



JUSTIFICATION CERTIFICATE FOR USING A NON-CONTRACT OR INDIRECT AIR CARRIER

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.
Purpose: To manage requests for non-contract air carrier travel for USAID direct-hires and their dependents, Personal Services Contractors (PSCs), consultants and personnel from other government agencies on detail to USAID.
Routine Uses: The personal information requested on this form will be used by USAID travel officers to determine eligibility for travel accommodations through a non-contract air carrier. 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. Despatch 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 non-contract air carrier. Please refer to ADS 522 for guidance.
Effect of Disclosure: Disclosure of your personal information is voluntary, but failure to provide certain information may result in the denial of your request for premium class air travel. Please refer to ADS 522.3.20 for guidance.
System of Records Notice(s): USAID -19 Travel and Transportation Records FT 78381 January 29 2015; USAID -34 Personal Services Contracts Records 80 FR 11391 April 2 2015

Name of Traveler:		Office/Bureau:		Phone #:	
Origination Point:		Destination Point:			
CONTRACT CARRIER INFORMATION (Mandatory) OR DIRECT AIR CARRIER (14 FAM 585.1)					
Carrier:		Flight:			
Departure Date: (MM-DD-YYYY)		Departure Time:			
Arrival Date: (MM-DD-YYYY)		Arrival Time:			
Fare Code:		Price:			
Routing:					
NON-CONTRACT INFORMATION (Proposed) OR INDIRECT CARRIER (14 FAM 585.2)					
Carrier:		Flight:			
Departure Date: (MM-DD-YYYY)		Departure Time:			
Arrival Date: (MM-DD-YYYY)		Arrival Time:			
Fare Code:		Price:			
Routing:					
JUSTIFICATION					
Forms submitted without justification details will be returned.					
Refer to 14 FAM 543. Contract Carriers for exceptions to the mandatory use of contract carriers. Provide the applicable 14 FAM 543 exception reference and specifics in this space. In markets that do not have a contract fare, provide justification for not using the lowest cost direct fares as required by Department Policy.					
Select one of the following exceptions on page (2) two and PROVIDE SPECIFIC DETAILS BELOW: (Mandatory) (Maximum 200 Characters)					
COMPLETE THIS SECTION ONLY IF USING PET MOVEMENT AS THE JUSTIFICATION					
If pet movement is the determining factor for nonuse of the contract carrier because there is no ability to move the pet(s) as checked baggage on the same flight as the traveler under 14 FAM 543.A (1), the traveler and not the USG is responsible for travel cost exceeding the most economical and direct travel routing and for the airline cost of moving the pet. The increased cost due from the traveler(s) is:					
Travel Authorization Number		Difference in Price of each Ticket		Number of Tickets	Total Due \$
Date: (MM-DD-YYYY)	Print Name: (Traveler)			Signature: (Traveler)	
				X _____	
Date: (MM-DD-YYYY)	Print Name & Title: (Supervisor)			Signature: (Supervisor)	
				X _____	
Date: (MM-DD-YYYY)	Print Name: (M/MS/TTD Chief or EXO or designee)			Signature: (APPROVING OFFICIAL)	
				X _____	