



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

INTERIM UPDATE 08-11

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

NEW MATERIAL: The following guidance will apply with respect to funding of travel
and transportation of effects at the end of FY 2008.

EFFECTIVE DATE: 08/21/2008

POLICY

**USAID/General Notice
M/AS/TT
08/21/2008**

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

The following guidance will apply with respect to funding of travel and transportation of
effects at the end of FY 08 Please read carefully.

1. Funding Rules

A. Agency OE : Based on the FY 2006 Foreign Operations Appropriations Act, as
carried forward into FY 2007 by the Revised Continuing Appropriations Resolution,
2007, PL 110-5, the Agency has authority that permits USAID to forward fund OE-
funded travel authorizations(TAs) for both domestic and international travel. In order to
take advantage of the existing two-year authority for FY 2008 funds, any OE-funded TA
must be finalized by September 30. A travel authorization funded with FY 08 Agency
OE funds issued by September 30 can fund travel up to September 30, 2009. This
applies to all direct hire and Personal Service Contractor (PSC) related TAs.

B. Program Funds : Program funds are always available for funding of travel and
transportation of effects into the next fiscal year provided that the availability of funds
have not expired. If the availability of funds expire on September 30, the TA must be
obligated by that date. This applies to all direct hire and PSC-related TAs. Note that
special rules apply to Millennium Challenge Corporation (MCC) and Presidents

Emergency Plan For AIDS Relief (PEPFAR) funded support costs. Rules related to MCC funded costs are outlined in General Notice 0849, dated August 15, 2007. Rules related to PEPFAR-funded costs are under agency review and will be issued once available.

2. TAs Issued by M/AS/TT

In order for a TA to be obligated by September 30, the traveler must submit the TA to M/AS/TT by close of business on September 23. Requests for deobligations are to be submitted to M/AS/TT by September 19. Since the Agency does not have funding available for M/AS/TT to work overtime, adherence to this deadline will ensure that all travel authorizations are processed prior to the end of the fiscal year. Please note that if your assignment/transfer TA is not in M/AS/TT by the deadline, the employee will NOT be allowed to pack or ship any effects until the new fiscal year (2009) begins and FY 09 funds are available. Bureaus and Missions should also factor in the additional time needed to obtain country clearances, passports/visas (if appropriate), and any other required documentation in order to have the TA completed by September 23. Automatic waivers for country clearances will not be approved. Each exception to the established deadline will be reviewed on a case-by-case basis.

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

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

Kenneth Hawkins, M/AS/TT, (202) 712-5713, Kehawkins@usaid.gov, or Diane Carter, (202) 712-0235, Dicarter@usaid.gov.

Notice 0888

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Remarks	This IU will remain active until the policy and procedure in it are incorporated into ADS 522.