



USAID
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ADS Chapter 526

USAID Guest House Services

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Functional Series 500 - Management Services

ADS 526 – USAID Guest House Services

POC for ADS 526: See [ADS 501maa, ADS Chapters and Point of Contact List](#)

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ADS 526 - USAID Guest House Services

526.1

OVERVIEW

Effective Date: 09/08/2023

This chapter provides the policy and procedures for establishing and operating a guest house at overseas posts. The purpose of a guest house is to provide temporary quarters and a safe, comfortable, and cost-effective alternative to hotels and other temporary residences when such facilities are nonexistent, limited, unsafe, or excessively overpriced.

526.2

PRIMARY RESPONSIBILITIES

Effective Date: 11/22/1996

- a. The **USAID Mission Director at each post** is responsible for ensuring that the guest house is managed within the guidelines established at post and as set forth in this chapter.
- b. The **USAID Executive Officer (EXO)** is responsible for providing administrative direction and oversight of the guest house.
- c. The **USAID Controller** is responsible for providing advice and assistance on financial matters.
- d. The **Bureau for Management, Office of Management Services, Overseas Management Division (M/MS/OMD)** is responsible for providing Agency guidance on the establishment of a USAID guest house.
- e. The **Regional Security Officer (RSO)** is responsible for approving the location of the guest house and for clearing its staff.

526.3

POLICY DIRECTIVES AND REQUIRED PROCEDURES

526.3.1

Determining the Need for a Guest House at Post

Effective Date: 11/22/1996

The USAID Mission Director, or their designee, after appropriate consultation with heads of other agencies at post and M/MS/OMD, determines the need for and the economic feasibility of establishing a USAID guest house.

A guest house may be set up for the following reasons:

- a. Adequate (in terms of safety, cost, and/or sanitation) lodging facilities are not available at post; and

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- b. Adequate facilities are not available from other agencies or an employee association.

526.3.2 Security Considerations

Effective Date: 09/08/2023

Before establishing any facility as a guest house, the RSO must approve the location and clear its staff. Residential security standards identified in 12 FAH 6 need to be applied to all guest house facilities.

526.3.3 Who Can Use USAID Guest Houses?

Effective Date: 09/08/2023

The following people can use USAID guest houses:

- a. When awaiting assignment following their arrival or prior to their permanent departure from post:
 - i. USAID direct hire employees,
 - ii. U.S. Participating Agency Service Agreement (PASA) employees,
 - iii. Internationally recruited U.S. Personal Service Contractors (USPSCs),
 - iv. Internationally recruited Third Country Nationals (TCNs), and
 - v. Authorized dependents of those listed above in 526.3.3(a)(i)-(iv);
- b. USAID Foreign Service National (FSN) and TCN employees on temporary duty (TDY) assignment;
- c. USAID U.S. Government (USG)-affiliated personnel, such as Working While Actually Employed (WAE) consultants and institutional contractors involved in developing and/or implementing USAID activities on a temporary basis;
- d. U.S. citizen, FSN, and TCN employees of USAID-financed contractors and grantees on official travel status for USAID/Mission programs;
- e. Dependents of USAID direct hire employees traveling independently on official orders, e.g., educational or medical travel;
- f. Direct hire USG personnel on TDY and their authorized dependents; and
- g. USG direct hire and Personal Services Contract employees not on official travel status on a space-available basis.

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The Mission Director must establish a priority ranking policy for occupancy when demand exceeds guest house space. Exceptions to the above must be authorized by the Mission Director, or their designee, on a case-by-case basis.

526.3.4 Services Provided by USAID Guest Houses

Effective Date: 11/22/1996

The EXO decides which services are provided at guest houses. The USAID Guest House Manager must regularly consult with the EXO to review the costs of the services provided at the facility.

526.3.5 Rates Charged for the Use of USAID Guest Houses

Effective Date: 09/08/2023

a. Rates When the Guest House Is Operated by USAID

When USAID operates the guest house, its use is authorized only on a lodging/plus basis. This means

1. Only the standard meals and incidental expenses (M&IE) portion of the per diem will be reimbursed to the traveler.
2. When meals are furnished without charge, the M&IE portion of the per diem rate is reduced in accordance with [14 FAM 572.3-3 Reductions from the Meals and Incidental Expenses \(M&IE\) Allowance](#).
3. When meals are furnished at a nominal cost, the reductions are offset by the amount actually paid by the traveler.
4. When USG employees use the guest house while awaiting their housing assignment after arriving at or prior to final departure from post, they are not charged for lodging as long as the period of occupancy does not exceed the limitations specified in the [Standardized Regulations](#). This accommodation is provided to the employee in lieu of a temporary lodging allowance.

b. Rates When the Guest House Is Operated by a Contractor

Travelers claim the cost of lodging and meals charged by the contractor on their travel vouchers.

c. Controls to Prevent Overclaim on Vouchers

Missions with USAID guest houses must set up appropriate controls to help prevent employees and contractors from overclaiming on vouchers (see [ADS 522, Performance](#)

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[of Temporary Duty Travel in the U.S. and Abroad](#)). Employees and contractors must be warned that intentional claims on travel vouchers for amounts they are not entitled to are subject to criminal, civil, or administrative action being taken against them. A warning notice must also be issued to all guests on official orders as a reminder, and must be prominently displayed in the guest house.

For more details on these guidelines see the following mandatory references:

- [14 FAM 572.3, Reductions in Per Diem Rates When Appropriate](#)
- [ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad](#)
- [ADS 523, Foreign Service Assignment Travel](#)
- [Federal Travel Regulations, Section 301, Temporary Duty \(TDY\) Travel Allowances](#)

526.3.6 Financial Procedures for Operating USAID Guest Houses

Effective Date: 09/08/2023

The following financial procedures apply only to USAID-operated guest houses. USAID guest houses operated by recreation associations or local contractors under contractual arrangements are not subject to the financial procedures outlined in this section. Employee-operated associations are governed by [ADS 532, Employee Operated Services and Facilities](#), and [6 FAM 500, Employee Associations](#), which permit them to engage in activities for a profit and do not require them to remit profits or revenues to the USG.

- a. **Revenues.** Revenues generated by the USAID guest house must not be retained by the post or USAID/W. Revenues must be deposited into the U.S. Treasury Department's Miscellaneous Receipts account.
- b. **Allocation and Reimbursement of Funds.** Under the authority of [Section 632\(b\) of the Foreign Assistance Act of 1961, as amended](#), the USAID Controller can credit the Operational Expense (OE) account with reimbursements from the program accounts that fund USAID contractors who stay at USAID guest houses.
- c. **Trust Funds.** Revenues and profits attributable to trust funds must be handled in accordance with the trust agreement, e.g., credited to the trust fund account.
- d. **Advance of Funds.** The USAID Controller must advance funds to the Guest House Manager in amounts determined by the EXO or the Mission Director to meet guest house operating expenses. These funds must be used for the

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following purposes:

1. Emergency building maintenance and repair;
 2. Purchase of expendable operating supplies;
 3. Staff salaries and wages;
 4. Medical examination and treatment for on-the-job injuries not covered by Worker's Compensation insurance;
 5. Purchase, cleaning, and repair of employees' uniforms;
 6. Premiums for locally bonded employees;
 7. Expenditures relating to mess operation, including food and drink purchases; and
 8. Other miscellaneous related expenses.
- e. **Mode of Payment.** Guests must be billed in dollars for services provided by the guest houses. Guests must pay bills either in U.S. dollars or in local currency at the current official exchange rate. Dollar payments **can** be made in cash, by personal check, **or other acceptable payment methods utilized by the Mission.** Local currency payment must be made in cash. Guests must pay their bills before leaving the guest house.
- f. **Deposit of Collected Funds.** Funds collected by USAID guest houses must be turned in once a week to the USAID Controller. USAID guest houses in a location that prevents deposits being made electronically may remit their funds to the USAID Controller once a month.
- g. **Replenishment of Funds.** In order to obtain replenishment of funds from the USAID Controller, the Guest House Manager must submit the following forms to the Controller:
1. Statement of Operating Cash Advance.
 2. Public Voucher for Purchases and Services Other than Personal, [Standard Form \(SF\) 1034](#), in an original and four copies, itemizing expenditures in detail.
 3. Vendors' invoices and receipts in support of each item in the statement of expenditure in 2 above. Such invoices and receipts must be signed by the

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USAID Guest House Manager to the effect that the goods/services were received.

Upon receipt of the above, the Controller reimburses the USAID Guest House Manager for the expenses less any amounts not accounted for with a receipt. Missions may also use the USAID or Embassy cashier for petty cash purposes and use either the cashier imprest form or the Integrated Logistics Management (ILMS) Ariba software system (ILMS/Ariba) to request cash advances as needed for replenishment.

- h. **Custody of Cash.** The cash in the guest house must be placed in a properly secured container. The Guest House Manager is responsible for locking the container. A duplicate key to the container must be placed in a sealed, signed, unopened, and dated envelope for retention by the Controller.
- i. **Inventory.** The Guest House Manager must maintain an inventory and cost accounting of all food and perishable items.
- j. **Profit and Loss Statement.** At the end of each month, the Guest House Manager must prepare a statement of the ending inventory and send it to the Controller. One copy is kept in the guest house files for audit purposes and one copy is forwarded to the EXO.
- k. **Internal Accounting Procedure.** The Guest House Manager must maintain a Daily Cash Disbursement Ledger and a Daily Cash Receipt Ledger. Cash receipts and cash reimbursement funds for guest houses must be kept separately. Cash receipts are not to be used for expenses, but must be deposited.

526.3.7 **Administrative Procedures for Operating USAID Guest Houses** Effective Date: 09/08/2023

- a. On arrival, each guest must fill out a Guest House Registration Card.
- b. A ledger or log book containing pertinent data on guests must be maintained to facilitate the Controller's review of operations. The ledger must provide the following information:
 - 1. Guest's name;
 - 2. Arrival and departure dates;
 - 3. Where the guest is arriving from and departing to;

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4. Type of employment (direct hire, personal services contractor, PASA, consultant);
5. Name of employer/contractor;
6. Contract number, if applicable;
7. Activity assigned to;
8. Activity number;
9. Permanent duty station; and
10. Amount paid for lodging and other services.

The Controller must regularly review this ledger to ensure that procedures and fiscal operations are being maintained.

- c. Guests and staff will be charged for lost or damaged property, excluding normal wear and tear.
- d. Guest house employees must be covered by Worker's Compensation Insurance, pursuant to the laws of the host country, for injury or death in the course of employment.
- e. The Guest House Manager must conduct an annual inventory of all government property in the guest house. The Guest House Manager must also conduct an inventory any time there is a change in management.
- f. A Record of Long-Distance Telephone Calls must be filled out for each long-distance call placed through guest house telephones. Guests will be billed for personal calls. Official calls must be itemized for reimbursement.
- g. All business records must be retained and made available for audit and inspection. These records may not be disposed of except as authorized by the applicable records disposition regulations in [ADS 502, The USAID Records Management Program](#).
- h. Guest house rules must be prominently displayed throughout the guest house, preferably on the bulletin board in the dining room and in each room.

The guest house rules notice must include the following statement:

“Claims for Losses of Personal Property from Guest Houses

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Claims for the loss of a guest's personal property are processed in accordance with [14 FAM 640, Claims for Private Personal Property Losses](#). The Claims Act of 1964 places stringent requirements on USAID personnel to safeguard personal property. Claims for losses from a guest house are not automatically reimbursed under governing regulations.”

(See The Claims Act of 1964, [31 U.S.C. 3721](#))

- i. USAID Missions must issue a Mission Order regarding the policies and procedures governing the operation of the guest house consistent with the guidelines set forth in this chapter. Staff notices are issued as necessary to provide information on changing lodging rates and guest house rules.
- j. [Prior to tenant-occupancy of the guest house, the Mission Director must ensure the guest house is in compliance with the International Fire Code \(IFC\) Second Version, September 2021](#). The IFC establishes minimum requirements for building systems using prescriptive and performance-related provisions.

526.4 MANDATORY REFERENCES

526.4.1 External Mandatory References

Effective Date: 09/08/2023

- a. [6 FAM 526, Employee Associations](#)
- b. [14 FAM 572.3, Reductions in Per Diem Rates](#)
- c. [Federal Travel Regulations, Section 301, Temporary Duty \(TDY\) Travel Allowances](#)
- d. [Foreign Assistance Act \(FAA\) of 1961, as amended, Section 632\(b\), Agreements](#)
- e. [Standardized Regulations, Section 120, Temporary Quarters Subsistence Allowance](#)
- f. [The Claims Act of 1964, codified as 31 U.S.C. 3721](#)

526.4.2 Internal Mandatory References

Effective Date: 11/22/1996

- a. [ADS 502, The USAID Records Management Program](#)
- b. [ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad](#)

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- c. [ADS 523, Foreign Service Assignment Travel](#)
- d. [ADS 532, Employee Operated Services and Facilities](#)

526.4.3 **Mandatory Forms**
Effective Date: 09/08/2023

- a. [SF-1034, Public Voucher for Purchases and Services Other Than Personal](#)

526.5 **ADDITIONAL HELP**
Effective Date: xx/xx/xxxx

There are no Additional Help documents for this chapter.

526.6 **DEFINITIONS**
Effective Date: 09/08/2023

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

Guest House

Any quarters leased by/for USAID and managed, directly or indirectly, by USAID which are to be used to provide temporary accommodations to those meeting the eligibility criteria found in [ADS 526.3.3](#). (Chapter 526)

Guest House Manager

The individual responsible for managing all operational and financial aspects of the guest house facility. (Chapter 526)

Standardized Regulations (Government Civilians in Foreign Areas)

A publication of the Department of State's Allowances section, covering the various support allowances applicable to U.S. Government employees traveling or posted overseas. Allowances are also applicable to PASA/RSSA and contract employees as provided for by the agreement or the contract provisions. (Chapter 526)

Temporary Duty (TDY) assignment

An assignment whereby an employee provides assistance on a short-term basis at a place other than the employee's post of assignment. (Chapter 526)

Temporary Duty (TDY) Employees

Employees who provide assistance on a short-term basis at a place other than their post of assignment. Employees on TDY normally are concerned with overall activity direction or provide advice on specific problems, rather than broad assistance over an extended period of time. (Chapter 526)

Temporary Quarters

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Quarters allowed under the authority of 5 U.S.C. 5993 and Section STR 120 or STR 130 of the Standardized Regulations. (**Chapter 526**)

Temporary Quarters Allowance (TQA)

A subsistence allowance granted to an employee for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the employee and/or family members during a specific period of time. (**Chapter 526**)

When Actually Employed (WAE)

A mechanism by which a reemployed annuitant can work on an intermittent basis for no more than 1,040 hours during each service year and whose appointment is not to exceed one year. Bureaus utilize WAEs to fill staffing gaps and peak workload periods. (**Chapter 526**)

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