, the authorizing officer is not required to use the flat-rate per diem reimbursement system when, in the authorizing official's judgement the lodgings-plus system is more beneficial to the United States Government.

E522.5.19c All-Inclusive/Flat Rate Per Diem Reimbursement Basis

Procedures to follow when requesting reimbursement on a flat-rate per diem basis are:

1) An all-inclusive (flat) per diem rate is authorized only in advance of travel, on the TA. The per diem rates authorized on the TA must be the per diem rates payable on the travel voucher without receipts and/or itemization by the employee.

2) When a flat rate is authorized in the TA, 3/4 of the standard M&IE will be paid for the first and last days of travel. For TDYs of more than 12 hours but less than 24 hours, M&IE will continue to be paid on the basis of quarter days.

3) If no lodging expenses were incurred, and the time in travel status is 12 hours or more, then 3/4 the locality M&IE rate will be paid. The traveler must include the following statement on the travel voucher: "No lodging costs were incurred for the dates specified on this voucher."

4) When using the all-inclusive per diem system, the TA must state:

"An all-inclusive per diem rate is authorized for (state city and rate). No lodging receipts are required.

IF THIS LANGUAGE IS NOT IN THE TA, THE AUTHORIZED PER DIEM RATE SHALL BE BASED ON THE LODGING-PLUS SYSTEM. When the lodging-plus system is used, receipts are required.

The traveler must include the following statement on the travel voucher:

*An asterisk indicates that the adjacent material is new or substantively revised.

"Lodging costs were incurred for the dates specified on this voucher. No lodging receipts are required."

5) Although no lodging receipts are required with the submission of the voucher, travelers must keep receipts for three years to substantiate that expenses were incurred and for post-audit purposes. Travelers are expected to stay in facilities in the United States that comply with the Hotel and Motel Fire Safety Act of 1990, and suitable facilities overseas.

6) The authorizing officer still has the option of using the lodgings-plus system when, in their judgment, circumstances warrant the use of the lodgings-plus system as being more advantageous to the USG. For example, if an employee has a long term TDY in one location (30 days or more), it may be more advantageous to the USG for the lodging-plus per diem system to be used.

7) The flat rate per diem system must not be used when US government employees are sharing a room. In this case, the lodging-plus system must be used.

8) When meals are provided at USG expense, the TA shall be reduced by the cost of the meals allowance under the established locality per diem rate in accordance with Part 301-7.12(a)(2)(i) of the FTRs for Conus areas. For foreign areas, the most current meal deductions are found in the rates menu with Travel Manager. **(See Mandatory Reference, [Part 301-7.12\(a\)\(2\)\(i\) of the FTRs](#) or [6 FAM Exhibit 153.2](#))**

522.5.20 REPORTING REQUIREMENTS ON TRAVEL FUNDED BY NON-FEDERAL SOURCES

a) Acceptance by Agency under 31 USC 1353 for meetings and similar events. An Approving Office may accept a gift of travel expenses for meetings and similar events under 31 U.S.C. 1353 and GSA regulations, 41 CFR Part 304-1. This is the Agency's principal authority for acceptance of gifts of travel expenses.

b) Acceptance by Agency for other travel under Agency gift authorities. An Approving Office may accept a gift of travel expenses for purposes other than that covered in para. a), e.g. "in-country" travel to project sites, under the Agency's general gift authorities, e.g. section 635(d) of the FAA.

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- c) Acceptance by employee from foreign governments. An employee may accept a gift of travel expenses from a foreign government or a public international organization for travel taking place entirely outside the United States in accordance with the Gifts and Decorations from Foreign Governments regulations in 22 CFR 3.3.
- d) Acceptance by employee for training and meetings from tax-exempt organizations. An Approving Officer may authorize an employee to accept travel expenses from tax-exempt organizations under the provisions of 5 U.S.C. 4111 and OPM regulations, [5 CFR 410.501-503](#).
- e) Funding. The traveler's Bureau/Office must obligate its own funds for the costs of the travel, minus any in-kind payments provided directly to the traveler, even though the Agency will be reimbursed for the travel. M/FM will credit the OE or other account that funded the travel as a reimbursement. The Bureau/Office may request M/B to increase its allocation to Bureau/Office account with the payment.
- f) Solicitation prohibited. An employee may not solicit the payment of travel expenses from non-Federal sources.
- g) Acceptance of in-kind and monetary payments. An employee may accept only "in-kind" payments, e.g. an airline ticket, meals, or a hotel room. Any monetary payment must be in the form of a check or similar instrument payable to the Agency. Any such payment received by an employee is accepted on behalf of the Agency and the employee must submit the payment to M/FM as soon as possible. The only exception to this rule is when the donor is a tax-exempt organization under para. d. In such a case, the traveling employee may personally accept cash to cover the travel expenses to attend a meeting, but the cash received must not exceed the standard U.S. Government subsistence rate for the locality.

522.6 Supplementary References

[Conference Sponsorship - Notification of Approval](#)

[Conference Attendance - Notification of Approval](#)

[Justification for Use of Business Class Travel](#)

522.7 Mandatory References

- * [5 CFR 410.501-503](#)
- [22 CFR 51.3\(b\)](#)
- [22 CFR 51.3\(a\)](#)
- [22 CFR 51.3\(c\)](#)

*An asterisk indicates that the adjacent material is new or substantively revised.

[48 CFR 752.7002 \(AIDAR 752.7002\)](#)

[3 FAM 3000](#)

[6 FAM 100 through 199](#)

[6 FAM 121.2-3\(a\)\(b\)\(c\)](#)

[6 FAM 121.3-3](#)

[6 FAM 132.1](#)

[6 FAM 135](#)

[6 FAM 143.1\(2\)](#)

[6 FAM 146.3](#)

[6 FAM 147.2-4](#)

[6 FAM 148.1](#)

[6 FAM 151](#)

[6 FAM Exhibit 153.2](#)

[6 FAM 157.1](#)

[Federal Travel Regulation, Part 301](#)

[FTR 301-2](#)

[FTR 301-3](#)

[FTR 301-4](#)

[FTR 301-7](#)

[FTR 301-8](#)

[ADS 253](#)

[ADS 303](#)

[ADS 566](#)

[ADS 567](#)

[Form AID 5-8](#)

[Form AID 5-255](#)

[Guidance on Funding Foreign Government Delegations to International Conferences](#)

Glossary Terms for 522

Advisory Committee

The United States Information Agency or the Agency for International Development and its participating agencies, as appropriate.

(Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Approval

Written approval for travel performed and related expenses incurred without prior authorization. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

authorization

Written authority for travel and related expense issued prior to commencement of travel.

(Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Authorizing Officer

Any officer who has been delegated the authority to authorize travel.

(Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Baggage

Official and personal property needed by the traveler for use en route or immediately upon arrival at destination. (6 FAM-111.3) (Chapters 522, 523, 524, and 525)

Constructive Cost

The total cost of per diem, travel, transportation and incidental expenses which would have been incurred for travel by a usually traveled route.

(Chapters 522, 523, 524, and 525) (6 FAM-111.3)(FTR 301-3.1)

Continental United States

The contiguous 48 States and the District of Columbia.

(Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Effects

Furniture, consumables, house-hold, and personal effects, including automotive replacement spare parts, tires, tubes, and accessories, for use of an employee and the employee's family; but excluding boats, aircraft, animals, birds, and plants.

Snowmobiles and vehicles with two or three wheels, e.g. motorcycles, mopeds, and golf carts, may be shipped as household effects.

(6 FAM-111.3)(Chapters 522, 523, 524, and 525)

employee

A person appointed in any one of the categories listed in the Foreign Service Act of 1980, or appointed pursuant to other statute deriving employment authority from the Act, but excluding USAID third-country national employees.

(Chapters 522, 523, 524, and 525) (6 FAM-111.3)

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Family/Authorized Dependents

(1) Children who are unmarried and under 21 years of age or, regardless of age, are incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach 21 years of age and when dependent upon and normally residing with the guardian;

(2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel; see 3 FAM 686.1);

(3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 686.1); and

(4) Spouse. (6 FAM-111.3)(Chapters 522, 523, 524, and 525)

Gross Weight

Gross weight. Obtained by adding to the net weight the weight of lift vans, outside shipping containers, and the weight of dunnage or bracing material used to secure articles in such vans or containers. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Heads of Agency Overseas Establishments

USAID mission director or USAID representative; USIA country public affairs officers; officers in charge of radio relay stations or radio program centers; and officers in charge of regional service centers. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Indirect Travel

The portion of any journey which deviates from a usually traveled route. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Invitational Travel

Authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY. Participant Training travel is not considered Invitational Travel. (Chapters 522, 523, 524)

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Motor Vehicles

For USAID: a motor vehicle owned by the employee or a member of the employee's family who is authorized to travel to post, of a type used for private conveyance of passengers by land. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

New Appointees

Includes not only individuals when first appointed to Government service but also individuals appointed after a break in service except that employees separated as a result of reduction-in-force or transfer of function may be treated as transferees instead of new appointees. New appointees do not include individuals who transfer from one Federal Government personnel system to another Federal Government personnel system where there is no break in service.

(Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Per Diem Allowance

The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes and service charges where applicable for:

(a) Lodging. Includes expenses for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate. Lodging does not include accommodations on airplanes, trains, buses, or ships. Such cost is included in the transportation cost and is not considered a lodging expense.

(b) Meals. Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

(c) Incidental expenses

(1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries;

(2) Laundry, cleaning and pressing of clothing;

(3) Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the TDY site and

(4) Mailing cost associated with vouchers and payment of Government sponsored charge card billings (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Post

The station to which an employee is officially assigned.

(Chapters 522, 523, 524, and 525) (6 FAM-111.3)

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Temporary Detail

Temporary duty at a place other than the employee's post of assignment.
(Chapters 522, 523, 524, and 525) (6 FAM-111.3)

TMC

A Travel Management Center is a commercial travel agent under joint contract with the General Services Administration (GSA) and federal agencies or departments.
(Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Transfer

A change of assignment. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

United States

The 50 States and the District of Columbia.
(Chapters 522, 523, 524, and 525)(6 FAM-111.3)

Usually Traveled Route

One or more routes which are essentially the same in travel time and cost to the Government. Selection of usually traveled routes will depend on the authorized mode or combination of modes, and is subject to the provisions of section 134 and 135 restricting use of foreign carriers. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

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