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## ADS Chapter 633

# Financial Management Aspects of Temporary Duty (TDY) Travel

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## ADS 633–Financial Management Aspects of Temporary Duty (TDY) Travel

### 633.1 OVERVIEW

Effective Date: 09/21/1998

This chapter establishes financial management requirements that govern all temporary duty (TDY) travel and transportation performed within USAID.

[ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad](#), provides the policy directives and required procedures concerning TDY travel; however, it does not address the financial management aspects of TDY travel and transportation.

This chapter provides the financial management policy directives and required procedures of travel, including, but not limited to:

- a. Travel advances,
- b. Government-Sponsored Travel Card,
- c. Completion and payment of travel vouchers and local vouchers, and
- d. Audit of travel vouchers.

These policy directives and required procedures are based on the maximum use of automated electronic travel software.

### 633.2 PRIMARY RESPONSIBILITIES

Effective Date: 09/21/1998

- a. 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 temporary duty (TDY) travel and transportation. These policy directives and required procedures are coordinated with the Bureau for Management, Office of Administrative Services, Travel and Transportation Division (M/MS/TTD).
- b. The **Chief, Bureau for Management, Office of Management Services, Travel and Transportation Division (M/MS/TTD)** develops and publishes policy directives and required procedures and administers and coordinates the travel and transportation activities of the Agency.
- c. The **Chief, Bureau for Management, Chief Financial Officer, Office of Cash Management and Payments Division (M/CFO/CMP)** processes approved USAID/Washington (USAID/W) requests for Travel Advances and payment of TDY vouchers.

- d. The **Office of General Counsel, Ethics Advisor (GC/EA)** reviews and clears all outside funded travel as documented by clearing the Travel Authorization (TA) for USAID/W and for Missions when the Resident Legal Officer (RLO) is not available.
- e. The **Bureau for Management, Office of the Chief Financial Officer, The Deputy Chief Financial Officer for Overseas Operations (M/CFO/DCFO)** approves policy directives and required procedures on the financial aspects of all USAID TDY travel and transportation developed by the Bureau for Management, Chief Financial Officer, Financial Policy and Support Division (M/CFO/FPS).
- f. The **Mission Controller** administers the financial aspects of Mission funded travel.
- g. The **Resident Legal Officer (RLO)** reviews and clears all outside funded travel for respective Missions. The RLO documents the clearance on the TA.
- h. The **Traveler**, upon completion of travel, must submit a completed expense report (voucher/claim) to account for their travel and the related authorized costs.
- i. The **Approving Official** administratively approves a voucher claiming reimbursement of travel expenses before it is presented for certification by the certifying officer.
- j. The Agency **Travel Card Program Coordinator (APC)** accepts, approves, and coordinates applications for the Government Sponsored Travel Card.

### **633.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

#### **633.3.1 Financial Documentation Responsibilities**

Effective Date: 08/12/2008

Financial documentation is any documentation that impacts on or results in financial activity. It includes any source material causing or resulting in a financial transaction and is not limited to documentation within Controllers' or Chief Financial Officer (CFO) operations. Contracting Officer's Technical Representative (COTRs), Loans/Grants Officers, Development Objective Teams (DOTs), etc., are responsible for retaining financial documentation and ensuring its availability for audit.

Basic financial documentation retention rules follow:

- a. If an action will result in a financial transaction, it must be documented.
- b. Source documentation must be readily available for audit (by either the Office of Inspector General (OIG) or a responsible audit entity),
- c. Retention must be referred to by document type in [ADS 502, The USAID Records Management Program](#).

The specific financial Records Disposition Schedules are located in the mandatory reference section of [ADS 502](#) under Records Disposition Schedule, USAID/Washington (USAID/W), Chapter 15, Fiscal Management Records and Records Disposition Schedule, USAID, Chapter 35, Financial Management Records. See also [the National Archives and Records Administration \(NARA\) General Records Schedules \(GRS\) 1.1: Financial Management and Reporting Records](#).

**633.3.2**      **Travel Advances**  
Effective Date: 10/11/2024

Travelers must not receive travel advances, except under special circumstances which are approved on a case-by-case basis.

USAID approves travel advances only for locations where the Government-Sponsored Travel Card (GSTC) is not accepted and cash is required.

**a. USAID/W**

The Chief, Bureau for Management, Chief Financial Officer, Cash Management and Payments Division (M/CFO/CMP) approves USAID funded travel advances.

USAID accepts applications for travel advances no more than 10 days prior to the start of travel. M/CFO/CMP requires at least 72 hours to process a travel advance. USAID makes travel advances via electronic payment to the traveler's bank account.

As an option, employees may use their GSTC to obtain **cash** immediately prior to the start of official government sponsored travel or while on official travel. The employee may use their GSTC at any automatic teller machines (ATMs) or banks displaying the VISA logo to obtain cash to pay expenses associated with the approved official travel purposes only. Travelers requiring cash can use this service immediately before departing on temporary duty (TDY).

**b. Overseas**

The Controller or the locally designated authority, usually the Executive Officer (EXO) or USAID Mission Director when there is no Controller, approves payment of a USAID funded travel advance.

USAID requires Missions to develop their own procedures for travel advances.

**633.3.3**      **Government-Sponsored Travel Card**  
Effective Date: 10/11/2024

The GSTC is issued to employees for official Agency travel purposes under the contract provisions contained in the GSA SmartPay **3** contract through Citibank. The Citibank

GSTC is issued to individual employees pursuant to the rules and requirements found in the Citibank cardholder account agreement (see [Agency Sponsored Travel Card](#)).

All USAID USDH and Personal Services USPSC employees, who travel more than once a year, must use a GSTC.

**a. Authorized Travel.** [Public Law 105-264](#), dated October 19, 1998, requires the mandatory use of the GSTC for official government travel by employees. There are no restrictions on issuing the GSTC to any USAID employee that is required to travel on official Agency business.

Employees that are considered infrequent travelers, only having one travel event per year, are not required to have a GSTC. This does not exclude them from having a card.

Travelers must use their GSTC to pay for lodging, meals, rental vehicles, excess baggage, and other related travel expenses that have been authorized under their travel authorization (TA). If the GSTC is not used for these expenses during travel, the traveler must explain in the comments section of their travel voucher why the GSTC was not used.

**b. How to Apply.** The process for applying for the GSTC may be found on the CFO Web site, <https://pages.usaid.gov/M/CFO/agency-sponsored-travel-card>, or from the APC in USAID/W by sending an e-mail message to the USAID Travel Card mailbox at [usaidtravelcard@usaid.gov](mailto:usaidtravelcard@usaid.gov).

Upon separation from the Agency, employees and Personal Services Contractors (PSCs) must return their GSTC to the APC and close their GSTC account. The APC is responsible for taking action to close the account.

**c. Personal Use.** Any personal use of the GSTC is strictly prohibited. Employees must not use the GSTC for any transaction that is not associated with their approved TA. Employees may use the GSTC only for official travel-related transactions. Employees must not use the GSTC for any transaction that is not associated with their approved TA. USAID staff on extended TDYs, 30 days or more, should submit interim vouchers for reimbursement at least every 30 calendar days and make arrangements to pay their GSTC Citibank bill, just as they would make arrangements to pay any other bills while away from home.

#### **633.3.4 Personal Liability for the Government-Sponsored Travel Card**

Effective Date: 08/12/2008

The GSTC is issued in the name of the employee, not the Federal government. The cardholder is responsible for the payment of all charges against the card. Any account that becomes delinquent is subject to the suspension and/or cancellation provisions of the appropriate GSTC Contract and Cardholders Account Agreement.

**633.3.4.1 Payment of Charge Card Bills**

Effective Date: 10/11/2024

As part of the government Contract and Cardholder Account Agreement, full payment is due monthly and deferred payments are not allowed. Payment of charges to individual GSTC accounts is due 30 days from the billing statement date. After 30 days, the charges become delinquent and are subject to the suspension and/or cancellation provisions of the appropriate GSTC contract.

Employees on extended travel are expected to continue to make payments on time.

**633.3.4.2 Delinquent Payment, Charge Card Suspension and Cancellation**

Effective Date: 10/11/2024

The GSTC can be suspended or canceled for serious delinquency or misuse.

On a monthly basis, the APC will randomly review transaction activity for the GSTC; checking for improper use and delinquencies. Use of the GSTC for non-travel activities or use while not on approved scheduled travel, excluding expenses incurred in connection with the approved travel incurred immediately prior to the travel, will be cause for further investigation of possible abuse. The APC may contact delinquent card holders to clarify cause of delinquency and advise of possible card suspension if appropriate action is not initiated by the cardholder. Serious abuse of the card may result in disciplinary action. **The bank may suspend or cancel the GSTC per the terms of the cardmember agreement (see [Government Cardholder Agreement](#)).**

NOTE: The policy directives and required procedures in this section are based on existing General Services Administration (GSA) SmartPay<sup>3</sup> contract specifications. They may be changed at anytime as a result of contract modifications or termination/re-bid of the existing GSA scheduled providers.

**633.3.5 Travel Voucher Processing Requirements**

Effective Date: 06/25/2012

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 (FTR 301-52.7). Travel vouchers for TDY travel must be prepared in E2 Travel Solutions unless the individual or mission does not have Internet access or the travel authorization was prepared outside of E2 because internet access was unavailable at the time. Vouchers prepared outside of E2 Travel Solutions must be submitted to the applicable payment office which is (1) the Office of the CFO, Cash Management and Payment Division (M/CFO/CMP) for Washington and (2) the individual USAID Cognizant Financial Management (FM) office for the particular employee's duty station or the responsible operating unit overseas.

For same day travel, less than 12 hours in duration, per diem is not paid. Only transportation related expenses are reimbursed (see **633.3.8, Local Travel**). The per



diem must be calculated in one of two ways as dictated by the TA for the trip, unless the TA authorized a combination of the two methods:

- a. Lodging plus per diem, or
- b. Actual expense.

For the first and last days of travel, USAID will pay three-fourths of the standard Meals and Incidental Expenses (M&IE), regardless of the actual times of arrival and departure. This applies to the two methods of calculating per diem.

Travelers must use the Agency's automated E2 Travel Solutions where available. The electronic travel system is a Web-based end-to-end travel processing application. The vendor is managed under a GSA contract to provide common government-wide standards for financial travel transactions in compliance with GSA Federal Travel Regulations. The application provides for electronic routing and approval. Electronic signature approval is certified through the unique E2 logon ID and password, and the user roles assigned to authorized user groups.

NOTE: If an employee gives (or makes known) their electronic signature, for example logon credentials, to another, the original employee is responsible for its use.

This applies to USAID direct-hire employees and to USAID's PSC (US, Third Country National (TCN), and Foreign Service National (FSN)) in accordance with the terms of their contracts. It does not apply directly to other contractors and their employees or grant/cooperative agreement recipients and their employees. The terms and conditions of their awards govern the per diem reimbursement policy for these individuals. For employees of other U.S. Government agencies working for USAID, the terms of the interagency agreement (through a Participating Agency Service Agreement (PASA) or Participating Agency Program Agreement (PAPA)) determine the appropriate policy.

If properly authorized, TAs issued before July 1, 2009 with travel commencing after July 1, may be reimbursed using the all-inclusive method. The Federal Travel Regulation (FTR) (see [FTR 301-11](#)) does not permit the all-inclusive method of per diem reimbursement. The authority to use the all-inclusive reimbursement method has been based on a waiver from the General Services Administration (GSA), originally provided in 1996 and extended in 1999. During the interim, the waiver allowed USAID to implement an electronic processing and routing system for travel documents. That system is E2 Travel Solutions (E2). Once E2 is available to the entire Agency, the basis for the GSA waiver no longer applies. Therefore, TAs issued after June 30 must not authorize reimbursement via the all-inclusive method.

If available, all travelers must use the E2 Travel Solutions to complete their vouchers to the extent possible. This ensures more timely and accurate filing.

The approving official(s) must complete administrative approval action within two business days of the traveler sending the voucher. The approving official(s) must have requisite personal knowledge that the travel was undertaken as claimed by the traveler. The signature of the approving official signifies that the claimed items are authorized and approved; it does not indicate that the approving officer has examined each individual item in the voucher for legality or availability of funds.

### **633.3.5.1 Lodging-Plus Per Diem Method**

Effective Date: 10/11/2024

The per diem allowance for each travel day is the actual amount the traveler pays for lodgings plus an allowance for M&IE. The per diem is calculated by adding actual lodgings, up to the allowed maximum amount authorized, plus the M&IE allowance. The traveler must declare any free meals paid for by a sponsor (for example, meals provided at conferences and training events). The corresponding M&IE equivalent must be adjusted for any gratuitous provisions, such as meals when claimed on the travel voucher. The GSA M&IE rates can be viewed on the GSA Website (see [GSA M&IE](#)).

The total allowance must not exceed the applicable maximum per diem rate for the specified location. The M&IE rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts.

USAID requires that receipts be attached to the travel voucher for lodging and any individual expense over \$75.00, including telephone calls.

For early check-in and late check-out guidance see, [ADS 522, section 522.3.5](#).

### **633.3.5.2 Actual Expense Method**

Effective Date: 09/21/1998

The actual expense method may be used if:

- a. The maximum per diem rate is insufficient for a particular travel assignment because the actual and necessary subsistence expenses are unusually high,
- b. Affordable lodging accommodations are not available under the allowable lodging rate, or
- c. Affordable lodging accommodations cannot be obtained within a reasonable commuting distance of the employee's TDY location.

If lodging is not available at the traveler's TDY location, USAID may authorize and approve the maximum per diem rate for the location where lodging is obtained. Travelers must not exceed the applicable lodging or M&IE allowance by 300 percent of the actual allowable expenses. USAID requires that receipts be attached to the travel voucher for lodgings and any expense, except meals, over \$75.00; including telephone

calls. When actual expense per diem is authorized for the M&IE portion, all associated expenses must be itemized on the voucher, but receipts are not required.

### **633.3.6 Miscellaneous Expenses**

Effective Date: 09/21/1998

In the development of the per diem rate, various miscellaneous elements were priced and included in the rate determination. The Federal government recognized that in addition to claiming reimbursement for lodgings and M&IE, other specific miscellaneous items may be claimed over and above the calculated per diem rate shown under all three methods of per diem calculation mentioned in section **633.3.5**. The employee must list these items separately on the voucher, and receipts are required if there is more than \$75.00 in cost for any single item (see [14 FAM 560](#)).

In preparing TAs for both overseas travel and travel within the continental United States (CONUS), the E2 travel arranger must include funds needed to cover these miscellaneous expenses. Under-funded TAs will delay reimbursement to the traveler until the TA is amended to adequately increase funds.

#### **633.3.6.1 Telephone Calls**

Effective Date: 09/21/1998

Personal telephone calls when on TDY travel must be claimed and reimbursed on a travel voucher if (see [549.3.3b](#)):

- a. It is a call home from any location worldwide to notify family of delays or changes, not to confirm arrival or departure times.
- b. It is a call home when on TDY. The call duration must be less than three minutes and not more than an average of two calls per week. When a call exceeds the \$75 receipt limitation, the employee must obtain an official receipt. This receipt may take the form of a personal telephone statement or billing statement showing credit card calls and/or collect calls or a hotel receipt that shows the number of minutes spent on a phone call.

#### **633.3.6.2 State and Local Lodging Taxes**

Effective Date: 04/01/2000

CONUS is defined as the 48 contiguous states and the District of Columbia (see [14 FAM 511.3](#)). The U.S. Government now bases the CONUS per diem rates on lodging costs, exclusive of lodging taxes. The employee may claim taxes for lodging separately as a Miscellaneous Expense for domestic travel. **THIS ONLY APPLIES TO CONUS PER DIEM.**

USAID includes taxes when computing per diem rates on lodging costs outside CONUS; therefore, taxes cannot be claimed as a separate miscellaneous expense.

### **633.3.6.3 Laundry and Dry Cleaning Expense**

Effective Date: 04/01/2000

CONUS M&IE rates are now based on miscellaneous costs, exclusive of laundry and dry-cleaning costs. If a traveler has four consecutive nights of lodging while on official travel, the traveler may claim laundry and dry-cleaning expenses as a miscellaneous expense. Employees who are traveling to CONUS under all-inclusive per diem may claim their laundry and lodging taxes separately, as these are miscellaneous expenses. THIS ONLY APPLIES TO CONUS PER DIEM.

USAID includes laundry and dry-cleaning costs when computing M&IE rates outside CONUS; therefore, employees cannot claim them as a separate miscellaneous expense.

### **633.3.6.4 Other Miscellaneous Expenses**

Effective Date: 10/11/2024

The following list, which is not exhaustive, may also be claimed and reimbursed on a travel voucher:

- a. Airport tax;
- b. ATM bank fees;
- c. Authorized business calls;
- d. Authorized calls home;
- e. Currency conversion charges (to exchange U.S. dollars into foreign money);
- f. Excess baggage, including fees for second checked bag;
- g. FAX/copier use;
- h. Medevac insurance;
- i. Registration fees;
- j. Taxi fares, including tips subject to the maximum 20 percent of the reimbursable fare. When the employee requests reimbursement, they need to report the cost as taxi fare and tip combined, not separately.
- k. Translator services;
- l. Traveler's checks and associated fees;

- m. Vaccination/immunization expenses;
- n. Visa/passport photos;
- o. Visa/passport fees;
- p. Global entry application fee; and
- q. Authorized internet data/SIM Card.

If it is possible that other authorized miscellaneous expenses might occur, then the TA requires an estimate for these miscellaneous expenses to ensure that adequate funds are obligated for the projected travel expenses. This obligation is done in either of two ways.

**The first method** is to select the known components of the miscellaneous expenses from those specifically offered in the automated E2 Solutions application or provide individual estimates for each component.

**The second method** is to enter an arbitrary amount, for example \$100, into an unspecified miscellaneous expense element within the authorization section of the E2 Solution application.

#### **633.3.6.5 Items Included in Per Diem Computation**

Effective Date: 12/06/2022

The following items are already included in the per diem rate, and employees must not claim them separately:

- a. Charges for meals and lodgings;
- b. Charges for non-overnight hotel accommodations including day rooms and personal use of a room during the day;
- c. Laundry, dry-cleaning, and pressing (outside CONUS only) (see **633.3.6.3**);
- d. Fans, air conditioning, heating, radios, televisions, cable television, or pay movies in lodging room;
- e. Fees or tips to waiters, porters, baggage handlers, bellhops, hotel servants, dining room stewards, and similar employees; and
- f. Bottled water.

#### **633.3.7 New Per Diem Areas**

Effective Date: 08/12/2008

*Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

The GSA has divided Metropolitan Areas so that [per diem rates](#) in suburbs may differ from the rate in the metropolitan city itself.

For example, there are five per diem areas in the New York City Metropolitan Area.

<b>Example of the Division of Metropolitan Areas</b>
<b>Travelers must be reimbursed up to the rate of the authorized lodging point specified on the Travel Authorization (TA), regardless of the duty point.</b>
If the traveler's duty location is Manhattan (\$244 per diem), but the traveler stays in Staten Island (\$136 per diem), the traveler must be reimbursed at the Staten Island per diem rate (\$136 per diem), regardless of the fact that the traveler TDY station was actually Manhattan.

### **633.3.8 Local Travel**

Effective Date: 08/12/2008

Reimbursement for money expended for official travel while in the local vicinity duty station is submitted with a local travel voucher. Generally local travel is limited to taxis, mileage for privately owned vehicles, metrorail, fares, or tolls, plus some miscellaneous expenses such as parking. If other employees shared the vehicle, a traveler must show the number of other passengers when claiming reimbursement for mileage.

Local travel vouchers may be submitted at any time after the employee incurs the expense. Local travel vouchers may be grouped and submitted as a block claim for reimbursement every 30 calendar days but must be submitted no later than 90 calendar days after the local travel occurs. Employees must not accumulate un-reimbursed taxi vouchers over extended periods of time beyond 90 calendar days.

Reimbursement for local travel is made on [SF-1164, Claim for Reimbursement for Expenditures on Official Business](#).

### **633.3.9 Audits of Travel Vouchers**

Effective Date: 09/21/1998

When volume makes it cost effective, USAID uses statistical sampling for auditing travel vouchers. The sampling techniques are based on the GAO's "Policy and Procedures Manual for Guidance of Federal Agencies."

USAID uses other audit means to test the travel reimbursement calculations when statistical sampling criteria cannot be met.

The GAO and USAID OIG may audit the travel vouchers. The employee must be able to substantiate all expenses (see [31 U.S.C. 3521, Audits by Agencies](#)).

**633.3.10**      **Outside Funding Sources**  
Effective Date: 10/11/2024

**Non Federal**

Non Federal donor organizations may become a source of funding to pay for a USAID employee to travel when it serves the interest of both USAID and the non-Federal organization. The USAID Reimbursable Development Program is an example of this type of arrangement.

**Federal**

Outside Federal funding sources may also become a contributor and fund USAID employee travel when another Federal agency has partnered with USAID on an assistance objective under a [Foreign Assistance Act, Section 632\(b\)](#) arrangement.

Whether the source is non-Federal or Federal, the travel contributions must be properly credited back to the USAID appropriation group that will fund the travel.

Contributions are considered “Gifts and Donations” when the contribution does not directly relate to a USAID Assistance Objective. Gifts and donations are subject to strict regulations (see [ADS 522](#)) and advance approval by The Office of General Counsel for Ethics/Administration (GC/EA) or RLO. After the GC/EA or RLO approves the outside funding source, USAID may accept the travel contribution.

When an individual is asked to travel by outside, non-Federal donor organizations, the individual must certify to GC/EA or RLO that they have no conflict of interest with the organization funding the travel or ethical impediments. Furthermore, GC/EA or the RLO must approve the request before any authorized travel begins.

Direct payments for travel costs from outside funding sources to the employee designated for the travel are prohibited.

- Payments originating from outside overseas organization sources are to be directed to the Embassy or USAID cashiers.
- Payments received in Washington must be directed to M/CFO/CAR. However, employees may accept in-kind, non-refundable airline tickets.

When GC/EA or the RLO approves the outside funding source, the employee must state the source and basis for approval on the travel authorization form.

In all cases, a Federal employee must follow federal travel regulations (see [41 CFR 300](#) and [14 FAM 500](#)).

**Collecting Appropriations:**

**Gifts and Donations:** The contributions USAID receives from non-Federal donors for specific employees' travel are considered gifts and donations when employees are not acting in their official capacity or as official representatives of USAID. Funding provided to the Agency from outside sources under these conditions (i.e., when employees are not acting in their official capacity) will be collected into the Gifts and Donations Fund Account GD-OE-X ; Treasury Symbol 72X8824. TAs for these types of travel will be funded from the Gifts and Donations account at USAID.

### **Operating Expense and Program Funds:**

Employees acting in their official capacity, as technical or subject matter experts or in an official representation role, will be considered as acting in the interest of USAID. This includes Reimbursable Development Programs. Any outside funding source, both Federal and Non-Federal, for official travel USAID receives for this purpose will be used to reduce the overall travel cost within the relevant operating units for their specific assistance objective or credited to the appropriation applicable to such expenses (see [31 U.S.C 1353\(a\)](#)).

The fiscal period cited on the USAID TA must be consistent with the fiscal period of the paying Agency's appropriation. For example, when a TA originally funded by USAID from 7281000 (signifying fiscal year 2025 OE) obtains funding from the sponsoring Agency's no-year appropriation, the USAID TA must be corrected to the USAID no-year OE appropriation and the TA must be corrected through an amendment to the obligating TA. The amounts originally obligated will be deobligated from the incorrect appropriation and reobligated to the correct appropriation to match the fund account into which the reimbursement was collected.

### **Transferring the Funds to USAID:**

**Non Federal Donor:** Employees that have been approved to accept travel money from outside sources will prepare a travel expense estimate in advance of the travel using E2 Solutions. The employee will prepare a letter advising the donor that the donation has been approved by USAID, attach a copy of the travel authorization, and, for the benefit of the Embassy or USAID cashier, include the fund account and appropriation symbol of the collecting appropriation in the letter. The estimate will include a fifty percent premium to allow for unanticipated or miscellaneous travel related expenses. Unless the travel related contribution is an unrestricted gift and donation, the balance of the remaining funds will be returned to the donor immediately upon completion of the travel and submission of the final travel voucher.

M/CFO/CAR, the Embassy, or USAID Cashier will deposit the funds received from the non federal donor into account 72X8824 if the travel is being awarded as a gift. Funds from outside sources received as a part of a partner contribution directed to a USAID assistance objective in the form of interagency agreements or other sources will be deposited into the applicable USAID OE or program account.



**Federal donor:** Other agency contributions to USAID employee travel will be billed and collected through the Interagency Payment and Collection (IPAC) system.

**All donors:** The traveler's B/IO or Mission must obligate the entire cost of the travel, including the portion that is being funded from the outside source minus any in-kind contributions (for example, non-refundable airline tickets that are being provided directly to the employee).

Collection of funding must be made in advance of the travel. After the funding from the outside sources has been collected, M/CFO/CAR/FC will obtain an apportionment from Office of Management Budget and apportion the funds in Phoenix. The B/IO or Mission funding the travel must request the Bureau for Management, Office for Management Policy Budget and Performance (M/MPBP) to distribute the funds collected to the operating unit that obligated the travel cost.

Budgetary availability is made subsequent to the apportionment of the funds and drilled down to that operating unit. These fund control procedures must be in place in order to ensure appropriate funding levels for the travel. Collections must be made prior to the expiration of the original funding program or OE account in order to make the appropriate accounting entries in Phoenix.

Collections may be made through the Federal Reserve Bank of New York (FRBNY) for wire transfers, IPAC for Federal collections, or by check. FRBNY and IPAC are the most efficient collection methods. Any monetary payment in the form of a check or similar instrument must be payable to USAID. Any such payment received for check processing by an employee is accepted on behalf of the Agency. The payments must be sent directly or forwarded upon receipt to M/CFO/CAR or Mission Controller for deposit.

Funding from outside sources will be made available to the operating units to obligate the travel cost in full after the budgetary redistribution occurs.

The B/IO or Mission funding the travel must request the M/MPBP to authorize a budgetary redistribution of the funds received from contributors to the program or OE account that will fund the travel.

Approval by GC/EA is required for acceptance of travel expenses from non-Federal sources, for example, University X offers to pay travel expenses for a speech by a USAID employee who will make a speech at the University. This is an example of gifts and donations. Ethics approval is not required for travel paid by other Federal agencies.

These procedures pertain to acceptance of gifts of travel expenses from non-Federal sources and the preparation of TAs for the attendance of an employee at certain official meetings and similar functions which are funded by non-Federal sources, pursuant to [31 U.S.C. 1353](#) (see [ADS 522.3.23](#)).

Before preparing the TA, the traveler must ensure that:

- The donor's offer to pay travel costs was not solicited, and
- They have no official responsibilities affecting FINANCIAL OR OTHER specific conflicts of interests.

A TA may be either entirely or partially funded by the donor with the Agency funding the balance. In either case, the TA must be specific with respect to the donor's responsibility for funding.

For example, if the donor is providing the ENTIRE FUNDING in-kind, the TA must read as follows:

This is at no-cost to USAID Travel Authorization (TA). Transportation, food and lodging are being provided in-kind by [NAME OF DONOR] and are accepted by USAID pursuant to 31 U.S.C. 1353. Only in-kind payments by the donor to the traveler are authorized. The traveler affirms their duties do not affect the interests of [NAME OF DONOR].

However, if the donor is funding ONLY PART OF THE TRIP, such as transportation OR meals and lodging, the TA must read:

Transportation/lodging & meals ONLY is/are being provided in-kind by [NAME OF DONOR] and accepted by USAID pursuant to 31 U.S.C. 1353. USAID is paying the balance. ONLY in-kind payments by the donor to the employee are authorized. The traveler affirms their duties do not affect the interests of [NAME OF DONOR].

Even if the donor is providing monetary funding for the non-in-kind expenses so that the TA results in "no actual cost" to the Agency, the TA will require the obligation of Bureau/Independent Office or Mission travel funds for those non-in-kind expenses. The monetary funding received from the donor is then treated as a reimbursement to the Bureau/Independent Office or Mission account cited in the TA. This ensures proper cost data integrity for accumulation/distribution used in any performance indicators.

In USAID/W, the TA must include a clearance line for GC/EA. At the Missions, clearance must be obtained from the RLO or, if the RLO is not available, it must be obtained from GC/EA via e-mail, fax, or phone prior to beginning travel.

### **633.3.11 TDY Travel Between Fiscal Years**

Effective Date: 08/12/2008

Prior to the close of each fiscal year, M/MS/TTD issues instructions and guidance for recording travel related obligations for travel expenses (**633.2b**) in the proper fiscal year. The proper fiscal year is for travel authorized on or before September 30<sup>th</sup> of the

current fiscal year. Travel authorized after September 30<sup>th</sup> must use next fiscal year funding, except as noted below.

- a. Program Funds. Program funds are available for funding travel and transportation of effects into the next fiscal year, provided that the availability of the funds has not expired and the obligation is recorded prior to the expiration of the availability of the funds.
- b. Operating Expense (OE). OE funds are limited to their period of availability and may be forward funded into the next fiscal year when the authority for use of the funds stipulates multiple year availability. OE funding must be obligated prior to September 30<sup>th</sup> of the initial year in which the funding became available. (See [ADS 603, Forward Funding, Non-Program Funds](#))

## 633.4 MANDATORY REFERENCES

### 633.4.1 External Mandatory References

Effective Date: 06/25/2012

- a. [14 FAM 500, Employee Logistics - Travel](#)
- b. [31 U.S.C. 1353, Acceptance of Travel and Related Expenses from non-Federal Sources](#)
- c. [31 U.S.C. 3521, Audits by Agencies](#)
- d. [41 CFR 300 \(Federal Travel Regulation\)](#)
- e. [Federal Travel Regulation \(FTR\) 301.52.7](#)
- f. [Foreign Assistance Act, Section 632\(b\)](#)
- g. [General Records Schedule 1.1: Financial Management and Reporting Records](#)
- h. [General Records Schedule 4.1 - Records Management Records](#)
- i. [Travel and Transportation Reform Act \(Public Law 105-264\)](#)

### 633.4.2 Internal Mandatory References

Effective Date: 06/09/2011

- a. [ADS 502, The USAID Records Management Program](#)
- b. [ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad](#)
- c. [ADS 549, Telecommunications Management](#)

d. [ADS 603, Forward Funding, Non-Program Funds](#)

e. [Agency Sponsored Travel Card](#)

**633.4.3 Mandatory Forms**

Effective Date: 08/24/2004

a. [SF-1164, Claim for Reimbursement for Expenditures on Official Business](#)

**633.5 ADDITIONAL HELP**

Effective Date: 10/11/2024

a. [Government Cardholder Agreement](#)

**633.6 DEFINITIONS**

Effective Date: 08/12/2008

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

**Continental United States (CONUS)**

The 48 contiguous states and the District of Columbia. (6 FAM-111.3) (Chapters [443](#), [522](#), [523](#), [524](#), 633)

**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](#), [633](#))

**Government-Sponsored Travel Card (GSTC)**

Used by travelers to pay for lodging, meals (where the card is accepted), rental vehicles, excess baggage, and other related authorized travel expenses that have been authorized under their travel authorization. (Chapter 633)

**In-kind**

Travel elements (transportation, lodging, meals, or incidental expenses) that are provided to the traveler at no cost to the Agency. This does not mean that the provider gives the traveler funds to purchase the specific element, but the element is provided to the traveler at no-cost, for example, airline tickets, hotel, or meals. (Chapter 633)

**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. (6 FAM 111.3) (Chapters [522](#), [523](#), [524](#), , 633)

### **Travel**

The official travel and transportation of employees, their dependents, and effects. It also includes the administration of allowances and benefits to employees assigned to overseas posts. (Chapters [527](#), 633)

### **Travel Authorization/Order**

The Travel Authorization/Order is used to obligate funds for the purchase of goods and services associated with temporary duty travel, post assignment travel, retirement travel, Personal Services Contract travel, and donated travel. (Chapters [621](#), 633)

### **Unauthorized Use**

Unauthorized use is defined as using the GSTC for personal/non-official purposes. (For example, charges not authorized as part of official travel.) (Chapter 633)

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