



**USE OF COST-CONSTRUCT**

**Privacy Act Statement**

**Authority:** Automated Directives System (ADS) Chapter 522, and Vol. 14, Foreign Affairs Manual §564.1; Vol. 14, Foreign Affairs Manual §561.2; Vol. 14, Foreign Affairs Manual §513; and Vol. 14, Foreign Affairs Manual §515.

**Purpose:** To manage requests for cost-construct requests for USAID direct-hires and eligible family members, Personal Services Contractors (PSCs), consultants and personnel from other government agencies in detail to USAID.

**Routine Uses:** The personal information requested on this form will be used by USAID travelers to determine eligibility for cost-construct.

**Privacy Act:** 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. Please refer to Automated Directives System (ADS) Chapter 522, Performance of Temporary Duty Travel in the United States and Abroad, for guidance.

**System of Records Notice(s):** USAID-19 Travel and Transportation Records 79 Fed. Reg. 78381, January 29, 2015; USAID-34 Personal Services Contracts Records 80 Fed. Reg. 11391, April 2, 2015.

**TRAVELER INFORMATION**

|  |                    |              |
|--|--------------------|--------------|
| <b>Last Name:</b>                                  | <b>First Name:</b> | <b>Date:</b> |
| <b>Bureau/Independent Office/Mission (B/IO/M):</b> | <b>Trip ID:</b>    |              |

**TYPE OF TRAVEL**



|                                 |                         |
|---------------------------------|-------------------------|
| Temporary Duty Travel (TDY)     | Medevac                 |
| Home Leave                      | Other (Please explain): |
| Rest and Recuperation (R and R) |                         |

I understand I am cost-constructing my official travel based on my personal preference/convenience. My travel is considered constructed because I have deviated from official travel as authorized on my travel authorization, as follows (Please check all that apply):

I am deviating from my official itinerary (e.g., Official dates, duty location, etc.)

I am upgrading my economy ticket at my own expense.

I am choosing an alternate mode of travel (e.g., Authorized to travel by air and elected to travel by train, POV, and bus)

I am cost-constructing against the cost-construct cap \$ \_\_\_\_\_

Other \_\_\_\_\_

**EMPLOYEE ACKNOWLEDGEMENT**

**Cost-constructed travel is** 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 must comply with the Fly America Act.**

**USAID employees use cost-constructed travel for personal convenience and fully understand that they do so at their own risk and expense.** Any additional costs associated with a cost construct (Changes, delays, cancellations, weather, etc.) are borne by the traveler and cannot be claimed for reimbursement. Travelers cannot retain tickets to be used for future official travel. The traveler understands that cost-constructed tickets that are non-refundable become the property of the traveler and the traveler must reimburse the government for the full cost of the ticket if the trip is changed or canceled. When cost-constructed tickets have a penalty, the traveler must reimburse the government for that penalty if the trip is changed or canceled.



**Automated Directives System (ADS) Chapter 633.3.3, Financial Management Aspects of Temporary Duty (TDY) Travel**, Requires the mandatory use of the travel card known as the Individually Billed Account (IBA) government travel card and must be used for official travel. Foreign Service Nationals (FSN) and Third Country Nationals (TCN) are ineligible for receiving an IBA.

|  |  |
|--|--|
| <p><b>Print Name: (Traveler)</b></p>                 | <p><b>Traveler’s Signature and Date:</b></p>   |
| <p><b>Print Name and Title: (EXO/Supervisor)</b></p> | <p><b>Executive Officer (EXO) or Supervisor Signature (For TDY only) and Date:</b></p> |



## **INSTRUCTIONS FOR COMPLETING AID 522-12**

SECTION 1 (TRAVELER INFORMATION) – USAID traveler that initiates the form approval request. Enter the name of the person, date of the form, Bureau/Independent Office/Mission, and Trip ID.

SECTION 2 (TYPE OF TRAVEL) – Select type of travel and justification, including the amount of the cost construct cap, if applicable, for approval.

SECTION 3 (EMPLOYEE ACKNOWLEDGMENT) – Employee Acknowledgment provides a definition of cost construct travel, mandatory awareness guidance, and requires a signature of the employee, their EXO or supervisor for approval. Form must be uploaded in E2 before the ticket is issued.