



ADS Chapter 522

Performance of Temporary Duty Travel in the United States and Abroad

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ADS 522 – Performance of Temporary Duty Travel in the United States and Abroad

522.1 OVERVIEW

Effective Date: 12/14/2023

This chapter provides the Agency’s policy, directives, and required procedures governing domestic and international temporary duty (TDY) travel for USAID staff (direct hires, Personal Services Contracts with Individuals (PSCs)), consultants and experts employed under [section 626 of the Foreign Assistance Act](#), invitational travelers, and personnel from other government agencies on detail to USAID. TDY travel is any official travel at least 50 miles from a traveler’s residence or duty station, or PSC place of performance, for a period exceeding 12 hours. Institutional Support Contractors (ISCs) follow the travel policy and guidance of their respective employer.

USAID follows the [Federal Travel Regulations](#) (FTR). When there is an inconsistency between this ADS chapter and the FTR, the ADS governs and may supersede the FTR (contact the Agency’s Senior Travel Official for further guidance). The Department of State (DoS) establishes certain rules and policies for international travel in the [Foreign Affairs Manual](#) (FAM) and [Foreign Affairs Handbook](#) (FAH). When there is an inconsistency between this ADS chapter and the FAM or FAH, USAID follows the FAM or FAH if (1) the FAM or FAH subsection lists USAID as having a uniform application of the policy or procedure and (2) the date of the FAM or FAH subsection is more current than this ADS chapter’s date.

Travel for PSCs is governed by [AIDAR Appendices D and J](#) and [ADS 309, Personal Services Contracts with Individuals](#). Although PSC rules adopt many of the same rules, regulations, and policies that apply to direct hire employees, PSC travel is dictated by the terms of each individual contract. In the event of any inconsistency between this ADS chapter and the AIDAR, the AIDAR governs and supersedes the ADS.

522.2 PRIMARY RESPONSIBILITIES

Effective Date: 12/14/2023

- a. The **Director, Bureau for Management, Office of Management Services (M/MS)** authorizes Agency policy directives and required procedures for all travel and transportation. The Director of M/MS has the authority to implement temporary emergency travel policies and procedures to protect the health and safety of personnel when the Agency or an Operating Unit (OU) experiences an emergency or continuity of operations incident. M/MS approves travel for the Administrator.
- b. The **Chief, Bureau for Management, Office of Management Services, Travel and Transportation Division (M/MS/TTD)** is the Agency’s Senior Travel Official. The Chief:

1. Provides authoritative interpretation of the FTR as it applies to the Agency, and

develops Agency-wide travel management policies and programs tightly aligned with the FTR;

2. Sets performance measures, monitors, and evaluates vendor performance for travel programs and services, and aligns vendor performance to achieve Agency-wide goals;
3. Directs and manages Agency-wide travel programs, including E-Gov Travel Services, the Travel Solutions Schedule, air, lodging, rental cars, and other travel-related programs, to obtain economy and efficiency;
4. Coordinates with M/MS staff for travel policy in relation to conferences;
5. Serves as liaison to the General Services Administration (GSA) on travel programs, policy, regulations, resources, and information concerning travel management;
6. Authorizes travel for Washington-based personnel, a responsibility which may be redelegated;
7. Authorizes all exceptions to FTR, FAM, and FAH regardless of the traveler's assigned OU; and
8. Administers USAID's passport program in coordination with the Special Issuance Agency.

c. Mission Directors are delegated authority to authorize travel overseas in field Missions by the Administrator. Authority to administer official travel programs and to authorize travel may be re-delegated to Executive Officers (EXOs) or, where EXOs are not present, to other management staff at post, as necessary. As the Mission's authorizing official, Mission Directors are responsible for:

1. Ensuring all required notifications/clearances are obtained from M/MS/TTD, DoS, and/or the traveler's approving official prior to TDY travel;
2. Determining that authorized travel meets an essential need, is limited to as few individuals as possible, and is carefully planned; and
3. Ensuring that funds for TDY travel are available.

d. Executive Officers (EXOs) administer travel and transportation programs in field Missions and can be delegated authority to authorize official travel by the Mission Director.

e. The Deputy Administrator for Management and Resources (DA-MR) approves business-class air accommodations when required due to agency mission.

Business-class travel of 14 hours or less originating in the United States or in a foreign area that is based on the “agency mission” criteria is a rare and extraordinary exception that must be approved by the DA-MR for all employees except the Administrator who may self-approve.

f. The **Chief, Bureau for Management, Office of the Chief Financial Officer, Financial Policy and Support Division (M/CFO/FPS)** develops and publishes policy directives and required procedures to administer the financial aspects of USAID TDY travel and transportation, including the Agency Travel Card Program and the overseas TDY voucher examination and certification administered by the DoS Post Support Units (PSUs). These policy directives and required procedures are coordinated with M/MS/TTD.

g. The **Bureau for Management, Office of the Chief Financial Officer, Cash Management and Payments Division (M/CFO/CMP)** processes authorized USAID/Washington (USAID/W) requests for travel advances and payment of travel and transportation costs.

h. The **Mission Financial Management Office:**

1. Processes authorized Mission requests for travel advances and payment of travel and transportation costs, except those payments administered by PSUs;
2. Certifies fund availability prior to travel authorization (TA) approval; and
3. Resolves all TA system errors within five days of initial system rejection.

i. The **Office of the General Counsel, Ethics and Administration Division (GC/EA)** interprets the FTR and provides guidance on the various exceptions for the Agency.

j. **Ethics Officials (GC/EA and Resident Legal Officers [RLOs])** review and authorize all travel funded by non-federal sources.

k. The **Office of Civil Rights (OCR)** administers the reasonable accommodation program, including requests for premium class upgrades and other travel-related accommodations related to disability and special needs, in a manner consistent with USAID policies and procedures, and all applicable federal laws, regulations, and guidelines (see [ADS 111, Procedures for Providing Reasonable Accommodation](#)).

l. The **Chief Medical Officer, Bureau for Management** reviews requests for premium class upgrades and other special travel provisions for Eligible Family Members (EFMs) related to disability and special needs. The Chief Medical Officer is authorized to review and collect medical documentation, if necessary, to determine whether the EFM meets the criteria of having a disability or a special need.

m. **Bureau/Independent Office (B/IO) Approving Officials:**

1. Ensure that all required notifications/clearances are obtained from the appropriate field Mission and U.S. DoS (Embassy) prior to TDY travel; and
 2. Determine that authorized travel meets an essential need, is limited to as few individuals as possible, and is carefully planned.
- n. The **B/IO Authorizing Official** ensures that funds for TDY travel are available and resolves all TA system errors within five days of initial system rejection.
- o. **USAID staff (direct hires and PSCs with Individuals), consultants, invitational travelers, and personnel from other government agencies** execute official government business travel which includes:
1. Exercising the same care and regard for incurring expenses as a prudent person traveling at their own personal expense;
 2. Using the Agency's Government Sponsored Travel Card (GSTC) as outlined in [ADS 633.3.3](#);
 3. Maintaining all required receipts outlined in this ADS chapter; and
 4. Submitting a travel voucher via the Agency's Travel Management System (TMS) (E2 Travel System) (or M/CFO/CMP or the Mission Financial Management Office for manual vouchers, i.e., group travel or absence of the internet) within five business days of the completion of a trip or every 30 calendar days if the traveler is in continuous travel status (see [FTR-301-52.7](#)).
- p. The **Travel Management Center (TMC)** makes reservations for employees in USAID/W and overseas, and issues airline tickets, train tickets, rental car reservations, and hotel reservations.

522.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 08/06/2024

Official domestic and international TDY travel is authorized when the travel is essential to the needs of the Agency and these needs cannot be satisfied by a more economical means. Teleconferencing and video conferencing should be used in lieu of travel whenever feasible. Travel on official business must be by the method of transportation that is most advantageous to the U.S. Government (USG) (see section **522.3.10.4**). Consistent with USAID missions and fiscal responsibility, official domestic and international TDY USAID travelers should prioritize official transportation as follows: 1) zero emission vehicles (ZEVs) over other automobiles; 2) interstate and commuter rail over air travel or long-distance automobile travel; and 3) public transit over automobiles (see [M-24-05 Catalyzing Sustainable Transportation Through Federal Travel](#)). To the maximum extent practicable, conducting official travel should be

scheduled within the traveler's regularly scheduled workweek consistent with USG-wide policy established in [5.U.S.C. 6101\(b\)\(2\)](#).

522.3.1 Travel Authorizations for Temporary Duty Travel

Effective Date: 12/14/2023

- a. TAs are required to authorize official travel and other related travel expenses, when official travel is at least 50 miles from a traveler's residence or duty station, or PSC place of performance, for a period exceeding 12 hours. The TA must be approved prior to commencement of TDY travel. This includes United States, international, regional, and in-country travel. Travel begins when the traveler leaves their home, duty station, or other authorized point of departure and ends when the traveler returns to their home, duty station, or other authorized point of conclusion of the trip.

Travelers must use the Agency's TMS, currently E2 Travel System, to prepare TAs and travel vouchers for all TDY travel for direct hire and PSC personnel. For travelers without internet access, when possible, the E2 arranger can prepare the TA in E2 on behalf of the traveler.

USAID staff must use the E2 account when planning and conducting travel for EFM's.

USAID uses the E2 Travel System as follows:

1. **Trip-By-Trip Authorization:** This is a one-time request for a specific trip (TDY).
2. **Unlimited Open Authorization (UOA):** This is a pre-approved request for one individual to travel multiple times, for a range of official purposes, and to a range of locations. The UOA's time frame can be up to 12 months (365 days), and is subject to the availability of funds. Availability of funds must be revalidated quarterly through the Mission Financial Management Office. Location(s) for travel must be identified in the open authorization when first authorized. The purpose of travel must also be established in the open authorization when first authorized. A separate open authorization is required for each travel purpose. A UOA can be used for a wide-range of purposes excluding entitlement travel for overseas personnel.
3. **Limited Open Authorization (LOA):** This is a pre-approved request for one individual to travel multiple times, for a specific official purpose, and to a specific location or geographic area. The individual's work must require frequent, repetitive TDY travel. The LOA is time limited, not to exceed 12 months (365 days) within the same fiscal year, and must be revalidated quarterly based on the availability of funds.

b. UOAs and LOAs

1. For Washington-based personnel, UOAs and LOAs may be used by the Administrator, Deputy Administrators, and Counselor. On a limited, case-by-case basis, B/IOs may submit a request to M/MS/TTD for an individual's use of a UOA or LOA. The case-based request must be in the form of an Action Memo to the Senior Travel Official and must provide a business case for the request to include, for example, how the use of an open authorization supports official business better than trip-by-trip authorizations and how the B/IO will manage the use of the open authorization. The B/IO must send the Action Memo by email to **travelandtransportation-helpdesk@usaid.gov**.
2. For Mission-based personnel, UOAs and LOAs can be used for in-country travel provided the authorization is established based on a trip plan and is reasonably restricted in consideration of local travel conditions. An UOA or LOA can also be used for frequent regional travel when the Mission or traveler supports programs within a geographic region.

- c. Local travel** is travel within a 50-mile radius of the traveler's residence or official duty station location. This travel is authorized for direct hires and PSCs when Agency-sponsored transit programs do not service the location(s) of the meeting(s). B/IO Approving and Authorizing Officials and Mission Directors establish internal procedures for applicable local transportation approvals and ensure funds are obligated in advance of an employee incurring local travel costs (see section **522.3.23**).

522.3.2 Travel Management System User Requests

Effective Date: 12/14/2023

A TMS account is required before travel can be processed in the system. Travelers and travel arrangers must commence the user request procedures at least 10 days prior to the traveler's first trip. To obtain access to the TMS:

1. The traveler must complete web-based, [instructor-led training](#) on USAID University.
2. After completing training, the traveler must fill out a [522-6, E2 User Request Form](#).
3. The traveler must submit the form and the certificate of completion to M/MS/TTD at **travelandtransportation-helpdesk@usaid.gov**.
4. The traveler must also fill out a [Phoenix Vendor Request Form](#) and email the form to **PVTR@usaid.gov**. The traveler or travel arranger will receive an electronic email notification stating that the process will take 48 hours upon receipt of the form.

Travelers and travel arrangers should plan accordingly to ensure TAs are approved prior to the commencement of travel and/or incurrence of travel charges.

The E2 Help Desk System Administrators must send a notification to the traveler via email informing them that an account has been set up in E2 Solutions. The System Administrators must provide the traveler with a login and a temporary password. Multiple User IDs are prohibited when using E2. Only one user ID per person is allowed in the E2 system. E2 has single sign-on functionality when logged into AIDNet or a virtual AIDNet. The system is accessible to registered users by navigating to <https://e2.usaid.gov>.

522.3.3 Preparation and Approval of TDY Travel Authorizations

Effective Date: 12/14/2023

The traveler is responsible for the following information and actions for preparation and approval of their travel:

- a. Obtain B/IO or Mission approval;
- b. Request travel itinerary from the TMC;
- c. Request Mission clearance for overseas travel via the [electronic country clearance \(eCC\)](#) mechanism;
- d. Upon receipt of the “Request Summary Page” with notation of either pending or approved eCC, prepare an electronic E2 TA. The traveler assumes the responsibility of ensuring that a country clearance is obtained prior to the initiation of travel. The pending/approved eCC request must be attached to the E2 TA.
- e. Ensure that the TA specifies:
 1. The purpose of the travel,
 2. The authorized points of departure and destination,
 3. The dates of travel,
 4. Estimated expenses, and
 5. Which Agency centrally billed account (CBA) should be used for the purchase of the ticket and the expenses that each traveler is authorized to incur.

The authorizing office estimates the cost and enters the funding information on the E2 TA. The designated Approving Official must approve the TA in E2. The

Approving Official for coach class travel is the traveler's supervisor or a management official designated by the B/IO or Mission.

Upon receipt of the routed TA, M/MS/TTD for USAID/W and the EXO for Missions must review it for content and compliance with the governing regulations, ensure supporting documentation is attached with appropriate approvals, including documentation to evidence policy exceptions or accommodations and standard remarks. If the TA is completed fully and accurately, and supporting documentation is attached, M/MS/TTD for USAID/W and the EXO for Missions must approve the TA. Except in an emergency, prospective travelers must give M/MS/TTD or EXOs 24 hours to process the TA.

In limited circumstances, when it is not feasible for the Approving Official to approve the TA in E2, the traveler must provide approval to commence travel by email or other written form of approval. The traveler or travel arranger must upload this written approval into E2 when the E2 TA is processed. The approver must obtain confirmation of funds availability from the budget or financial management official for the OU and upload that confirmation to the E2 TA when processed.

- f. When the obligated authorization has been accepted through the E2 interface, the traveler or travel arranger must email a copy of the approved E2 TA to the TMC at **USAIDTA@cwtsato.com** for ticket issuance.

All travelers who originate travel:

1. Within the United States, must use the current TMC under contract in Washington, DC.
2. Overseas, must use the current TMC under contract at their Mission.

For locations where no TMC exists or when the existing TMC is unable to issue the ticket, all employees must use the TMC under contract in Washington, DC.

- g. When traveling to an overseas destination, the DoS may require confirmation of the traveler's security clearance. The B/IO's Administrative Management Staff (AMS) or Mission EXO must request security clearance verifications through the Office of Security (SEC).
- h. The Mission Director may implement Mission-specific internal procedures, documented in a Mission Order. Mission-specific internal procedures may not supersede laws, regulations, or policy established under the FTR, FAM, FAH, or the ADS, applicable to USAID travelers.

522.3.4 Travel Prior to the Issuance of an Approved Travel Authorization (Emergency Use Only)

Effective Date: 12/14/2023

Travelers must have an approved, funded TA prior to the initiation of TDY travel. Travelers are expected to execute their TA as early as possible, but at least one week prior to the start of their TDY (ten days if this is first time travel per section **522.3.2**). In cases of emergency (i.e., civil unrest, natural disaster, extended power outage, etc.), USAID follows [ADS 530, Emergency Planning Overseas](#). Where travel occurs prior to the issuance of an approved E2 TA, the traveler or travel arranger must complete the E2 TA as soon as administratively possible and must attach proof from the Authorizing Official that they authorized the TDY travel in advance.

522.3.5 Travel Logistics - Lodging

Effective Date: 12/14/2023

- a. **TMC Supported Reservations:** When lodging accommodations are required for travel, the TMC should reserve lodging on behalf of the traveler. The TMC must ensure lodging is within authorized per diem for the location or that an actual subsistence allowance is necessary. Exceptions to TMC coordinated lodging include:
 1. The TMC is not equipped to handle reservations at the destination location.
 2. Conventional lodging is not available.
- b. **Traveler Procured Reservations:** If the traveler procures lodging directly, they should use <https://www.fedrooms.com/traveler.html>. If FedRooms does not have lodging options at the travel destination or there are no rooms available at the travel destination, then the traveler may book a room directly with the hotel.
- c. **Early Check-in and Late Check-out:** Travelers who arrive and/or depart their TDY location between the hours of 10:00 p.m. and 6:00 a.m. local time are entitled to early check-in or late check-out. When traveling to a country that the DoS has determined to be a [travel advisory level](#) three or four, travelers are entitled to early check-in or late check-out regardless of arrival and departure times. Other extenuating circumstances may be considered for approval. All requests for an exception must be sent to **travelandtransportation-helpdesk@usaid.gov**.

522.3.6 Invitational Travel

Effective Date: 12/14/2023

Invitational travel is authorized travel by individuals either not employed by the Federal Government or are employed (under [5 USC 5703](#)) intermittently in government service as consultants or experts and paid on a daily, when-actually-employed, basis and by 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.

a. Applicability

More specifically, the following people, under the noted circumstances, are eligible for invitational travel:

1. **Individuals** traveling to USAID/W, a Mission, or other locations to serve as lecturers, attendants, or participants at a conference or meeting, or to furnish information concerning their specialized fields or activities.
2. **Candidates** traveling for pre-employment interviews when sufficient information to ascertain an individual's qualifications or adaptability for employment in a particular area cannot be obtained from the job application, reference checks, or by telephone conversations with the individual, and provided that there is a reasonable expectation of employing the candidate.
3. **Witnesses** in administrative hearings involving Agency employees.

b. Approval

Invitational travel always requires approval from an Authorizing Official. Only the Assistant to the Administrator (AtA) in the Office of Human Capital Talent Management (HCTM) may authorize invitational travel for pre-employment interviews. The AtA/HCTM, may only delegate approval authority to the Chief Human Capital Officer (CHCO) or Deputy CHCO. Invitational travelers are authorized to use contract city pair fares (see section **522.3.10.3**).

c. Non-Training Travel to the United States of Host Country Nationals

Invitational travel authorizations issued to host country nationals traveling to the United States for purposes other than participant training are subject to the requirements outlined in [ADS 252, Visa Compliance for Exchange Visitors](#).

d. Security Clearance

Invitational travel does not require a security clearance when the individual is not authorized access to classified information or administratively-controlled material. However, the office authorizing the travel may request that SEC validate the individual's suitability for invitational travel. If the traveler does not have access to classified information, the TA must contain the statement: "**Security clearance is not required.**"

e. Notification Requirements

1. The requesting office must notify Missions of all invitational travel to or from their respective countries for applicable country clearance purposes as directed by the Chief of Mission.
2. The requesting Mission must notify the appropriate B/IO of all invitational travel to or from the United States.
3. The requesting office must notify the appropriate B/IO of invitational travel relating to technical activities, e.g., agriculture.

522.3.7 International Cooperative Administrative Support Services (ICASS) and Non-ICASS Direct Charges

Effective Date: 12/14/2023

Travelers visiting Missions overseas may be subject to Embassy support costs incurred while at post per [6 FAH-5 H-360 Official Visits and TDY](#). Two distinct categories of charges may occur: Direct costs (non-ICASS) and indirect costs (ICASS) (exceptions are outlined in [6 FAH-5 H-363.2](#)). The Office of the Inspector General (OIG) employees are not exempt, and any charges incurred by those travelers must be funded with OIG appropriated funds. Examples of direct and indirect costs are as follows:

- Direct costs include costs such as overtime incurred in support of an individual TDYer or group, fuel/tolls/parking, vehicle rental, cell phone rental, in-country travel expense, airline fees, airport transportation, cost of goods procured, and contract expeditor services.
- Indirect costs are ICASS costs such as health services and may also include procurement, motor pool and vouchering services, including cashiering.

The B/IO that is sending the TDY employee must check with the Mission to determine if the Mission will cover the ICASS direct and indirect costs. If that is the case, then there is no need to enter costs on the TA. If the Mission does not agree to cover the costs, it is the traveler's responsibility to enter direct costs on the TA. Indirect costs must be charged on a separate ICASS bill to whichever B/IO is determined to be responsible.

522.3.8 Passports

Effective Date: 12/14/2023

The DoS, Special Issuance Agency (SIA) issues all diplomatic, official, and service passports. M/MS/TTD administers USAID's passport program in conformance to SIA regulations, policies, and procedures. SIA fees per application are centrally billed.

All U.S. citizens traveling internationally on official business on behalf of USAID must carry in their possession a valid U.S. official or diplomatic passport with all necessary visas (see section [522.3.9](#)) for each trip. This applies to the following:

- Direct hires,
- U.S. Personal Services Contractors with Individuals (USPSCs),
- Consultants and experts employed under [section 626 of the Foreign Assistance Act](#),
- Personnel of other government agencies who are on detail to USAID, and
- U.S. citizen EFMs of direct hires or USPSCs assigned to overseas Missions.

Diplomatic and official passports are valid for up to five years unless otherwise limited. For example, USPSCs may be issued "limited" diplomatic passports where validity is based upon the duration of their contract, usually two years or less.

U.S. citizen ISCs may, under rare and special circumstances, qualify for a special issuance passport. The traveler or their travel arranger should contact passportsandvisas@usaid.gov for consultation regarding a request for a special issuance passport for an ISC. The USAID passport office will assist with the submission of the application, but the issuance of special issuance passports is at the sole discretion of the Department of State Special Issuance Agency.

522.3.8.1 Passport Procedures

Effective Date: 12/14/2023

M/MS/TTD oversees the passport/visa processing for the Agency. Employees in the United States traveling abroad must contact the Agency's passport office for instructions on submitting passport and/or visa applications. Email inquiries should be sent to passportsandvisas@usaid.gov.

USAID/W staff must hand deliver all passport and visa applications and supporting documentation to one of the USAID passport offices listed below. Travelers who are unable to hand deliver applications and supporting documentation must reach out to M/MS/TTD for an exception and delivery instructions.

USAID Annex

Room 2.3.0D

In Person Service hours: 10:00 a.m. to 12:00 p.m. ET and 1:00 p.m. to 4:00 p.m.

ET, Monday–Friday

Phone: 202-921-5250

Phone hours: 9:00 a.m. to 5:00 p.m. ET, Monday–Friday

Ronald Reagan Building

Room: B2.6-F

In Person Service hours: 10:00 a.m. to 12:00 p.m. ET and 1:00 p.m. to 4:00 p.m.

ET, Monday–Friday

Phone: 202-216-3340

Phone hours: 9:00 a.m. to 5:00 p.m. ET, Monday–Friday

On an exception basis and in coordination with M/MS/TTD, passport and visa applications and any supporting documentation may be sent to the official address at:

FEDEX OFFICE – Federal Center SW

Drop Ship – Milton Hilliard
409 3rd Street, SW, Suite 109
Washington, DC 20024
Phone: 202-291-5250

Travelers who do not have access to FedEx should contact the USAID passport office for further instructions.

Note: packages mailed to 1300 Pennsylvania Avenue NW Washington, DC, regardless of shipment type (overnight, two day, certified, etc.) are subject to be processed through a federal mailing facility which can result in long delays.

USAID employees at overseas Missions must apply for passports at the nearest U.S. Consulate or Embassy.

A complete diplomatic passport request must include the following:

a. Direct hire employees and U.S. citizen EFMs:

- A completed passport application ([DS-11](#) for new passport or [DS-82](#) for renewal).
- Two identical passport photos. Photos must be taken in accordance with the photo requirements listed on the [Department of State travel Website](#). Note: Photos must be taken within the last six months to reflect the employee's current appearance.
- Proof of citizenship:
 - Valid/expired U.S. passport, or
 - Birth certificate (or certified photocopy).
- [Letter of Authorization](#) signed by the Senior Travel Official or their delegates of record with SIA. For passport applicants overseas, the applicant must submit the Letter of Authorization to M/MS/TTD for signature. SIA requires digital signatures (Personal Identity Verification card) for Letters of Authorization.

b. USPSCs assigned in Washington and Overseas:

All the requirements found in section **522.3.8.1(a)** above, in addition to the following:

- A copy of the contract cover form and other pages showing signatures, expiration, or completion date, and the number of possible option years or periods; and
- [**DS-5524, U.S. Government Personal Services Contractors only Questionnaire to Determine Eligibility for a Diplomatic/Official U.S. Passport**](#). The Contracting Officer (CO) and M/MS/TTD must digitally sign this form using their Personal Identity Verification (PIV) card.

c. Requirements of EFMs

- All children under the age of 16 must apply for a passport in person with both parents or guardian(s). Except, as indicated in DS-11, when only one parent or guardian can be present with the child or children.
- The TA for the direct hire or PSC must include the names of EFMs when requesting diplomatic passports.

When a passport requestor is located overseas, the EXO ensures the passport package is complete, including the M/MS/TTD approved Letter of Authorization, and the requestor submits the passport package to the Embassy or Consulate.

522.3.8.2 Lost or Stolen Passports

Effective Date: 12/14/2023

If a valid passport is lost or stolen, the USAID staff member must immediately report it to M/MS/TTD by emailing: [**passportsandvisas@usaid.gov**](mailto:passportsandvisas@usaid.gov). Any stolen passport must be reported to the police and a copy of the police report must be submitted to [**passportsandvisas@usaid.gov**](mailto:passportsandvisas@usaid.gov). The USAID staff member must report on behalf of their EFMs when the lost or stolen passport is for a family member.

In USAID/W, when requesting a new passport, the traveler must present the [**DS-11, Application for U.S. Passport**](#) form and the [**DS-64, Statement Regarding Lost or Stolen Passport**](#) form in person to the USAID certified passport acceptance agent for adjudication. The traveler must not sign the DS-11 until instructed to do so by the passport agent.

In Missions, the traveler must present the [**DS-11, Application for U.S. Passport**](#) and the [**DS-64, Statement Regarding Lost or Stolen Passport**](#) forms in person to the nearest U.S. Consulate or Embassy for adjudication. The traveler must not sign the DS-11 until instructed to do so by the passport agent.

522.3.8.3 Surrender of U.S. Passports

Effective Date: 12/14/2023

All diplomatic, official, and service passports are the property of the USG. Passports, issued while employed or on contract with USAID or when designated an EFM of an employee or contractor, must be surrendered at the termination of employment, contract, or eligibility as a family member for official travel purposes. The passport holder must punch holes in the bottom of the bio page and send an encrypted, scanned copy by email to travelandtransportation-helpdesk@usaid.gov. M/MS/TTD coordinates cancellation of the passport with SIA using the scanned documentation.

Travelers who are changing hiring mechanisms (i.e., a PSC changing to a direct hire) must surrender their passport to the USAID certified passport agent in the USAID passport office. Travelers transferring from USAID to another federal agency must surrender their passports to M/MS/TTD where SIA will conduct the transfer of accountability. Travelers should **not** punch holes in the bio page. SIA will transfer the passport to their new agency.

Staff with a duty station in Washington, D.C. must obtain an exit clearance from M/MS/TTD on [Form USAID 451-1](#) (direct hires) or [Form USAID 451-3](#) (PSCs). Staff with a duty station overseas must obtain an exit clearance from M/MS/TTD on [Form USAID 451-2](#) (direct hires) or [Form USAID 451-4](#) (PSCs).

522.3.8.4 U.S. Citizen Employees Hired by the U.S. Government While Abroad

Effective Date: 12/14/2023

USG employees locally-hired abroad may not be issued a diplomatic, official, or regular no-fee passport. SIA must determine whether conditions exist that warrant the issuance of a no-fee passport.

522.3.8.5 Additional Passport Requirements

Effective Date: 12/14/2023

Applicants in need of additional pages in their valid passports must obtain a new passport following the procedures in section **522.3.8.1**. Passport holders should ensure they maintain at least six months of validity on the passport and take action to renew the passport at least six months prior to expiration.

522.3.8.6 Requests to Hold More Than One Special Issuance Passport

Effective Date: 12/14/2023

Travelers requesting a second diplomatic passport must submit a new passport application. The application must meet the following criteria:

- a. The traveler must have regional responsibilities, and

- b. The traveler must need multiple visas and there is insufficient time to process all visas using a single passport due to time constraints.

522.3.9 Visas

Effective Date: 12/14/2023

Diplomatic and official passports may require a visa for official travel. Travelers must coordinate with M/MS/TTD, or EXO when overseas, as soon as possible after notification of impending travel to ensure the acquisition of visas in a timely manner. Travelers cannot obtain visas without a valid passport. **All passports must have an expiration date at least six months from the end date of travel** (see section **522.3.8.5**).

522.3.10 Travel by Air

Effective Date: 12/14/2023

Travel by air requires ticketing compliance with the following federal law and implementing regulations.

522.3.10.1 Fly America Act

Effective Date: 12/14/2023

- a. All government-financed air travel and cargo transportation services to and from the United States must comply with the Fly America Act ([49 U.S.C. 40118](#)). A traveler may not cross the U.S. border to use a foreign airline to avoid being subject to the Fly America Act. In the event of a violation of the Fly America Act, the traveler may be held personally liable for the cost of the travel.
- b. Exceptions to the Fly America Act

There are some circumstances where it is not reasonable to use a U.S. flag air carrier. The Senior Travel Official must authorize an exception to the Fly America Act under the following circumstances:

1. When a U.S. air carrier is not available.
2. When using a U.S. carrier service would extend the travel time by 24 hours or more.
3. When a U.S. carrier does not offer a nonstop or direct flight between origin and destination, and using a U.S. carrier:
 - i. Increases the number of aircraft changes outside the United States by two or more,
 - ii. Extends travel time by six hours or more, or

- iii. Requires a connecting time of four hours or more at an overseas interchange point.
 - 4. When the flight time from origin to destination is less than three hours and using a U.S. flag carrier doubles the flight time.
 - 5. When there is an applicable Open Skies Agreement (see section **522.3.10.2**) in effect that meets the requirements of the Fly America Act.
 - 6. If the payment or ticket was paid in full directly by a non-federal source or reimbursed to the Agency by the non-federal source.
- c. Additional exceptions to the Fly America Act when foreign air carrier service is deemed a necessity when service by a U.S. flag carrier is available but,
 - 1. A U.S. air carrier cannot accomplish the Agency's mission. Traveler must provide a written justification that will be approved by GC; or
 - 2. Use of a foreign air carrier is necessary because a U.S. air carrier cannot provide the needed air transportation. Necessity includes, but is not limited to, the following circumstances:
 - i. **Medical reasons:** Use of a foreign air carrier is necessary for medical reasons. Travelers must have an approved medical accommodation by OCR or an approved travel provision approved by the Chief Medical Officer.
 - ii. **Traveler's safety:** On a case-by-case basis, use of a foreign air carrier is required to avoid an unreasonable risk to the traveler's safety. This includes:
 - 1. Ensuring that unaccompanied children (16 years of age or younger at the time of travel) are not required to change airports at interchange points abroad or are otherwise hindered in their safe and speedy passage.
 - 2. A threat against a U.S. air carrier supported by a travel advisory notice issued by the Federal Aviation Administration and the DoS.
 - 3. A threat against USG employees or other travelers supported by evidence of the threat(s) that forms the basis of the determination and approval; or
 - 4. A ticket is not available in the required class of service: When there is no ticket available in the authorized class of service

on a U.S. air carrier and a seat is available in the authorized class of service on a foreign air carrier.

- iii. Other Exceptions: Use of a foreign air carrier for all travelers is authorized in the following exceptional circumstances:
1. **Treaty:** The transportation is provided under the terms of a bilateral or multilateral air transportation agreement to which the USG and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act; or
 2. **No service:** No U.S. air carrier provides service on a particular leg of the route, in which case a foreign air carrier must be used, but only to and from the nearest interchange point on a usually traveled route to connect with a U.S. air carrier service; or
 3. **Involuntary routing:** The U.S. air carrier involuntarily reroutes a traveler on a foreign air carrier; or
 4. **3-hour trip or less:** Travel time (scheduled departure to scheduled arrival) on a foreign air carrier would be three hours or less, and use of the U.S. air carrier would double the travel time; or
 5. **Airfare paid by third party:** The costs of transportation are provided “in-kind” or reimbursed in full by a third party, such as a foreign government, international agency, or other organization.

d. Code-share flights reflect an agreement between U.S. carriers and foreign carriers that allows U.S. carriers to lease seating space on an aircraft belonging to and operated by foreign carriers. Code-share flights comply with the Fly America Act. A code-share flight qualifies as U.S. certificated-service flag air service provided the ticket identifies the U.S. carrier’s code and flight number. The U.S. carrier is identified by the carrier code written on the ticket. Carrier codes of major U.S. airlines are:

- AMERICAN AA
- DELTA DL
- JETBLUE B6
- SOUTHWEST WN
- UNITED UA

522.3.10.2 Open Skies Agreement
Effective Date: 12/14/2023

Open Skies Agreements are bilateral or multilateral agreements between the USG and the governments of foreign countries that allow travelers to use foreign air carriers from these countries for government-funded international travel (see [GSA Bulletin FTR 11-02](#) and [GSA Bulletin FTR 12-04](#)). Employees are required to adhere to the terms of the Open Skies Agreement. The United States currently has Open Skies Agreements in effect with:

- The European Union (EU) permits the use of an EU air carrier for travel outside the United States, allows for an origin or destination outside of the EU but must have a flight stop at one of the 28 EU countries (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, including Iceland and Norway).

Note: As of January 1, 2021, the United Kingdom (U.K.) is no longer a member of the EU. Consequently, the Open Skies Agreement with the EU does not pertain to the U.K. Travelers must use a U.S. Flag Carrier to travel from the United States to the U.K. and not a U.K. airline (e.g., British Airways), unless they use a different Fly America Act exception. Travelers may continue to use an EU agreement for travel from the United States to the U.K. as long as the flight stops in the EU prior to arrival in the United States or the U.K.

- While Iceland and Norway are not EU members they are included in the EU air treaty.
- The agreement with Australia permits the use of an Australian air carrier for international travel between the United States and Australia as long as a City Pair fare is not available between the cities of origin and destination.
- The agreement with Switzerland permits the use of a Swiss air carrier for international travel between the United States and Switzerland as long as a City Pair fare is not available between the cities of origin and destination.
- The agreement with Japan permits the use of a Japanese air carrier for international travel between the United States and Japan as long as a City Pair fare is not available between the cities of origin and destination.

522.3.10.3 Mandatory Use of Contract Carrier City Pair Fares

Effective Date: 08/06/2024

- a. All travelers traveling on official travel must use the government's [contract carrier city pair fare](#) for scheduled air passenger transportation service if such fare is available, unless one of the limited exceptions apply. These are discounted fares between certain cities negotiated with specific airlines and

contracted for by GSA. Schedules and related information are available at mygovtrip.com.

b. The exceptions to the mandatory use of a contract air carrier are:

1. Space on a scheduled contract flight is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip (see [FTR Section 301-10.107](#));
2. The contractor's flight schedule is inconsistent with explicit policies of USAID with regard to scheduling travel during normal working hours (see [FTR Section 301-10.107](#));
3. A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the government (the combined costs of transportation, lodging, meals, and related expenses considered), except that this exception does not apply if the contract carrier offers the same or lower fare and has seats available at that fare, or if the fare offered by the non-contract carrier is restricted to government and military travelers performing official business and may be purchased only with a contractor-issued charge card, centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares) or Government Travel Request where the two previous options are not available (see [FTR Section 301-10.107](#));
4. Cost effective rail service is available and is consistent with mission requirements (see [FTR Section 301-10.107](#));
5. Smoking is permitted on the contract air carrier and the nonsmoking section of the contract aircraft is not acceptable to USAID or the traveler (see [FTR Section 301-10.107](#)); or
6. The contract carrier cannot accommodate transport of pets as in-cabin or accompanied baggage or as checked cargo on the same flight as the traveler or in the case of code-share flights the operating carrier will not accept the pets as in-cabin or accompanied baggage or as checked cargo if the flight is booked using the code-share flight number of a U.S. carrier. When pet movement is the determining factor for non-use of the contract carrier, the traveler is responsible for airfare exceeding the YCA city pair fare. The employee is responsible for the cost of the pet transportation but may be reimbursed under [DSSR 241.2](#).
7. The contract carrier does not comply with a medical accommodation approved by OCR or special travel provision approved by the Chief Medical Officer.

c. An exception to the mandatory use of a contract carrier does not:

1. Include the traveler's preference (e.g., for a non-stop flight, particular air carrier, routing, or connecting);
2. Include availability or nonavailability of seat assignments or upgrades; or
3. Confer an exception to the Fly America Act. When a traveler is authorized an exception to the mandatory use of a contract carrier, the non-contract carrier must be Fly America Act compliant unless an exception to the Fly America Act is separately approved (see section **522.3.10.1**).

d. AID 522-4 Justification Certificate for Using a Non-contract Carrier

When one of the exceptions to the mandatory use of a contract air carrier applies, the traveler must complete [AID 522-4, Justification Certificate for Using a Noncontract or Indirect air Carrier](#), and submit the fully approved form to their TMC before the TMC issues the ticket. The traveler must also attach a copy of the completed AID 522-4 form to their TA.

- e. Recognizing that sustainable air travel is an emerging field, and by prioritizing sustainable transportation methods for official domestic and international TDY travel, USAID can reduce emissions from air travel reducing the environmental footprint. By selecting carriers that run off of Sustainable Aviation Fuel, USAID will reduce the life cycle greenhouse gas emissions compared to conventional fuel by 50 percent. Travelers should travel by rail where available for city pairs less than 250 miles apart, especially in the Northeast and Mid-Atlantic regions and in countries where regional or international rail is available and is time and cost-effective (e.g., in Europe and parts of Asia) (see **M-24-05 Catalyzing Sustainable Transportation Through Federal Travel**).

522.3.10.4 Routing

Effective Date: 08/06/2024

- a. Travel on official business must be by the method of transportation that will result in the greatest advantage to the USG, considering cost and other factors. In selecting a particular method of transportation, Authorizing Officials should consider energy conservation and the total cost to the USG.
- b. Travel by common carrier (air, rail, or bus) generally results in the most efficient use of energy resources and is the least costly and most expeditious performance of travel. Therefore, this method is the best option to fulfill section **522.3.10.4a** whenever it is reasonably available. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would seriously interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost by common carrier would exceed the cost by some other method of transportation. The determination that another method of transportation would be

more advantageous to the USG than common carrier transportation must not be made on the basis of personal preference or minor inconvenience to the traveler resulting from common carrier scheduling.

- c. All official TDY travel must be on a direct route. Contract carrier city pair fares provide direct routes. When, for personal convenience, a traveler interrupts travel on a direct route or travels by an indirect route, the traveler must bear any additional costs incurred as a result. The additional cost is the amount above the cost of traveling on a direct route.
- d. When traveling between cities, travelers should use rail when available and consistent with mission needs. In many areas, rail travel can be as fast or faster than air travel, and more cost-effective, when taking into account differences in departure/arrival locations and boarding/deboarding procedures. Travelers should travel by rail where available for city pairs less than 250 miles apart, especially in the Northeast and Mid-Atlantic regions and in countries where regional or international rail is available and is time and cost-effective (e.g., in Europe and parts of Asia) (see [M-24-05 Catalyzing Sustainable Transportation Through Federal Travel](#)).

522.3.10.5 Personally Purchased Tickets, Frequent Flyer Miles, or Cash Paid Upgrades

Effective Date: 12/14/2023

Tickets should be coordinated with the approved TMC (see section **522.3.11**). Per [41 CFR 301-72.3C](#), reimbursement of tickets purchased with personal funds (cash, credit card, check, etc.) is limited to \$100 and are approved on a case-by-case basis.

Travelers may choose to upgrade tickets using frequent flyer miles or personal funds. This can only be done once the official economy ticket has been issued. Upgrades are at the traveler's risk and expense and at the sole discretion of the airlines. Federal resources (financial and/or human) may not be used to support an upgrade. The traveler must pay any fees associated with the upgrade. Fees for TMC assistance for personal reasons are not reimbursable expenses.

522.3.10.6 Ticket Changes

Effective Date: 12/14/2023

A traveler is allowed to make up to two ticket changes to an existing travel reservation that results in TMC fees, without supervisor approval, unless the ticket includes indirect travel. If a traveler incurs more than two ticket changes, the traveler must receive authorization from their supervisor to amend their TA. The traveler or travel arranger must make sure the additional TMC fees are added to the TA. In extraordinary circumstances, supervisor approval is not required in advance; however, the E2 TA must be amended upon completion of travel. When a reservation is canceled due to circumstances beyond the traveler's control, or for official necessity, any associated fees are allowed to be claimed for reimbursement on the voucher. Fees paid for

cancellations of reservations for personal reasons or traveler negligence (e.g., failure to notify the service provider) are not reimbursable.

522.3.10.7 Interrupted Travel on a Usually Traveled Route

Effective Date: 12/14/2023

Travelers are entitled to expenses (per diem, ground transportation, baggage fees, etc.) incurred due to interruptions that occur on official travel due to circumstances beyond the traveler's control. Interruption of travel for personal convenience (cost construct) may be authorized, and if authorized any expenses incurred is the responsibility of the traveler. The traveler must be charged annual leave or approved leave without pay for excess time spent in travel status.

522.3.10.8 Restricted and Unrestricted Fares

Effective Date: 12/14/2023

- a. **Unrestricted Fares:** When possible, the Agency utilizes the lowest-cost unrestricted fares available for travel between authorized origin and destination to the terms of the city pair program (see section **522.3.10.3**) for all official travel.
- b. **Restricted Fares:** Open market fares with penalties or restrictions should be authorized for official travel only when their use is practical and economical to the USG. Round-trip tickets with such fares should be authorized when the traveler and their approving official know or anticipate that such tickets will be utilized in accordance with their restrictions. The use of prohibited ticketing practices, such as "throw-away," "hidden city," or "back-to-back" ticketing, is not permitted for any part of either authorized or cost-constructed travel itineraries because those tactics violate air carrier contracts of carriage.

A Mission has the option of developing a policy requiring the use of restricted, penalty fares subject to the conditions set out in this section. The authorizing Mission must assume financial responsibility for any penalties associated with these fares, should changes or cancellations be required by the USG. The traveler is responsible for any penalties incurred for personal convenience.

If a Mission chooses to use restricted fares or fares with penalties for changes or cancellations, the Mission must provide the TMC with a written policy for the use of these fares, and the appropriate fare type (restricted or unrestricted) must be indicated in the remarks of each TA. At posts where a TMC does not exist, the traveler must provide written policy to M/MS/TTD and the USAID/W TMC.

When a traveler is authorized a restricted fare under [14 FAM 564.2, paragraph b](#), and engages in indirect (cost-constructed) travel also using a restricted fare, penalties incurred because of changes or cancellations required by the USG are reimbursable up to the cost that would have been incurred for similar modifications to the authorized routing. The traveler is responsible for any penalties incurred for personal reasons.

522.3.10.9 Cost Construct Travel

Effective Date: 12/14/2023

Cost construct is travel based on a cost comparison between the cost of the official travel and the cost of personal, also known as indirect, travel. When a traveler deviates from the official route for personal convenience, the traveler is responsible for all expenses in excess of amounts authorized for direct travel for the leg of the journey that is by an indirect route, including baggage fees, increased costs as a result of ticket changes, and any costs resulting from unforeseen circumstances (weather, mechanical failure, etc.). All travelers must complete an [AID 522-12 Cost Construct Form](#). The AID 522-12 must be uploaded into the E2 TA before the ticket is issued.

When cost constructing travel, the cost of the USG fare(s) paid to the contract carriers (as shown on the itinerary provided by the Agency-contracted TMC) must be the basis for cost construct. Travelers must contact the TMC directly for a fare quote. For USAID/W, M/MS/TTD is responsible for verifying the cost construct costs. For Missions, the EXO is responsible for verifying the cost construct costs.

Travelers should contact the Agency-contracted TMC for a fare quote when conducting cost-constructed travel. The TMC must provide a government cost for the authorized route and a published fare (unrestricted/refundable) for the personal cost constructed travel on the itinerary. Note: Fares are not guaranteed until ticketed. Cost-constructed forms must be completed and submitted to the TMC prior to the issuance of tickets.

Travelers must use their government issued travel card (Individually Billed Account [IBA]) to pay for cost-constructed travel (see [ADS 633.3.4](#)). The use of personal funds for cost-constructed travel is limited to Foreign Service Nationals (FSNs) and Third Country Nationals (TCNs). Travelers who are eligible for a travel card must use their travel card. Cost-constructed travel may not be billed directly to USAID, traveler's personal credit card, or any other form of personal funds. The E2 TA must identify only the authorized locations where the official duties will be performed. Rest stops are not authorized when indirect travel is performed. Business class is not allowed when performing indirect travel. Seat selection is not allowed on indirect travel.

522.3.10.10 Annual Leave Before or After TDY Travel

Effective Date: 12/14/2023

All requests for extended annual leave must be stated in the remarks section of the E2 TA, prior to travel. If the traveler takes annual leave prior to TDY travel and defaults performing their TDY, the traveler is responsible for reimbursing the Agency all travel costs. If the actual cost of the airfare exceeds what the cost of the airfare would have been if the employee was not on annual leave, the traveler is responsible for reimbursing the Agency for the increase in airfare prior to travel.

522.3.10.11 Travel Within Workweek

Effective Date: 12/14/2023

[5 U.S.C. 6101\(b\)\(2\)](#) establishes the USG-wide policy that, to the maximum extent practicable, the head of an agency should schedule the time an employee spends in official travel status within the employee's regularly scheduled workweek in accordance with [ADS 479, Hours of Duty](#). The traveler is required to work with their supervisor to support this requirement.

522.3.11 Travel Management Centers

Effective Date: 12/14/2023

Use of contracted TMCs for ticketing is required. TMCs must be able to access and ticket USG fares, including GSA city pair fares (see section **522.3.10.3**) and accept all USG forms of payment, including USAID's Centrally Billed Account, Individually Billed Account, and GSA SmartPay Tax Advantage Travel accounts. To meet this requirement, some Missions in locations with limited local ticketing capabilities may need to seek TMC services from a TMC located in another country and therefore may not be able to receive on-site TMC services.

522.3.12 Rest Stops

Effective Date: 12/14/2023

Official TDY travel may be interrupted for a rest period of up to 24 hours only if all of the criteria below are met, unless a rest stop is otherwise approved by OCR as a reasonable accommodation (see section **522.2k** and [ADS 111, Procedures for Providing Reasonable Accommodation](#)).

1. The origin or destination point of travel is outside of the continental United States (OCONUS);
2. The scheduled flight time, including layovers, exceeds 14 hours;
3. Travel is by a direct or usually traveled route; and
4. Travel is by coach-class service.

The rest stop can be taken at any transit point in the travel or at the TDY station but not at the traveler's permanent duty station. Rest stops are also not authorized in conjunction with cost-constructed travel (see section **522.3.10.9**). The applicable per diem is the rate at the location of the rest stop, regardless of where the traveler actually stays (see [FTR 301-11.20\(a\)](#)). Per diem (including actual lodging expense, meals, and incidental expenses) is authorized for the 24-hour rest period (see [FTR 301-11.20\(b\)](#)).

It is the Agency's policy to provide a rest stop that considers airline schedules and is as close to 24 hours as possible. If the next available flight after an adequate rest period is beyond the 24-hour maximum period, additional time may be allowed when the traveler is awaiting further transportation. A traveler can extend the rest stop (not to exceed five days) by taking annual leave after the first 24-hour rest period provided there is no

additional cost to the USG, including increased airfare, and expenditures during days of annual leave are at the traveler's expense.

Rest stops are not authorized for rest and recuperation (R&R) travel, travel of children of separated families, family visitation, travel of unaccompanied minors, emergency visitation travel, periodic travel under educational allowance, or educational travel.

522.3.13 Premium Class Lounge In Lieu of Rest Stop

Effective Date: 12/14/2023

- a. Travelers whose official travel meets specific criteria have the option to purchase, and be reimbursed for, a day pass for a premium class lounge in lieu of taking a rest stop. The day pass allows the traveler access to a premium class lounge at the intermediate point on the authorized itinerary.

Travelers are responsible for requesting the premium class lounge day pass from the Authorizing Official prior to travel. Travelers will be reimbursed on their travel voucher for the pass. USAID expects this option to result in cost savings for the government and a more restful travel experience for employees. A premium class lounge may be purchased by the Agency only if all of the criteria below are met:

1. The origin or destination point of travel is OCONUS;
2. The scheduled flight time, including layovers, exceeds 14 hours;
3. Travel is by a direct route; and
4. Travel is by coach class service.

b. Limitations:

1. If the traveler selects the premium class lounge option, the traveler is no longer authorized an overnight rest stop and will be expected to continue travel to their destination on the next available flight.
2. If the traveler cost constructs from the authorized itinerary, the traveler loses eligibility for the overnight rest stop and will not be reimbursed for the cost of the premium class lounge day pass.
3. Travelers who are authorized premium class air travel may use the premium class lounge, if the service is offered free of charge by the airline but are not authorized reimbursement separately for the cost of a day pass.
4. Travelers who do not qualify for a USG paid rest stop on their official travel itinerary may elect to purchase a day pass at their own expense or with frequent flyer miles.

522.3.14 Other than Coach Class Air Travel

Effective Date: 12/14/2023

Travelers who use commercial carriers for official business may be authorized other than coach class, also known as premium or business class, air travel. Approving Officials, or designees, must be judicious when deciding that other than coach class air accommodations are necessary. The use of other than coach class air accommodations may not be authorized strictly because of position or rank. In addition, travel authorized on an LOA or UOA may not include a blanket approval for premium class air travel. Other than coach class air accommodations must be authorized only in specific circumstances when the Agency mission justifies significantly increased costs beyond the normal coach fare.

Travelers who meet one of the criteria for premium class air travel must, when appropriate, opt instead for a rest stop or premium class lounge pass in lieu of premium class air travel (see sections **522.3.12** and **522.3.13**). Travelers who are authorized for other than coach class air travel by supervisors as a reasonable accommodation are exempt from this requirement. Each request is reviewed on a case-by-case basis. When making these decisions, Authorizing Officials, or designees, must use discretion in determining which option is in the best interest of the government and keep in mind the limited availability of funds. This includes both program funds and operating expense funds. A [Form 522-2](#) is required to justify the use of premium class air accommodations. The traveler or travel arranger must upload the approved form into the TA in E2.

522.3.14.1 Exceptions for Other Than Coach Class Air Travel

Effective Date: 12/14/2023

Travelers may be permitted to use other than coach class air accommodations when an Approving Official, or designee, specifically decides to allow the travel in accordance with one or more of the reasons below.

- a. TDY travel when the airline flight time exceeds 14 hours.** Fourteen hours is calculated from the point of departure including scheduled stopovers for connecting flights. The traveler forgoes a premium class lounge day pass. Premium class air travel should be chosen only if all of the criteria below are met:
 1. The point of origin, final destination, or both must be OCONUS;
 2. The scheduled flight time including layovers (not including a rest stop) on a direct route is over 14 hours;
 3. The purpose of the trip is urgent and cannot be postponed or work schedules or demands do not allow the traveler to depart earlier and take a rest stop;

4. A premium class lounge will not provide enough rest and comfort or an efficient working environment as compared to business class travel; and
5. The traveler must report to work within 24 hours of arrival at the TDY location.

When traveling to a Critical Priority Country (CPC), forced layovers or flight delays may be necessary for security purposes, especially when connecting with a military transport. If the Approving Official authorizes premium class air travel in lieu of a rest stop, the Agency may still authorize a rest stop or premium class lounge pass when scheduling/security circumstances allow for no alternative other than an overnight layover. This will be treated as a forced stop and is distinct from a rest stop.

- b. Medical evacuation travel.** Other than coach class air travel is not authorized for medical evacuation unless the U.S. DoS, MED authorizes other than coach class air accommodations for medical reasons. Travelers authorized by MED to use other than coach class accommodations are not authorized a rest stop en route or a rest period upon arrival at the destination unless medically necessary. Travel over 14 hours, that MED does not deem medically necessary for premium class air travel, will be authorized as coach class with a rest stop.

Other than coach class accommodations apply to an attendant who is medically required to accompany the traveler provided a written certification from a competent medical provider documenting the need for an attendant to be seated in other than coach class accommodations. An attendant who is not an employee or contractor of USAID will receive an invitational TA (see section **522.6**).

- c. Travelers with a disability or special need.** “Disability” (as defined by 42 U.S.C. § 12102) is a physical or mental impairment that substantially limits one or more of a person’s major life activities. For USAID employees and PSCs, requests for premium class air travel based on a disability are treated as requests for reasonable accommodation pursuant to [ADS 111, Procedures for Providing Reasonable Accommodation](#), and are processed accordingly by OCR.

“Special Needs” (as defined by 14 FAM 511.3) are physical characteristics of a traveler that do not necessarily meet the definition of “disability” under the Rehabilitation Act of 1973. Such physical characteristics could include, but are not limited to, the weight or height of the traveler, or a temporary medical condition. For USAID employees and PSCs, requests for premium class air travel based on special needs are processed by OCR.

EFMs may be eligible to receive special travel provisions for disability or special needs as well. However, unlike USAID employees, EFMs are neither guaranteed nor entitled to such provisions under federal law. Whether or not special travel provisions will be provided and the type of provision provided is within the

Agency's discretion. Special travel provisions for EFMs with disabilities or special needs must be requested for each instance of travel using Form AID-522-14. The Chief Medical Officer will process these requests and will certify the EFM's disability or special need.

Other than coach class accommodations apply to an attendant who is required to accompany the traveler provided OCR (if a USAID employee) or the Chief Medical Officer (for EFMs) certifies the need for an attendant related to the disability or special need. An attendant who is not an employee or contractor of USAID will receive an invitational TA (see section **522.6**).

- d. Regularly scheduled flights between origin/destination points (including connecting points) that provide only other than coach class air travel accommodations.** The traveler must provide a justification under this provision that describes the required routing and why no alternative coach class air accommodation is available. Additionally, the traveler must certify the unavailability of coach class air accommodations on the TA.
- e. Space is unavailable in coach class accommodations and the traveler must accomplish an urgent mission that cannot be postponed.** The traveler must provide a written justification under this provision that describes the required routing and why no alternative coach class air accommodation is available. The traveler must put in writing why the mission is urgent and cannot be postponed and show that they made a good faith effort to obtain a reservation in coach class at the earliest practical time. The traveler cannot unreasonably delay or postpone making travel plans and reservations to travel via premium class air travel.
- f. Security purposes make the use of other than coach class air travel accommodations essential to the successful performance of the Agency's mission.** The traveler must provide a justification under this provision that states why security concerns make premium class air travel accommodations essential. The Deputy Director in SEC must clear this justification when the travel is funded by Washington. The Mission Director, in consultation with the Regional Security Officer (RSO), must clear this justification when the travel is funded by the Mission.
- g. The use of other than coach class air travel accommodation results in an overall cost savings to the government by avoiding additional subsistence costs (such as lodging and meals), overtime, or loss of productivity while awaiting coach class accommodations.** The traveler must provide a written justification under this provision that contains a detailed analysis that demonstrates an overall cost savings.
- h. Transportation costs are paid by a non-federal source.** The policy on premium class air travel does not apply when transportation is provided in-kind by a non-federal source in accordance with [41 CFR 304-3.9](#) and [304-5.5](#) (see

[ADS 633, Financial Management Aspects of Temporary Duty Travel \(TDY\)](#) for details on non-federal funding sources for TDY travel). GC/EA or an RLO must provide clearance prior to travel funded by a non-federal source.

- i. **The traveler pays for the upgrade to premium class air travel.** The traveler is authorized to pay for an upgrade using personal funds, personal frequent flyer miles, or an upgrade when the airline provides it as a promotional item with no additional cost to the Agency (see section **522.3.10.5**). The traveler upgrades at their risk and expense. Any expenses incurred due to the upgrade are the sole responsibility of the traveler.

- j. **Business-class air accommodations may be authorized when required due to agency mission.** Business-class travel of 14 hours or less originating in the United States or in a foreign area that is based on the “agency mission” criteria is a rare and extraordinary exception that must be approved by the DA-MR for all employees except the Administrator who may self-approve. When requested, the travel must comply with the Fly America Act (see section **522.3.23**) and mandatory use of contract carrier city pair fares (see section **522.3.13**). In order to qualify for the "agency mission" exception for business class travel, the travel must satisfy three criteria: (1) the purpose of the TDY must be of significant Agency concern; (2) the purpose of the TDY cannot be reasonably accomplished without the use of business class accommodations, or the use of other than business class accommodations is likely to have a deleterious impact on the purpose of the TDY; and (3) the alternate date/time for the travel is impossible or would have a significant impact on other important Agency interests. The traveler must memorialize these criteria in a written memorandum that is endorsed and supported by all supervisory levels between the employee and the DA-MR, as well as the Designated Agency Ethics Official and the Director M/MS, before it is sent to the DA-MR for action. The employee's written request with all endorsements must be sent to the DA-MR at least ten business days before travel commences.

All premium class travel requests with required justification are made on the 522-2 Other Than Coach Class ([Premium Class Air Travel - Business Class](#)). The traveler must ensure the approved form is attached in E2, in addition to the OCR memo, if appropriate. The traveler must obtain the required signatures and the appropriate documentation and attach the form to their E2 TA. Travelers must not attach doctor's notes. Travelers who are upgrading their ticket(s) at their own expense are not required to have the form.

522.3.14.2 Other than Coach Class Air Travel within the United States
Effective Date: 12/14/2023

Domestically, USAID does not authorize premium class airline accommodations unless the traveler has a reasonable accommodation as defined in section **522.3.14.1.c**.

522.3.14.3 Other than Coach Class Air Travel for Invitational Travel

Effective Date: 12/14/2023

Invitational travelers must use coach class airline accommodations. An invitational traveler may use premium class air accommodations when an Authorizing Official specifically authorizes the travel in accordance with the exceptions noted in section **522.3.14.1**. For purposes of authorization, invitational travel and TDY travel are equivalent. When the travel is funded by Washington, the respective Deputy Assistant Administrator (DAA) or B/IO equivalent must authorize the use of premium class air accommodations for invitational travel. When the travel is funded by the Mission, the Mission Director must authorize the use of premium class air accommodations for invitational travel. The use of premium class air accommodations for invitational travelers may not be authorized strictly on the basis of position, title, or accommodations the traveler considers normal and customary.

522.3.14.4 Approving Officials for Other than Coach Class Air Travel

Effective Date: 12/14/2023

a. USAID Missions

- 1. Assistant Administrators (AAs) or AtAs**, or their designated representative, approve/disapprove other than coach class air travel for Mission Directors or senior USAID officials for representational positions.
- 2. Mission Directors**, or their designated representatives, approve/disapprove other than coach class air travel for:
 - i. Deputy Mission Directors, EXOs, and Controllers; and
 - ii. Security concerns in consultation with the RSO.
- 3. OCR** recommends other than coach class air travel and other travel-related accommodations to accommodate a traveler's disability or special need. The traveler's supervisor authorizes the recommended accommodation.
- 4. The EXO**, or their designated representative, is authorized to approve TAs and authorize all other, other than coach class air travel.

b. USAID Washington

- 1. The Administrator, the DA-MR**, or in their absence, their designee, approves/disapproves other than coach class air travel for all Washington personnel at the AA level and Heads of Independent Offices.
- 2. Respective AAs or AtAs**, or their designated representative, approves/disapproves premium class air travel for all Washington personnel at the DAA level.

3. **The Deputy Director, SEC** authorizes other than coach class air travel required for security concerns.
4. **The Director, M/MS** authorizes other than coach class air travel for the Administrator.
5. **The Assistant to the Administrator, Bureau for Humanitarian Assistance (AtA/BHA)** may authorize the most expeditious mode of transportation, including other than coach class air travel, in the event of a documented disaster declaration.

Deviations from section **522.3.14** are approved by the Senior Travel Official, the Director, M/MS, and the AA for the Bureau for Management (M) in consultation with GC/EA.

522.3.14.5 Other than Coach Class Mandatory Reporting Requirements

Effective Date: 12/14/2023

Annually, M/MS/TTD must report all premium class transportation used by federal employees while traveling for official business. A negative report is required if no premium class travel was utilized.

522.3.15 Reimbursement for Advanced Seat Selection and/or Assignments

Effective Date: 12/14/2023

The allowable reimbursement for the cost of seat assignments is limited to \$300 from the point of origin to the point of destination as stated on the TA for all types of official travel. Any fees paid for multiple legs in one direction is limited to the \$300 reimbursement. The following conditions and rules apply:

- Travelers will not be reimbursed for the purchase of seat assignments in first or business class cabins.
- Travelers may purchase any seating product, including those that offer increased seat width or additional legroom, if the seating product is not business class or first class. Seating products may be referred to as Economy Plus, Premium Economy, or Preferred Seats. The name has no bearing on eligibility for reimbursement if the seats are not in business or first-class cabins.
- Seat assignment fees must be authorized by an Approving Official on the travel authorization in advance of travel.
- All receipts, even those under \$75, must be provided with the travel voucher to qualify for reimbursement.

- Reimbursement is not allowable for any segments of indirect (cost-constructed) travel.
- Seat assignment purchases must take place after the Agency-contracted TMC issues the ticket. The traveler may then purchase the seat assignment via the airlines' website, mobile application, by phone, at check-in, or at the airport counter. The TMC is not authorized to purchase the seat assignment on behalf of the traveler.

522.3.16 Luggage Allowances

Effective Date: 12/14/2023

- a. Each traveler is authorized to be reimbursed for two pieces of luggage which do not exceed the airline's size or weight limitations or are not considered "oversized" by the operating air carrier. This allowance constitutes "authorized luggage." It applies to all types of travel and to/from all locations.
- b. If a traveler checks items that exceed this authorized weight, size, and/or quantity limitation, reimbursement from the USG is limited to the cost that would have been incurred to transport "authorized luggage."
- c. Up to two additional pieces of luggage (a maximum of four), which do not exceed the airline's size or weight limitations per authorized traveler, may be approved in lieu of an allowable unaccompanied baggage (UAB) entitlement for direct travel if approved in the TA prior to commencing travel.
- d. If, for a particular segment of a journey, an air carrier makes a more generous (weight, quantity, or size) checked luggage allowance available to a traveler at no additional cost to the USG, the traveler is welcome to utilize the more generous allowance for that segment. This privilege does not increase the "authorized luggage" allowance for subsequent segments.
- e. When a traveler elects indirect (cost-construct) travel, the total amount that may be reimbursed by the USG for checked luggage fees is limited to the sum of expenses that would have been incurred to transport authorized luggage along all segments of the direct route.
- f. Excess luggage is luggage exceeding the weight, size, or quantity limit for "authorized luggage." Excess luggage, when required for an official purpose must be authorized on the TA, prior to travel. Authorization for the transport of excess luggage must include a justification detailing the specific official purpose necessitating the transport and an estimated cost of such transport.
 1. Travel orders for an individual required to transport a checked luggage piece or pieces entirely comprised of USG materials should include authorization for the transport of those pieces as excess luggage to ensure that the traveler's personal authorized luggage allowance is not

diminished.

2. Excess luggage is not authorized at USG expense for permanent change-of-station, rest-and-recuperation, family-visitation, and/or emergency-visitation travel.

522.3.17 Per Diem Allowance

Effective Date: 12/14/2023

Travelers performing official travel outside a 50-mile radius of the traveler's residence or official duty station location (see section **522.3.1c**) must be reimbursed for lodging and meals and incidental expenses as defined below. The per diem rates are the maximum allowances that federal employees are reimbursed for expenses incurred while on official travel. The per diem rates are as follows:

- **CONUS:** The [per diem](#) allowances within CONUS are established by GSA.
- **Non-Foreign (OCONUS):** The [per diem](#) allowances for non-foreign OCONUS areas are established by the Defense Travel Management Office.
- **Foreign:** The [per diem](#) allowances for foreign areas are established by DoS.

Travelers are not entitled to per diem for travel within a 50-mile radius of the traveler's residence or official duty station location. An exception to this rule can only be made in order to protect life or government property. The justification must come from the RSO at post.

- a. **Travel of 12 hours or less (12-Hour Rule).** Per diem is not allowed when the period of official travel is 12 hours or less.
- b. **Travel of more than 12 hours.** A per diem allowance must be provided when the travel period (entire trip) for which per diem is authorized is more than 12 hours. The per diem for the trip is calculated as follows:
 - i. If lodging is not required, the per diem allowable will be 75 percent of the meals and incidental expenses (M&IE) rate for the TDY location involved. Travelers who arrive at home after midnight, are entitled to an additional day of per diem.
 - ii. If lodging is required, the per diem allowable is 75 percent of the M&IE rate for the TDY location for the first and last day of travel.

c. Items Included in Per Diem:

The following items are included within portions of the per diem allowance and may not be paid, itemized, or reimbursed separately:

- i. Charges for lodging, including:
 - 1. Overnight sleeping facilities;
 - 2. Personal use of room and bath during daytime;
 - 3. Telephone access fee; and
 - 4. Service charges for fans, televisions, air conditioning, heaters, microwaves, and refrigerators in rooms.
- ii. Charges for meals, including:
 - 1. Expenses for breakfast, lunch, and dinner; and
 - 2. Related tips and taxes.
- iii. Incidental expenses, including:
 - 1. Fees and tips given to waiters, porters, baggage handlers, bellhops, hotel personnel, restaurant staff, and similar employees;
 - 2. Transportation between place of lodging or business and places where meals are taken; and
 - 3. Bottled water.
- iv. Complimentary meals provided by common carriers or hotels (e.g., complimentary breakfast meals on airplanes etc.) have no impact on per diem.

Refer to [ADS 633.3.6](#) for a detailed listing of miscellaneous expenses that may be requested in addition to per diem.

d. Per Diem When Traveling to More Than One Destination

- i. When traveling to more than one per diem location and the traveler spends one night, the per diem amount is based on where the traveler lodges.
- ii. When traveling to more than one per diem location and the traveler does not spend any nights away from home, the per diem amount is 75 percent of the greater per diem amount.

522.3.17.1 Lodging Per Diem Calculation Methods

Effective Date: 12/14/2023

The Agency uses two different methods of calculating per diem. For all travel, per diem must be calculated using either lodging-plus or the actual lodging per diem calculation method.

a. “Lodging-Plus Per Diem” Method

For each day of TDY (including travel to and from the TDY location), a traveler is entitled to receive the actual amount of their lodging expense (up to the maximum established for the location) plus the standard allowance for M&IE for the location. Lodging receipts are required.

b. “Actual Lodging Per Diem” Method

Authorization or approval for reimbursement of actual lodging cost is limited to a specific travel assignment where the maximum locality per diem allowance is less than the amount required to meet the necessary lodging cost of the traveler. In such mission critical cases, lodging subsistence expenses are the same as those included in per diem as set forth in this section.

Travelers must request authorization for reimbursement for actual lodging cost in the TA by specifying actual lodging amounts in the lodging section of the TA prior to commencing travel. Travelers should add the following statement in the remarks section of the TA:

“Actual lodging is requested due to (insert justifiable reason). I certify that I have checked three other lodging options in the area and the actual lodging expense is based on a bona fide business need.”

The maximum lodging amount that a traveler may be reimbursed under actual cost is up to 300 percent (rounded to the next higher dollar) of the applicable maximum lodging per diem rate. Reimbursement is limited to the 300 percent ceiling. There is no authority to waive costs that exceed this ceiling.

522.3.17.2 Reduced Per Diem

Effective Date: 12/14/2023

The Agency may determine in advance that lodging and/or meals and incidentals can be lower than the per diem rate (in the United States and overseas). The reduced per diem rate must be stated on the employee’s TA prior to travel.

1. Reduced M&IE

When meals are provided at no cost or at nominal cost by the USG, M&IE rates must be adjusted for meal(s) furnished or when meals are included in a registration fee. The M&IE rate is reduced to exclude the portion of the flat rate applicable to the provided meal(s) in accordance with FTR § 301-11.18 and [14 FAM 572.3-1](#).

2. Reduced Lodging

The Agency may reduce the lodging reimbursement based on the facts and circumstances of the specific travel. The most common reason is the use of non-commercial accommodations. Non-commercial lodging includes, for example, lodging with friend(s) or relative(s) (with or without charge). The traveler may be reimbursed for additional costs the host incurs in accommodating the traveler only if the traveler is able to substantiate the costs and the Agency determines them to be reasonable. The traveler will not be reimbursed the cost of comparable conventional lodging in the area.

3. Two Day Rule on Per Diem Travel Reimbursement

Travelers are entitled to full per diem reimbursement when the official TDY travel occurs over a weekend and all options to schedule travel within the traveler's official work week have been exhausted. 5 U.S.C. 6101(b)(2) establishes the USG-wide policy that, to the maximum extent practicable, the head of an agency should schedule the time an employee spends in official travel status within the employee's regularly scheduled workweek.

522.3.17.3 Long Term TDYs and Per Diem Allowance

Effective Date: 12/14/2023

Long term TDY (LT TDY) is travel with 30 or more consecutive days in official travel status. Per diem for LT TDY are adjusted from standard rates.

a. LT TDY Outside the Continental United States

USAID follows [14 FAM 575.4](#) for LT TDY overseas. Missions should seek lodging options suitable for longer-term stays to include government furnished lodging or apartment style lodging. USAID may reduce the LT TDY per diem if the facts and circumstances support such a reduction including for example: access to kitchen facilities, provided meals, or government furnished facilities. Exceptions to [14 FAM 575.4](#) must be approved by the Senior Travel Official.

b. LT TDY Status and the Service Recognition Package

Personnel who choose the Service Recognition Package (SRP) benefit to save their EFMs at their last post of assignment while serving a full tour of duty at a Special Incentive Post (SIP) are understood to be on de facto SIP assignments. Such employees are on LT TDY travel orders to effectuate this arrangement, but they are in the same position as employees who serve the same tour of duty on normal assignments at SIPs. To promote equity between these two groups, per diem is reduced to not exceed cost of living allowances defined in the [Department of State Standardized Regulations \(DSSR\) Section 200](#) for employees not on an SRP.

c. LT TDY in the Continental United States

Lodging and M&IE rates for locations within the CONUS must be calculated as defined in [14 FAM 575.3](#). Except that:

- **Cooperating Country National Personal Services Contractors (CCNPSCs) on Fellowship TDY** as defined in [ADS 495](#) will receive full lodging for the period of the Fellowship.
- **LT TDY Accommodations Suitable to Extended-stay Unavailable.** Travelers who are unable to secure lodging with kitchen or kitchenette facilities can receive up to full per diem. Each request for up to full per diem for an LT TDY must include a justification submitted to travelandtransportation-helpdesk@usaid.gov. Within five business days, the Chief, M/MS/TTD must provide the response to the request. Travelers on a LT TDY should be able to maintain a reasonable standard of living, without reaping any significant financial gain, suffering any substantial loss, or living in an unsafe location. Travelers should make an effort to secure long-term lodging that includes cooking facilities. An employee's personal preference must not be considered as a justification for a specific type of lodging and/or full per diem.
- **Changes to Length or Accommodations During LT TDY.** When the duration of the LT TDY or the availability of suitable LT TDY lodging changes after the LT TDY commences, then a request for adjustment to reduce the meals per diem must be made to the Chief, M/MS/TTD by sending a justification for revised per diem to travelandtransportation-helpdesk@usaid.gov. When a TDY is extended from less than 30 days to more than 30 days after the TDY commences, then the traveler receives full meals per diem for no more than the first 40 days of the TDY. If lodging accommodations cannot be secured to accommodate LT TDY style living, then the traveler can submit a request to M/MS/TTD at travelandtransportation-helpdesk@usaid.gov for an exception to the reduced meals per diem.

d. Non-conventional Lodging

Statute and regulation preclude federal employees using non-conventional lodging, also known as AirBnb, home sharing or VRBO, for official travel. Federal employees on official business are required to follow [FTR 301-50](#), which requires the use of the Agency's TMC and e-Gov Travel Service (E2). AirBnB listings are not included in the available listings per [5 U.S. Code § 5707a](#). Lodging listed as an AirbnB is usually a personally-owned residence and is considered "non-conventional lodging."

The FTR, in [41 CFR § 301-11.12\(a\)\(4\)](#), states that employees on official travel may be reimbursed the cost of other types of lodging when there are no conventional lodging facilities in the area (e.g., in remote areas) or when conventional facilities are in short supply because of an influx of attendees at a special event (e.g., World's Fair or international sporting event). As such, non-conventional lodging should only be used if conventional lodging is unavailable or in short supply. Requests to authorize non-conventional lodging must be submitted by the traveler or travel arranger to **travelandtransportation-helpdesk@usaid.gov** and must be approved prior to travel.

e. LT TDY More than One Year

As a matter of policy, an employee may not be in LT TDY status for more than one year (365 days).

522.3.18 Requests for Pregnancy-Related Accommodations in the Workplace
Effective Date: 08/06/2024

Under the [Pregnant Workers Fairness Act \(PWFA\)](#), the Agency provides reasonable accommodations to eligible, qualified employees' known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would cause the Agency an undue hardship. This law provides for accommodations for qualified employees, even if the limitation does not rise to the level of a disability. The procedures for requesting and processing requests for pregnancy-related accommodations are the same as outlined in [ADS 111.3.1.1](#) through [ADS 111.3.1.6](#).

All questions and/or requests for an accommodation should be directed to **reasonableaccommodations@usaid.gov**.

522.3.18.1 Reimbursement for the Transport of Breast Milk While Traveling on Temporary Duty Travel
Effective Date: 12/14/2023

In accordance with [FTR 41 CFR 301-13.2](#), the transport of breast milk can be reimbursed up to \$1,000, without written approval from M/MS/TTD, when an employee is on TDY travel. The expense must be authorized on the TA, prior to travel. For cases where expenses will exceed \$1,000, the traveler must request an exception. All exceptions must be submitted to the M/MS/TTD mailbox (**travelandtransportation-helpdesk@usaid.gov**) for approval by the Senior Travel Official. A copy of the approval must be attached to the travel voucher for reimbursement. The expenses may include commercial shipping fees, excess baggage, storage bags or containers, cold shipping packages, refrigeration, and transport. Travelers are responsible for arranging the logistics and the transport of breast milk directly with the vendor.

522.3.19 Charter Services
Effective Date: 12/14/2023

Charter services (aircraft, boat, train, automobile, or any other special conveyance) used for official travel must be mission essential and pre-approved for domestic-based personnel by GC and the Senior Travel Official or for overseas-based personnel by the Mission Director, RLO, and EXO. The memo must provide a justification explaining why the services are advantageous to the government.

Justifications for chartered services are limited to one of the following reasons:

- Travel is to remote or inaccessible locations not served by scheduled commercial air or surface transportation;
- Use of scheduled commercial transportation would involve a delay that would cause critical harm to the successful accomplishment of the mission and such delay is certified by the traveler or the Mission, as appropriate, to have an adverse effect on the interests of the USG;
- Travel by any other means would be unsafe; and/or
- Use of scheduled commercial transportation would be more costly to USAID.

The approved memo must be attached to the TA.

When the contracting document is something other than a TA (e.g., purchase order, contract, or charter/leasing agreement), the designated Contracting or Procurement Officer must authorize the document.

Except for an emergency, such as humanitarian or disaster response activities lasting 30 days or less, long-term or repetitive charters, leases, or hires must be justified in accordance with the criteria outlined in this section and must be authorized in advance by the appropriate AA. The Director, M/MS, authorizes charter service when the Administrator is the primary traveler.

522.3.20 Use of a Privately Owned Vehicle

Effective Date: 12/14/2023

Travel by common carrier is generally the preferred method for official travel, but travelers may elect to use a privately owned vehicle (POV) if it is most advantageous to the government, unless it is determined to be a reasonable accommodation by OCR. When determining whether the use of a POV is advantageous to the USG, the approver must consider:

- Mileage costs,
- Tolls,
- Per diem,

- Lost work time or productivity,
- Number of official duty locations visited, and
- Number of travelers on official duty.

Any reimbursement for travel by POV is limited to the actual mileage between authorized points on a direct route plus related per diem. If the traveler elects to use a POV for official travel for personal convenience and it is not most advantageous to the government, the traveler must do a cost construct and reimbursement must be limited to what the government would have paid for common carrier transportation.

522.3.21 Other Ground Transportation

Effective Date: 12/14/2023

Travelers are entitled to be reimbursed for ground transportation associated with official travel, including but not limited to taxicabs, ridesharing companies (Uber, Lyft), or public transportation (subway, bus). Receipts are required for any one ground transportation expense that is \$75 (including tip not to exceed 20 percent of the base fare) or greater.

A taxicab/rideshare must not be used for travel between office and home except as follows:

- a. From the traveler's residence to their duty station on the day they depart the official station on official TDY that requires at least one night's lodging; or
- b. From the traveler's duty station to their residence on the day they return to the official station from an official TDY assignment that requires at least one night's lodging.

The approver must authorize the use of government-funded ground transportation to/from the office and residence.

522.3.22 Rental Car

Effective Date: 08/06/2024

The use of a rental car may be authorized for official travel, but only when necessary to accomplish the mission and when it is most advantageous to the government.

Travelers must use the TMC to book a rental car vendor that participates in the Defense Travel Management Office (DTMO) United States Government Car Rental Agreement. Reimbursement for collision damage waiver (CDW) or theft insurance for travel within the CONUS is prohibited. The DTMO agreement provides full coverage insurance for damages resulting from an accident while performing official duties.

When renting a vehicle in foreign locations, travelers are encouraged to purchase the CDW and liability insurance. The DTMO agreement does not include rentals in foreign

or OCONUS locations and therefore, CDW and liability insurances are not included in the rental fee. The cost of the insurance is reimbursable on the travel voucher. Travelers may also be reimbursed for VAT (value added taxes) for rental cars.

Travelers must refuel the vehicle prior to returning it and are prohibited from purchasing pre-paid fuel. Travelers will not be reimbursed for fees associated with rental car loyalty points or the transfer of points charged by car companies.

USAID authorizes the use of a compact car unless a larger vehicle is necessary. A larger rental car may be authorized when one of the following exceptions applies:

- a. Accommodation of a medical disability or special physical need certified by OCR;
- b. Multiple employees traveling together;
- c. Safety and security of the traveler is at risk (e.g., severe weather, rough terrain, high crime, security detail, etc.);
- d. Natural/environmental conditions (rough terrain, severe weather);
- e. When the traveler must carry a large amount of USG materials or equipment for their official business, and a compact rental vehicle does not contain sufficient space; and/or
- f. When the cost of a larger vehicle is less or equal to the cost of a compact vehicle.

Prior to travel, the traveler or travel arranger must prepare a justification memorandum on Agency letterhead. The memorandum must be authorized by the Senior Travel Official for Washington-based travelers or the EXO for overseas-based travelers. The traveler or travel arranger must attach the approved memorandum to the E2 TA.

If the traveler elects to use a rented vehicle for personal convenience and use of the rental vehicle has not been specifically authorized, reimbursement for travel expenses must be the lesser of: (1) actual mileage at the GSA flat rate per mile or (2) the cost construct of the USG airfare on a direct route. For any portion of the journey not connected by air service, reimbursement may not exceed the cost construct of less than premium-class accommodations on a surface common carrier.

When use of a motor vehicle is required for official travel, travelers should prioritize using a ZEV based on the criteria below (see [M-24-05 Catalyzing Sustainable Transportation Through Federal Travel](#)).

- i. Government-Furnished Vehicles: When using a government-furnished fleet vehicle for official travel, travelers should select a ZEV where available and

where adequate charging infrastructure is likely to be available en route or at the destination.

- ii. Vehicle Rentals: When renting a vehicle, travelers should select a ZEV where the daily rental rate is equal to or less than the daily rental rate of the least expensive compact car available. If another class of vehicle is approved other than a compact car, travelers should select a ZEV where the daily rental rate is equal to or less than the rental rate of the least expensive car of the approved class of vehicle.
- iii. Taxi and RideShare: When selecting a taxi or a ride share provided through an app-based ride hailing company, select a ZEV if one is available. If a ZEV is not available, select the vehicle with the highest fuel efficiency.

522.3.23 Local Travel

522.3.23.1 Local Travel for USAID/W

Effective Date: 08/06/2024

For local travel as defined in section **522.3.1.c**, travelers should use a government-furnished shuttle or bus service. If such service is not provided, then the traveler may be reimbursed for money expended for official travel within a 50-mile radius. Local travel expenses for multiple days can be accumulated and submitted together to defray the cost of vouchering for each trip individually. Local transportation modes should generally be used in the following order:

- a. Public bus service or metro rail/trolley service,
- b. Taxicab,
- c. POV,
- d. Rental Car (must provide justification).

Travelers should prioritize using public transit (e.g., subway, bus, light rail) when conducting local travel or upon arrival at the official travel location, to the extent that public transit is available and that its use is compatible with mission needs (see [M-24-05 Catalyzing Sustainable Transportation Through Federal Travel](#)).

Division Chiefs and Approving Officials are authorized to approve claims for all bus, metro rail/trolley service, and taxicab travel, except for trips involving travel by employees between their home and duty station while on officially ordered overtime. This exception requires approval by the next higher-level Approving Official. Unless otherwise authorized by OCR as a reasonable accommodation, the use of a POV must be authorized by the traveler's Division Chief or a higher-level Approving Official. Other allowable costs are parking fees, ferry fares, and bridge, road, and tunnel tolls. To claim reimbursement of bus, metro rail/trolley service, or taxicab fares and mileage allowance

for a POV, the traveler must submit a completed [SF-1164, Claim for Reimbursement for Expenditures on Official Business](#) to M/CFO/CMP.

The Authorizing Official determines the justification for reimbursement and authorizes the expenditure. The Authorizing Official must sign and date in the space provided on the [SF-1164](#). When the claimant is the approving official (Branch Chief or higher), the Authorizing Official should be the claimant's immediate supervisor.

522.3.23.2 Local Travel for Overseas

Effective Date: 12/14/2023

The operating environment varies by location. Travelers must follow the policies and procedures established by the Chief of Mission regarding modes of transport. When local transport is authorized and the mode of transportation is other than a government vehicle, the traveler may be reimbursed for money expended for official travel within a 50-mile radius. Local travel expenses for multiple days can be accumulated and submitted together to defray the cost of vouchering for each trip individually. Local transportation modes should generally be used in the following order:

- e. Public bus service or metro rail/trolley service,
- f. Taxicab,
- g. POV,
- h. Rental Car (must provide justification).

Missions may establish local procedures for approvals and reimbursement of local transport claims. Mission procedures must be coordinated with OCR to appropriately account for reasonable accommodation. Other allowable costs are parking fees, ferry fares, and bridge, road, and tunnel tolls. To claim reimbursement of bus, metro rail/trolley service, or taxicab fares and mileage allowance for a POV, the traveler must submit a completed [SF-1164, Claim for Reimbursement for Expenditures on Official Business](#) to the Mission Financial Management Office.

The Authorizing Official determines the justification for reimbursement and authorizes the expenditure. The Authorizing Official must sign and date in the space provided on the [SF-1164](#).

522.3.24 Travel Funded by Non-Federal Sources

Effective Date: 12/14/2023

Below are the Agency's principal authorities for accepting gifts of travel expenses.

- a. **Acceptance by the Agency for official travel to meetings and similar events.**
The Agency may accept an unsolicited gift of travel expenses from a non-federal source for an employee's official travel to a conference, seminar, speaking

engagement, symposium, training course, or similar event that takes place away from the employee's official duty station pursuant to [31 U.S.C. 1353](#), [41 CFR Part 304](#) subchapters A and B. "Meeting" does not include a meeting or other event required to carry out the Agency's statutory or regulatory functions such as investigations, inspections, audits, site visits, negotiations or litigation.

The traveler must receive authorization from an Agency ethics official to accept the gift prior to the commencement of travel. To receive authorization, a traveler must submit to their ethics official a copy of the unsolicited offer to fund official travel along with the following information:

1. Identity of the non-Federal source;
2. Purpose of the travel/event;
3. Identity of other expected event participants;\
4. Nature and sensitivity of any matter pending at the Agency which may affect the interest of the non-federal source;
5. Significance of the employee's role in any such matter; and
6. Monetary value and character of each travel benefit offered by the non-Federal source (e.g., airfare, local transportation, lodging, M&IE, event registration fee) and, for each benefit, whether payment to the Agency will be provided in-kind or as a reimbursement.

The ethics official will review the information and make a determination in accordance with 41 CFR 304-5.1. If authorized to accept the gift, the traveler must prepare a non-federal sponsored (NFS) travel authorization in E2 and, upon return from travel, submit a completed SF-326 to GC/EA via ethics@usaid.gov.

The gift of travel payments from the non-Federal source may be provided in-kind (for example, an airline ticket, meal, or hotel room) or check or other monetary instrument payable to USAID. In-kind benefits may not be listed as reimbursable expenses for the travel. The traveler's B/IO or Mission 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 by the outside funding source for the travel. M/CFO must credit the Operating Expense account or other account that funded the travel as a reimbursement. The B/IO or Mission funding the travel must request that M/MPBP distribute the funds collected to the OU that obligated the travel cost (see section [633.3.10](#)).

- b. Acceptance by the Agency for other travel under Agency gift authorities.**
The Agency may accept a gift of travel expenses for purposes other than those covered under section [522.3.24\(a\)](#) when in furtherance of the purpose of the

Foreign Assistance Act, for example, "in-country" travel to project sites. This is done under the Agency's general gift authority, [Section 635\(d\) of the FAA](#) (see [ADS 628](#)).

- c. **Acceptance by an employee of travel from foreign governments and public organizations.** An employee may accept a gift of travel expenses from a foreign government or a public international organization (PIO) for travel taking place entirely outside the United States, in accordance with the Gifts and Decorations from Foreign Governments regulations in [22 CFR 3.4\(d\)](#).
- d. **Acceptance by an employee of travel for training and meetings, from tax-exempt organizations.** An ethics official (GC/EA or an RLO) may authorize an employee to accept travel expenses for training and meetings, from tax-exempt organizations under the provisions of [5 U.S.C. 4111](#), [5 CFR 410.501-503](#), and [FTR Chapter 304](#) subchapter C.

522.3.25 Travel of Contract and Grantee/Recipient Personnel

Effective Date: 12/14/2023

USAID-financed international travel by contract and grantee/recipient personnel is subject to the terms and conditions of the applicable agreement with USAID. For USAID direct contracts, the policies are established in [AIDAR 752.7002](#) (see [48 CFR 752.7002](#)). For host country contracts, the requirements are established in [ADS 305, Host Country Contracts](#). For grants and cooperative agreements, the policies are established in the applicable [ADS 303 Standard Provisions](#) and [2 CFR 200](#).

522.3.26 Supporting Documentation and Authorization Remarks

Effective Date: 12/14/2023

Supporting documentation must be maintained for any event or action, including travel, that will or will likely result in any government financial obligation for direct or indirect reimbursement. Supporting documentation includes any source material causing or resulting in a financial transaction including but not limited to authorizing emails, required forms, medical certificates, and/or manual TA Request forms. If a manual (hardcopy) travel file is maintained, these documents should be printed and included. Documents may be scanned and uploaded into E2.

Retention must be in accordance with [ADS 502, The USAID Records Management Program](#). Additional guidance is available in [ADS 633](#). The Agency's [System of Records Notice USAID-19](#) covers travel and transportation records. Travelers, arrangers, approvers, and Authorizing Officials should take due care to follow the System of Records Notice and protection of Personal Identifiable Information (PII).

522.3.27 Travel Voucher

Effective Date: 12/14/2023

The traveler must submit a travel voucher within five business days of the completion of a trip or every 30 calendar days if the traveler is in continuous travel status.

Vouchers are submitted in E2 when the authorization was issued in E2. Authorizations prepared outside of E2 must be submitted to the applicable payment office which is (1) M/CFO/CMP for Washington, and (2) the individual USAID Cognizant Financial Management (FM) office for the traveler's duty station or the responsible OU overseas.

The Budget Office (Washington OUs) or the Office of Financial Management (Missions) must ensure all system errors in E2 are remediated in 10 calendar days or less to ensure travelers are able to submit vouchers and receive payment in less than 30 days from the last date of travel. [ADS 633](#) provides detailed policy directives on the preparation of travel.

522.4 MANDATORY REFERENCES

522.4.1 External Mandatory References

Effective Date: 08/06/2024

- a. [5 CFR 410.501-503](#)
- b. [5 USC 4111](#)
- c. [5 USC 5701-5709](#)
- d. [8 USC 1185](#)
- e. [14 FAM 500](#)
- f. [22 CFR 3.3](#)
- g. [22 CFR 51.3, Passports](#)
- h. [31 USC 1353, as amended 1989 \(The Ethics Reform Act\)](#)
- i. [41 CFR 304-1](#)
- j. [48 CFR 752.7002](#)
- k. [Americans with Disabilities Act of 1990, as amended, 42 USC 12101 et seq.](#)
- l. [Federal Travel Regulation \(FTR\), Part 301-10; 301-11; 301-12; 301-52.7; 304](#)
- m. [Foreign Assistance Act of 1961, as amended](#)
- n. [Foreign Service Act of 1980, as amended](#)

- o. [M-24-05 Catalyzing Sustainable Transportation Through Federal Travel](#)
- p. [The Pregnant Workers Fairness Act \(Pub. L. 117-328\) \(PWFA\)](#)
- q. [The Rehabilitation Act of 1973, as amended, 29 U.S.C. 791 et seq.](#)
- r. [U.S. Department of State Standardized Regulations \(DSSR\)](#)

522.4.2 Internal Mandatory References

Effective Date: 12/14/2023

- a. [ADS 103, Delegations of Authority](#)
- b. [ADS 109, Ethics and Standards of Conduct](#)
- c. [ADS 111, Procedures for Providing Reasonable Accommodation](#)
- d. [ADS 252, Visa Compliance for Exchange Visitors](#)
- e. [ADS 303, Grants and Cooperative Agreements to Non-Governmental Organizations](#)
- f. [ADS 309, Personal Services Contracts with Individuals](#)
- g. [ADS 502, The USAID Records Management Program](#)
- h. [ADS 527, Functions of the Mission Executive Officer](#)
- i. [ADS 628, Gifts & Donations and Other Dollar Trust Funds](#)
- j. [ADS 633, Financial Management Aspects of Temporary Duty Travel](#)
- k. [AIDAR 752.7002](#)
- l. [AIDAR, Appendix D, Direct USAID Contracts With a US Citizen or a US Resident Alien for Personal Services Abroad](#)
- m. [AIDAR, Appendix J, Direct USAID Contracts With a Cooperating Country National and With a Third Country National for Personal Services Abroad](#)

522.4.3 Mandatory Forms

Effective Date: 12/14/2023

- a. [AID 522-2 Request for Other Than Coach Class](#)
- b. [AID 522-3, Fly America Act Waiver](#)

- c. [AID 522-4 Justification Certificate For Using A Non Contract Or Indirect Air Carrier](#)
- d. [AID 522-6 \(E2 User Request Form\)](#)
- e. [AID 522-6a \(E2 Change Request For Creation Of New Office\(s\)\)](#)
- f. [AID 522-7 \(Request for Actual Lodging Subsistence Expense\)](#)
- g. [AID 522-11 \(Request for the Use of Non-Conventional Lodging\)](#)
- h. [AID 522-12 \(Use of Cost-Construct\)](#)
- i. [DS-11, Application for U.S. Passport \(new passports only\)](#)
- j. [DS-64, Statement Regarding A Valid Lost or Stolen U.S. Passport Book and/or Card](#)
- k. [DS-82, Application for U.S. Passport by Mail \(renewal or changes\)](#)
- l. [DS-5524, Questionnaire to Determine Eligibility For A Diplomatic/Official U.S. Passport – U.S. Government Personal Services Contractors Only](#)
- m. [SF-1012, Travel Voucher](#)
- n. [SF-1164, Claim for Reimbursement for Expenditures on Official Business \(local travel only\)](#)
- o. [USAID Vendor Request/Update Form \(REVISED\)](#)

522.5 ADDITIONAL HELP
Effective Date: 12/14/2023

There are no Additional Help documents for this chapter.

522.6 DEFINITIONS
Effective Date: 08/06/2024

See the [ADS Glossary](#) for all ADS terms and definitions.

Actual Expense

Payment of authorized actual expenses incurred, up to the limit prescribed by the agency. Entitlement to reimbursement is contingent upon entitlement to per diem and is subject to the same definitions and rules governing per diem. This expense is sometimes called "actual subsistence expense." (**Chapter 522**)

Agency Mission Exception

Travel which satisfies the following three criteria and which is approved by the Deputy Administrator for Management and Resources: (1) the purpose of the TDY must be of significant Agency concern; (2) the purpose of the TDY cannot be reasonably accomplished without the use of business class accommodations or the use of other than business class accommodations is likely to have a deleterious impact on the purpose of the TDY; and (3) the use alternate date/time for the travel is impossible or would have a significant impact on other important Agency interests. (**Chapter 522**)

Blanket Travel

A travel authorization (open authorization) that allows for travel over an extended period of time and/or for multiple trips (see [14 FAM 521.3](#)). (**Chapter 522**)

Cost Construct

A cost that reflects the total amount of per diem, travel, transportation, and incidental expenses the U.S. Government would pay for an employee's direct travel. For cost constructing purposes, only the travel and transportation costs may be used as a basis for the cost construct. ([14 FAM 500](#)) (**Chapter 522**)

Cost-Constructed Travel

Travel based on a cost comparison between the cost of official (i.e., direct) travel and the cost of personal (i.e., indirect) travel. When cost constructing travel, the traveler can only claim the cost of the fare(s) the U.S. Government would have paid to the contract and/or common carrier or the cost of the commercial fare(s) the traveler actually paid to common carriers, whichever is less. Cost-constructed travel is subject to the provisions of [14 FAM 585](#) and other Department travel regulations and policies. (**Chapter 522**)

Direct Route

The usually traveled route consistent with the most expeditious mode of transportation and the established scheduled services of contract and other common carriers. A direct route takes into consideration the provisions of [14 FAM 585](#), and other provisions of the Department travel regulations. It is also known as a usually traveled route. (**Chapter 522**)

Direct Travel

Official travel from authorized origin to authorized destination that uses the mode of travel authorized in the orders and consistent with the established scheduled services of contract and other common carriers. Direct travel is subject to the provisions of 14 FAM 585.1 as well as other provisions of Department travel regulations. It is also known as a usually traveled route. (**Chapter 522**)

Disability

A physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such an impairment; or being regarded as having such an impairment. (**Chapters [111](#), [405](#), [514](#), [522](#)**)

E2 Travel System

E2 Solutions is a Web-travel authorization (TA) and travel voucher application designed to provide significant cost savings benefits to the Agency through a unified, simplified service that delivers a cost-effective Government-wide travel service. (**Chapter 522** and [633](#))

Eligible Family Members (EFM)

1. Children who are unmarried and under 21 years of age or, regardless of age, are unmarried and due to mental and/or physical limitations are incapable of self support
2. Parents (including stepparents and legally adoptive parents) of the employee or of the spouse or of the domestic partner
3. Sisters and brothers (including step sisters or step brother, 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 physically and/or mentally incapable of self-support
4. Spouse. (**Chapter 522**)

Indirect Route

The portion of any journey that deviates from a usually traveled route. (**Chapter 522**)

Indirect Travel

Personal travel done on a cost-constructive basis against official (i.e., direct) travel. Indirect travel is subject to the provisions of [14 FAM 585](#) as well as other Department travel regulations and policies. (**Chapter 522**)

Invitational Travel

Authorized travel by individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in Government service as consultants or experts and paid on a daily when-actually-employed basis and by 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](#)**)

Layover

The period of time between connecting flights during travel. Per diem including lodging may be authorized for layovers that encompass any hours of darkness during which it could normally be expected that the traveler would need to sleep between flights. Per diem including lodging may be authorized for extended daytime layover in circumstances during which it could normally be expected that the traveler would need bed-rest; for example, travelers with special physical needs or families with infants. (**Chapter 522**)

Lodging-plus Per Diem System

A single worldwide computation system that includes two components: (1) A fixed maximum rate for commercial or other lodging as prescribed by the appropriate agency's regulations (the authorizing officer may specify a lesser rate under certain circumstances); and (2) A fixed locality rate for meals and incidental expenses that requires no receipts or traveler certification. These rates are prescribed by the appropriate agency's regulations (the authorizing officer may specify a lesser rate under certain circumstances). (**Chapter 522**)

Official Duty Station

The official duty station of an employee is the location of the employee's permanent work assignment. The geographic limits of the official station are:

1. The corporate limits of the city or town where stationed; or
2. If not in an incorporated city or town, the reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the employee is stationed. (**Chapter 522**)

Official Rest Stop

An official rest stop is defined as a U.S. Government-funded rest period, not to exceed 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination. Full per diem (lodging, meals, and incidental expenses (M&IE)) at the official rest-stop location rate is authorized in these circumstances. (See 14 FAM 584.4) (**Chapter 522**)

Overnight

The period during which lodging for sleeping facilities is authorized, usually during the hours of darkness between sunset and sunrise. (**Chapter 522**)

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:

- **Lodging.** This 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.
- **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).
- **Incidental expenses.** This includes, but is not limited to:

- Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries;
- Laundry, cleaning and pressing of clothing;
- Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the TDY site; and
- Mailing cost associated with vouchers and payment of Government sponsored charge card billings. ([14 FAM 511.3](#)) (**Chapter 522** and [633](#))

Personal Services Contract

A contract that, by its express terms or as administered, make the contractor personnel appear, in effect, Government employees (see [FAR 37.104](#) and [AIDAR Appendix D](#)). (**Chapter 300** and **522**)

Post of Duty

The duty station to which an employee is officially assigned, OCONUS or CONUS. (**Chapter 522**)

Privately Owned Motor Vehicle

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. (**Chapter 522**)

Reasonable Accommodation

Any change in the work environment or application process that enables a person with a disability to enjoy equal employment opportunities. "Accommodation" does not mean staying at a house or a hotel, it means adjustments made for an individual. Reasonable Accommodation is different from accessibility. Reasonable Accommodation is determined on a case-by-case basis, often in response to an individual need. These adjustments will be needed more in environments that are not accessible, but even if they are fully accessible, further adjustments may be needed. There are four general categories of reasonable accommodations:

- Modifications or adjustments to a job application process to permit an individual with a disability to be considered for a job (such as providing application forms in alternative formats like large print or Braille and providing a sign language interpreter);
- Modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job (such as providing sign language interpreters; making existing facilities accessible; job restructuring; part-time or modified work schedules; acquiring or modifying equipment; changing tests, training materials, or policies; providing qualified readers or interpreters; and reassignment to a vacant position); and
- Modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment (such as (1) training; (2) services

(e.g., employee assistance programs (EAP's), credit unions, cafeterias, lounges, gymnasiums, auditoriums, transportation); and (3) parties or other social functions (e.g., parties to celebrate retirements and birthdays, and Agency outings).

- Modifications or adjustments for qualified individuals with known limitations related to pregnancy, childbirth, or related medical conditions even if the individual is not experiencing a pregnancy related disability. (([Chapters 110, 111, 405, 442, 522](#))

Sustainable Aviation Fuel (SAF)

A fuel made from renewable resources that meets a minimum of a 50 percent reduction in life cycle greenhouse gas emissions compared to conventional fuel. ([Chapter 522](#))

Temporary Change of Station (TCS)

The relocation to a new official work site for a temporary period while performing a long-term assignment, and subsequent return to the previous official work site upon completion of that assignment. ([Chapter 522](#))

Temporary Duty (TDY) Location

Any official travel at least 50 miles from an employee's residence or duty station, or PSC place of performance, for a period exceeding 12 hours. ([Chapter 522](#))

Temporary Duty (TDY) Travel

Official travel at least 50 miles from both an employee's duty station or PSC place of performance for a period exceeding 12 hours. ([Chapter 522](#))

Travel Authorization (orders)

Written permission for an employee to travel away from their official duty station on official business. ([Chapter 522](#))

Travel Management Center (TMC)

A commercial travel agent under joint contract with the General Services Administration (GSA), U.S. Department of State, and other Foreign Affairs agencies. ([Chapter 522](#))

Travel Voucher

A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including permanent change of station (PCS) travel. ([Chapter 522](#))

United States

The several States, the District of Columbia, and the States and areas defined under the term "Non-Foreign Area." ([Chapter 522](#))

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 [14 FAM 585](#) restricting use of foreign carriers. (**Chapters 522, [523](#), [524](#), and [525](#)**)

Zero-emission vehicle (ZEV)

A vehicle that when operating produces zero tailpipe exhaust emissions of any criteria pollutant (or precursor pollutant) or greenhouse gas. (**Chapter 522**)

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