



Request for the Use of Non-Conventional Lodging

Privacy Act Statement
Authority: 5 U.S.C. 301, Departmental Regulations; 5 U.S.C. Ch. 57, Travel, Transportation, and Subsistence; 22 U.S.C. Ch. 32, Foreign Assistance, Subchapter I, International Development; and 22 U.S.C. § 4081, Travel and Related Expenses. References: FTR 301-10.136 thru 301-10.143
Purpose: To manage requests for the air travel of USAID direct-hires and their dependents, Personal Services Contractors (PSCs), consultants and personnel from other government agencies on detail to USAID, via a foreign flag air carrier or vessel.
Routine Uses: The personal information requested on this form will be used by USAID travel officers to determine eligibility for travel accommodations through a foreign flag air carrier or vessel. Pursuant to Privacy Act System of Records Notices USAID-19 and USAID-34, USAID will disclose this information only to external entities that have the legal authority to maintain the information such as members of Congress, federal law enforcement agencies, the U.S. Department of State, the U.S. Treasury for payments, and U.S. Dispatch Agents for shipment and clearance of effects. USAID may also share the information with commercial travel, transportation, and shipping companies for making travel, transportation, and shipping arrangements as well as with foreign governments and international agencies as appropriate.
Disclosure: Disclosure of your personal information is voluntary, but failure to provide certain information may result in the denial of your request for travel accommodations through a foreign flag air carrier or vessel.

| | | | |
|------------------------------------|----------------------|-------------------------------------|--------------|
| Last Name | First Name | Office/Bureau: | Date: |
| Trip ID: | TDY Location: | Per Diem Amount: | |
| Check-In Date: (MM/DD/YYYY) | | Check-Out Date: (MM/DD/YYYY) | |

JUSTIFICATION FOR NONCONVENTIONAL LODGING (SELECT ALL THAT APPLY)

Airbnb is nonconventional lodging and should only be used if conventional lodging is unavailable or in short supply.

According to (FTR, in 41 CFR § 301-11.12(a)(4)), employees on official travel may be reimbursed the cost of other types of lodging when,

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|--------------------------|--|
| <input type="checkbox"/> | There are no conventional lodging facilities in the area (e.g., in remote areas). Please provide the name, address, and telephone number of three GSA approved locations that are closest to the TDY location. |
|--------------------------|--|

| NAME | ADDRESS | PHONE |
|------|---------|-------|
| | | |
| | | |
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|--------------------------|---|
| <input type="checkbox"/> | Conventional lodging is in short supply because of an influx of attendees at a special event (i.e. World's Fair or international sporting event): |
|--------------------------|---|

| NAME OF EVENT(S) | DATE(S) OF EVENT(S) |
|------------------|---------------------|
| | |

| | |
|--------------------------|---|
| <input type="checkbox"/> | Personal preference (Disclaimer must be signed) |
|--------------------------|---|



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USAID employees should only use non-conventional lodging (home sharing) in rare circumstances, understanding that home sharing companies are not FEMA approved and may not be regulated by any state or local government. Exceptions to use home sharing will not be granted for personal convenience.

If travelers decide to use a home sharing option for personal convenience, they must secure the home sharing on their own; this lodging will not be furnished by the Agency. Reimbursement will be limited to the lodging per diem entitlement. Any risk associated with home sharing (misrepresentation of the facility, fare increases, non-refundable payments, safety violations, etc.) rests solely with the traveler. Due to the inability to account for safety standards at lodging not furnished by the Agency, the risks assumed by travelers who decide to use home sharing for convenience will include risks-related to any injury to person or property not otherwise covered by the Federal Employees' Compensation Act. In no event will USAID or its personnel be responsible to the traveler for any claims, damages, losses, costs, expenses, or liabilities arising out relating to or resulting from the traveler's use of home sharing services for personal convenience.

Once home sharing is approved by TTD, the traveler must secure the home sharing on their own. Reimbursement will be limited to the lodging per diem entitlement of the TDY location.

Traveler's Signature _____ **Date** _____

Supervisor Signature and Date:

Regional Security Officer (RSO) Signature and Date (Foreign Only):

M/MS/TTD Chief or Designee Signature and Date:



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