

6 FAM 120

AUTHORIZATION AND PROCUREMENT OF TRAVEL AND RELATED ITEMS

(CT:GS-137; 08-18-2004)
(Office of Origin: A/LM/OPS/TTM/TM)

6 FAM 121 SCOPE AND AUTHORITY

6 FAM 121.1 Policy to Delegate and Authorities

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

In addition to the authorities listed in 6 FAM 111.4, 6 FAM 120 refers to the following authorities:

- (1) GAO Decision B148087, 2/21/62;
- (2) GAO Decision B-223872, 11/25/86;
- (3) GAO Decision B-211490, 4/10/84;
- (4) OMB 93-11;
- (5) OMB Circular A-126; and
- (6) 41 CFR 101.37.400.

6 FAM 121.2 Delegation of Authority to Authorize and Approve Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Delegation 53-I, dated February 26, 1964, confers upon the Secretary of State the authority to delegate as set forth below.

6 FAM 121.2-1 State Department

(CT:GS-125; 05-07-2004)

(State Only)

(Foreign Service)

a. The delegations of authority, by the Secretary, as set forth in this section are subject to the availability of travel funds, all requirements of law, and to regulations, instructions, and directives separately issued by the Department of State from time to time. The delegations must be in writing and registered with the Directives Management Staff (A/RPS/DIR).

b. Authority to authorize post assignment travel and related items, in connection with assignment, transfer, separation, and home leave is shared between HR/EX which controls STATE S&E International Travel Allotment 2025, and RM/BP which controls the Reimbursable Detail Allotment 6035.

c. Authority has been delegated to the Director for Overseas Buildings Operations (OBO), to authorize travel and related items chargeable to funds controlled by OBO.

d. Other bureaus and offices:

(1) Authority has been delegated to certain officers of other bureaus and offices of the Department to authorize travel and related expenses chargeable to allotments which they control; and

(2) Travel for speaking engagements by employees on home leave (3 FAM), as approved by the Bureau of Public Affairs (Office of Public Liaison), is funded by the requesting outside organization or that portion of the Department's S&E appropriation allotted to the Bureau of Public Affairs.

e. Authority has been delegated to the Medical Director, Office of Medical Services (M/DGHR/MED), to authorize travel and related items chargeable to funds controlled by M/DGHR/MED including the following types of travel:

(1) Medical travel of U.S. citizen employees, medical attendants, or authorized family members, including return to post of assignment; and

(2) Medical travel of Marine security guards to hospitals abroad and return to post of assignment.

f. Posts abroad (State):

(1) Travel chargeable to post-held State S&E funds. Chiefs of mission and personnel designated in writing are delegated the authority to approve travel and related expenses properly chargeable to post-held S&E funds including the following:

(a) Local administrative travel within or between foreign countries when such travel is in connection with temporary details, and assignment and separation travel of Foreign Service national employees;

(b) Travel to alternate seat of government;

(c) Educational travel;

(d) Rest and recuperation travel;

(e) Emergency and periodic replacements of motor vehicles;

(f) Directed departure travel;

(g) Local transportation at post; and

(h) Visitation travel in accordance with 3 FAM;

(2) Travel chargeable to Washington, DC-held S&E Allotment 2025. The Department should be notified of the amendment(s) by TMSIX telegram. The amended travel authorization (TMFOUR) will be processed in the Department and transmitted to the amending post. Posts may amend Allotment 2025 Travel only when necessitated by:

(a) Change in classification of employee (losing or gaining posts);

(b) Change in number of eligible family members, except when acquired through proxy marriage (losing or gaining posts); post should submit revised Form OF-126, Residence and Dependency Report;

(c) Shipment of a foreign-made, foreign-purchased motor vehicle in accordance with regulations in 6 FAM 165.9;

(d) Change of home leave address, provided the change of address, as documented by the employee's copy of Form OF-126, Residence and Dependency Report, has previously been approved by M/DGHR/MED in accordance with 3 FAM (losing post only);

(e) A dependency change involving a newborn child at a post where U.S. or other suitable layette are unavailable locally and must be obtained in the United States or elsewhere. In such instances, the employee may be granted an air freight allowance for shipment of a layette in an amount not to exceed 113 kilograms or 250 pounds gross weight (see also 6 FAM 148.3) (gaining post only); and

(f) A determination made by an authorizing officer in line with the provisions of 6 FAM 126.10 that advance PCS travel for the eligible family member(s) of an employee is warranted, in connection with marital separation or divorce;

(3) Travel chargeable to Washington, DC-held S&E Operating Allowance 6035:

- (a) Rest and recuperation travel;
- (b) Emergency or periodic replacement of motor vehicles; and
- (c) Educational travel;
- (4) Travel chargeable to post-held OBO funds:

(a) Travel within or between foreign countries when such travel is in connection with temporary details, and assignment and separation travel of Foreign Service national employees;

- (b) Local transportation at posts;
- (c) Educational travel;
- (d) Rest and recuperation travel; and
- (e) Directed departure travel.

6 FAM 121.2-2 United States Agency for International Development (USAID)

(CT:GS-125; 05-07-2004)

(USAID Only)

(Foreign Service)

a. The delegations of authority, by the USAID Administrator, as set forth in this section are subject to the availability of travel funds as well as to regulations, instructions, and directives separately issued from time to time.

b. Authority to approve, as appropriate, official travel, transportation, and storage of effects is delegated to the officials designated in this section. Exercise of this delegated authority is subject to the availability of travel funds, all requirements of law, and all instructions, regulations, and directives which are now in effect or which may be issued hereafter by the Agency.

(A) USAID/Washington

The Director, Office of Personnel and Management, USAID/Washington or designee, may authorize the travel, transportation, and storage of effects (including transportation of motor vehicles) incident to a personnel action, home leave, or evacuation, of USAID Foreign Service employees under authorizing officer's jurisdiction. Exercise of this authority must be in accordance with the provisions of pertinent manual orders and is subject to the following limitations:

(1) Travel of a mission director, deputy director, USAID representative, USAID affairs officers, outside the country or area of assignment, must be approved in advance by the senior supervisory or independent office head concerned; and

(2) Travel authorizations for participating agency employees are authorized or approved by USAID only when the participating agency agreement includes provisions for issuance of travel authorizations by USAID.

(B) Participating Agencies

Appropriate officials of the participating agencies have the authority to approve travel, transportation, and storage of effects (including transportation of motor vehicles) incident to personnel action or home leave for FC Schedule employees when employed or assigned by them when the interagency agreement so specifies.

(C) USAID Staff Abroad

a. The mission director or USAID representative abroad, or their designee authorizes:

(1) Travel, transportation, and storage of effects incidents to a personnel action, home leave, emergency evacuation (see ADS 30), and temporary duty for USAID direct-hire employees upon notification by USAID/Washington that the personnel action, home leave, or temporary duty (where USAID/W approval is required) has been approved;

(2) Transportation of replacement motor vehicles in accordance with regulations in 6 FAM 165.3 and 6 FAM 165.4, and shipment of a foreign-made vehicle in accordance regulations in 6 FAM 165.9;

(3) Educational travel for eligible family members in accordance with regulations in 6 FAM 125.4;

(4) Travel within or between foreign countries when travel is for temporary detail consultation or representational purposes in accordance with regulations which authorizing officer has prescribed;

(5) Rest and recuperation travel for USAID direct-hire employees or U.S. personal service contractors hired from abroad, and for participating agency employees; and

(6) Return of the family of a direct-hire employee or U.S. personal service contractor hired from abroad, to the United States for a compelling or compassionate reason in advance of the date the employee is eligible for travel.

b. The principal or management officer of the U.S. diplomatic mission authorizes travel and per diem for USAID U.S. citizen employees including employees of participating agencies and their dependents for medical treatment while located abroad (see ADS 523.1).

c. The Inspector General, or designee, for USAID Foreign Service employees under the Inspector General's or designee's jurisdiction, may authorize, as appropriate, official travel, transportation, and storage of effects to the extent provided in 6 FAM 121.2-2, except for representational travel.

(D) Authorizing or Approving Exceptions

a. The authorizing officials designated in 6 FAM 121.2-2(A) and 6 FAM 121.2-2(B) may authorize emergency, unusual, or additional payment for personnel under their jurisdiction in accordance with regulations in 6 FAM 112.

b. Certain special exceptions may be authorized as follows:

(1) First-class air accommodations (see ADS 522.5.8);

(2) Business-class air accommodations (see ADS 522.5.8);

(3) Foreign-flag airlines or ships (see ADS 523.3.1); and

(4) Actual expense subsistence (see ADS 522.5.8).

c. Exercise of this authority must be in accordance with the provisions of current statutes and implementing regulations.

d. USAID employees seeking an exception to the Foreign Service Travel Regulations should refer to 6 FAM 118 for procedures.

6 FAM 121.2-3 Broadcasting Board of Governors (BBG)

(CT:GS-125; 05-07-2004)

(BBG Only)

(Foreign Service)

(A) BBG Authorities

a. The delegations of authority, by the International Broadcasting Board (IBB) Director, as set forth in this section are subject to the availability of travel funds as well as to regulations, instructions, and directives separately issued from time to time.

b. Authority to approve, as appropriate, official travel, transportation, and storage of effects, is delegated in this section. Exercise of this delegated authority is subject to availability of funds, all requirements of law, and all instructions, regulations, and directives which are now in effect or which may be issued hereafter by the Agency.

(B) BBG/Washington

a. Authority to authorize post assignment travel and related items, in connection with assignment, transfer, separation, and home leave is shared between the Office of Engineering (E/O), News Division (VOA/X), Marketing Office (P/N), and the Office of Personnel/Foreign Service (M/P).

b. The following types of travel or travel expenses of BBG Foreign Service employees must be authorized or approved by Washington:

(1) Travel, transportation of effects, and related items for travel of agency personnel and their dependents in connection with personnel actions, advance travel of dependents, home leave, and education travel to and from the United States for secondary and college education; shipment of layettes; shipment of replacement vehicles; and shipment of foreign-made motor vehicles in accordance with regulations in 6 FAM 165.9;

(2) Agency-directed travel to the United States;

(3) International conference travel;

(4) Transportation and per diem of dependents when employee is on temporary duty in route to post of assignment;

(5) Allowance and actual subsistence expense;

(6) Excess official baggage for travel in connection with personnel actions; and

(7) Other travel or travel expenses for which specific authorization or approval authority has not been delegated to field offices.

c. The following types of travel expenses of BBG employees, U.S. and Foreign Service nationals, must be authorized and approved by the Deputy for Engineering Operations, or his or her designee in Washington: Travel originating abroad to the United States or travel between two points abroad.

d. Officers in charge of transmitter relay stations are authorized to approve temporary duty of U.S. and Foreign Service nationals within the geographical boundaries of the country to which they are assigned.

e. Delegations of authority to heads of BBG overseas establishments do not alter the range of services to be rendered by the Department of State under existing administrative support agreements.

f. Voice of America (VOA) Washington provides authorization for VOA correspondent bureaus, temporary duty of correspondents and Foreign Service national employees; rest and recuperation travel of U.S. employees and their dependents in accordance with 3 FAM; and emergency visitation travel for employees and their dependent in accordance with 3 FAM.

6 FAM 122 AUTHORIZATIONS

6 FAM 122.1 Advance Authorizations

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Travel should be authorized, in writing, before travel begins or any travel expenses are incurred. When, due to unusual circumstance, this is not practicable, travel may be subsequently approved in writing.

6 FAM 122.2 Superseded Authorizations

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. A subsequent authorization issued upon the transfer, separation, or death of an employee, supersedes and invalidates any prior authorization for transfer, home leave, or assignment to a post. If a part of the travel of the employee or employee's family or transportation of effects has already begun, expenses in connection therewith are allowable to the first subsequent point of interruption, provided it is on a usually traveled route between the points authorized in the prior authorization.

b. Using a new travel authorization, onward travel and transportation of effects are allowable from such point of interruption to the newly authorized destination. In case of death of an employee, a new travel authorization will be issued authorizing travel of employee's family and transportation of effects from point of interruption on a usually traveled route to point of service separation, in accordance with regulations in 6 FAM 126.6. In the event the point of interruption is not on a usually traveled route, onward travel will be authorized from a comparative point along a usually traveled route.

6 FAM 123 GUIDELINES FOR ISSUING TRAVEL AUTHORIZATIONS

6 FAM 123.1 Purpose of Official Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Authorizing officials should be cognizant of any personal or other travel plans, including plans to take annual leave in conjunction with travel, and should consider the need for the travel, use of travel substitutes (mail, teleconferencing, etc.), and the most cost-effective routing and means of accomplishing travel. Personal leave during official travel must not increase the cost of the travel to the U.S. Government. Each travel authorization and the associated travel vouchers shall specify clearly the purpose of the travel.

6 FAM 123.2 Types of Travel Authorizations

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The use of general travel authorizations for entire agencies or groups of employees shall be authorized only by the Executive Secretariat and the Bureau of Administration in specific circumstances. To assure adequate managerial and supervisory attention to the need for all travel, each employee's travel shall be authorized separately under one of the types of travel authorizations detailed below.

6 FAM 123.2-1 Unlimited Open Authorization

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

An unlimited open authorization permits an individual to travel for any purpose without further authorization. The Secretary of State has an unlimited open authorization.

6 FAM 123.2-2 Limited Open Authorization

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

A limited open authorization permits an individual to travel without further authorization under certain prescribed conditions, which may include limitations on the purpose(s) of travel, the geographic areas that may be visited, trip costs, and the period of time in which travel is authorized.

6 FAM 123.2-3 Trip-by-Trip Authorization

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

A trip-by-trip authorization permits a group or an individual to take one or more specific trips identified as to purpose(s), itinerary, time period, and estimated cost.

6 FAM 123.3 Open Authorizations

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

To minimize administrative costs and to provide for necessary flexibility while maintaining essential controls, use of open authorizations shall be as follows:

(1) Unlimited open authorizations for travel shall be permitted only for Department or agency heads, their deputies, other principal assistants, and managers as designated by the agency head or deputy;

(2) Limited open authorizations may be provided for employees whose work requires frequent repetitive travel, but should be revalidated no less often than quarterly and should specify realistic limitations on purposes, geographic area, trip duration, and costs; travel not covered in an open authorization shall be separately authorized on a trip-by-trip basis; and

(3) Unlimited (except in the case of the Secretary and Agency heads), and limited open authorizations shall include an estimate of the travel costs to be incurred over the period covered by the authorization. Those estimates will be used to obligate those funds necessary to carry out that travel and thereby provide travel budgetary controls.

6 FAM 123.4 High-Cost Travel Authorizations

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

Because of the relatively high costs associated with certain kinds of travel, such travel shall be authorized on a trip-by-trip basis and reviewed at a level of authority sufficient to provide policy approval. The types of travel covered by this requirement are:

(1) All conference attendance, training, entitlement, and relocation travel. In the case of conference attendances, as defined in the travel purpose categories (see 6 FAM 125.3), the authorizing official shall assure that the numbers of attendees from the Department are necessary and justified. In addition, the need for conferences and meetings for which total travel and per diem estimates exceed \$5,000, shall be authorized by, at a minimum, an assistant secretary, executive director, the Deputy Administrator for USAID, or equivalent;

(2) Travel outside CONUS for all employees, except those whose work requires repetitive foreign travel or emergency foreign travel without advance notification. In addition, U.S. Government representatives and attendees at international, multilateral, and intergovernmental conferences must be accredited by the Office of International Conferences (IO/OIC), the Executive Secretariat (S/S-EX), or the Bureau of Administration (A/TSS); and

(3) Authorization of other travel should be delegated to the lowest management level that has responsibility for both program accomplishment and/or obligation or commitment of funds, but not lower than an office director, bureau travel manager, or equivalent. The requesting and authorizing official should not be the same person, unless a higher authority is not available. In the latter instance, a specific memorandum of approval to authorize travel shall be issued by the next higher organizational level.

6 FAM 124 TRAVEL ADVANCES AND DOCUMENTATION

6 FAM 124.1 Travel Advances

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. A travel advance will only be issued to noncharge card holders in conjunction with a travel authorization, and the amount of the advance will be limited to 80 percent of the out-of-pocket expenses that the employee is expected to incur prior to reimbursement. This applies both to advances issued on a trip-by-trip basis and to so-called permanent advances issued in conjunction with open authorizations. The need for a permanent advance and the amount of the advance shall be reviewed and justified when the corresponding open authorization is reviewed and justified. Settlement of the outstanding travel advances by travel voucher submission must be accomplished in accordance with the time limitations specified in 6 FAM 117. **Exception: USAID and Commerce on PCS travel require 5 workdays for completion of travel voucher. For Commerce, all employees should obtain the U.S. Government travel card in obtaining travel advances.**

b. Charge cardholders in Washington, DC will not be issued travel advances but may purchase travelers checks (\$50 denominations) not to exceed the estimated out-of-pocket expenses shown on the temporary duty (TDY) travel authorization (see 4 FAM). **Exception: This paragraph does not apply to Commerce.**

6 FAM 124.2 Documentation

6 FAM 124.2-1 By Authorizing Officer

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

When an authorizing officer makes a special determination, authorization, approval, or exception, the authorizing officer is responsible for furnishing, if requested, adequate explanation for this action. The authorizing officer should therefore include the pertinent information in the files. When this action is based on unusual circumstances, the authorizing officer should furnish this explanation to the traveler for inclusion in the travel voucher. The explanation should state the facts upon which the action was based but should be as brief as possible and be limited to pertinent information.

6 FAM 124.2-2 By Traveler

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

If a traveler incurs any expense not previously authorized, which requires specific authorization or which is not covered by these regulations, the traveler should provide an adequate explanation as an attachment to traveler's travel voucher.

6 FAM 125 TYPES OF OFFICIAL TRAVEL

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

When two or more types of travel are combined, the pertinent provisions apply separately to each segment of the trip. Types of official travel follow below.

6 FAM 125.1 Alternate-Seat-of-Government Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Official travel and transportation for U.S. citizen and Foreign Service national employees, their families, and effects, may be authorized to and from the alternate seat of government.

b. There is no per diem at destination unless specifically authorized. Shipment and storage of effects, and motor vehicle, may be authorized.

6 FAM 125.2 Appointment Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Official travel and transportation for U.S. citizen and Foreign Service national employees, their families, and effects, may be authorized from place or places of residence or other place specifically authorized to official duty station.

b. Effects may be authorized to be shipped at U.S. Government expense from place of storage. Shipment of effects is authorized for employees whose tour of duty at post is one year or more or who serve less than a year and are transferred or otherwise removed from post for the convenience of the U.S. Government (see 3 FAM).

6 FAM 125.3 Conference Travel

6 FAM 125.3-1 Attendance

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

Agencies shall select conference sites that minimize conference costs and conference attendees' travel costs. Agencies shall minimize conference attendees' travel costs by authorizing the minimum participation necessary to accomplish agency goals. The authorizing official shall assure that the number of attendees from the Department are necessary and justified. In addition, the need for conference and meetings for which the total travel and per diem estimate exceeds \$5,000 shall be authorized by an assistant secretary, executive director, or equivalent.

6 FAM 125.3-2 Conference Site

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

When available, use U.S. Government-owned or U.S. Government-provided conference facilities to the maximum extent possible. The authorizing officer should avoid conference sites that might appear extravagant to the public.

6 FAM 125.3-3 Conference Site Selection Process

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

a. Locality selection procedures:

(1) When arranging to conduct a conference, the authorizing officer shall consider at a minimum three alternative conference sites;

(2) Each considered site shall be selected based on the belief that it would result in lower overall conference costs and conference attendees' travel costs. The sponsoring or co-sponsoring office shall survey the cost of conference facilities at each of the considered sites, and shall determine the potential cost to the U.S. Government of conducting the conference at each of the alternative sites.

b. **Exception:** A conference site may be selected without following the procedures outlined above for the reason of disproportionate participation. The procedures outlined above do not apply when a majority of the U.S. Government attendees are from the locality proposed as the conference site, or when only one site accomplishes conference goals. In the latter case, the authorizing officer must certify in writing that the selected locality is the only conference site compatible with accomplishing the sponsoring or co-sponsoring office's objectives.

c. **Documentation:** The authorizing officer shall document the cost of each alternative conference site, and shall retain a record of the documentation for every conference held. The authorizing officer shall also make the documentation available for inspection by the Office of Inspector General (OIG), or for other interested parties.

6 FAM 125.4 Educational Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Civil Service)

a. Travel of a child may be authorized in lieu of an educational allowance, to and from a school located in the United States for secondary education and for college education in accordance with section 280, Standardized Regulations (Government Civilians, Foreign Areas) and the Federal Travel Regulations.

b. Unaccompanied air baggage is allowable in accordance with 6 FAM 148.2.

6 FAM 125.5 Emergency Visitation Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The cost of emergency visitation travel in connection with the serious illness, injury, or death of an immediate family member is performed in accordance with the provisions of 3 FAM.

6 FAM 125.6 Travel under Authorized/Ordered Emergency Evacuation

6 FAM 125.6-1 General

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. When the Under Secretary for Management (M) makes a determination that an emergency exists at a post requiring the evacuation of official U.S. citizen employees, official travel and transportation may be authorized for the employees, their eligible family members, and effects from post of assignment to place designated in the travel orders, and thence to post.

b. When M makes a determination that an emergency exists at a post requiring the evacuation of Foreign Service national employees, official travel may be authorized for the Foreign Service national employees and their immediate families to the nearest practicable place for the duration of the emergency.

c. The authorizing officer at post shall issue individual or blanket travel authorizations (see 6 FAM 178 for shipment and storage of HHE).

6 FAM 125.6-2 Travel Authorizations under Authorized/Ordered Emergency Evacuation

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. **State only:** The authorizing officer at post shall issue individual or blanket travel authorizations. Each authorization shall cite the names of the persons traveling. In addition to the usual post distribution of copies, the authorizing officer shall furnish information copies of all evacuation travel authorizations to the:

- (1) Bureau of Personnel (HR/CDA/ASD);
- (2) Travel and Transportation Management Division (A/LM/OPS/TTM);
- (3) Appropriate regional bureau; and
- (4) Office of Financial Services (FMP/FM/FS).

b. **USAID only:** The authorizing officer shall furnish copies of Form USAID 5-8, Request and Authorization of Official Travel, to USAID/W to the:

- (1) Office of Human Resources;
- (2) Travel and Transportation Management Division (M/AS/TT); and
- (3) Office of Financial Management (M/FM).

c. **Commerce only:** The authorizing officer shall furnish evacuation travel authorization copies to the:

- (1) Office of Foreign Service Human Resources (USFCS/OFSHR);
- (2) State's Travel and Transportation Management Division (ALM/OPS/TTM); and
- (3) Office of Planning and Management.

d. U.S. despatch agents: The Department's or Agency's transportation office will ensure that the appropriate U.S. despatch agent receives a copy of the evacuation order or request and authorization for use in clearing the employee's shipment(s) through U.S. Customs:

- (1) **BBG only:** The authorizing officer shall furnish evacuation travel authorization copies to the Office of Foreign Service Personnel (M/P);
- (2) Office of Administrative Operations Division (M/AO); and
- (3) Appropriate administrative office.

6 FAM 125.6-3 Prohibitions Against Official and Personal Travel to Posts under Authorized/Ordered Emergency Evacuation

*(CT:GS-137; 08-18-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)*

a. *Under the Diplomatic Security Act (22 U.S.C. 4802), this policy applies to all employees from all Federal agencies, except Department of Defense (DOD) employees under the command of the area military commander. The term "employee" includes Foreign Service and Civil Service direct-hire, personal services contract (PSC), personal services agreement (PSA), third-country national (TCN), and locally hired personnel.*

b. All official travel by an employee or family member to a post in evacuation status, including temporary duty (TDY) travel by locally engaged staff (other than those permanently resident in the restricted location), requires the formal approval of the Department of State Under Secretary for Management (M).

c. Restrictions on official and personal travel to posts under **authorized departure**:

(1) In limited circumstances, the Department of State Under Secretary for Management (M) may delegate to the chief of mission, whose post is under **authorized departure**, the authority to approve the official and personal (i.e., R&R, home leave, annual leave, etc.) travel to and from post for permanently assigned employees and family members who do not elect **authorized departure**;

(2) Only the Department of State Under Secretary for Management (M) can approve travel to post for employees and family members and members of household who were away from post when **authorized departure** was approved, and for employees arriving to begin an assignment (permanent change of station (PCS) travel). It is longstanding Department of State policy not to allow family members to PCS to posts under **authorized departure**;

(3) Employees who are away from post when **authorized departure** is approved must submit a formal request to return to post, through mission concurrence and with the geographic bureau executive director's recommendation, to obtain the Department of State Under Secretary for Management's (M) approval to return to post; and

(4) Family members and members of households who are away from post when an **authorized departure** is approved must submit requests to return to post to the Department of State Under Secretary for Management (M), through the mission and geographic bureau executive director, making clear that the intention of the travelers is to remain at post and not to immediately elect **authorized departure**.

d. Restrictions on official and personal travel to posts under **ordered departure**:

(1) In all circumstances only the Department of State Under Secretary for Management (M) can approve official and personal travel to posts under **ordered departure**;

(2) *Employees away from post when an **ordered departure** is approved must submit a formal request, with mission concurrence and the geographic bureau executive director's recommendation, and obtain the Department of State Under Secretary for Management's (M) approval to return to post. Typically, the Department of State Under Secretary for Management (M) approves requests to return to post for employees who perform emergency functions as designated by the chief of mission; and*

(3) *Family members and members of household are not entitled to return to post if they are away from post when an **ordered departure** is approved.*

e. *Restrictions on official and personal transit travel of a country in which the U.S. mission is under **authorized** or **ordered departure**:*

(1) *Transit of a country in which the U.S. mission is under **authorized** or **ordered departure** should be avoided;*

(2) *Should there be an instance where a transit is unavoidable (e.g., an employee, family member or member of household transiting a country in which the U.S. mission is under evacuation via a direct connecting flight with no intention to exit the airport), post should be informed of the party's transit; and*

(3) *If the individual is required to stay overnight at the transfer point, the person must obtain the Department of State Under Secretary for Management's (M) approval, with the recommendation of post and the relevant geographic bureau. While this may seem burdensome, approval ensures that the Department and the host mission are aware of the employee's presence and location should further emergencies arise.*

6 FAM 125.7 Experts and Consultants Travel

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Civil Service)

Persons employed intermittently as consultants or experts and persons serving without compensation (including citizens or subjects of other countries) are authorized travel expenses, including per diem, while away from their homes or regular places of business, in accordance with 6 FAM 140.

6 FAM 125.8 Home Leave Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Official travel and transportation may be authorized for U.S. citizen employees and their families from post or any place abroad where presence is due to U.S. Government orders to home leave residence in the United States, or if the employee's designated home leave residence is outside the area of employment, in a U.S. Commonwealth or possession, and return or transfer to another official station. Home leave travel is not authorized for family members already on separate maintenance allowance (SMA) authorization (see also 6 FAM 126.1).

b. Employees and their families traveling should spend 20 workdays in the United States (see 3 FAM for exceptions). Except as provided in 6 FAM 126.3, the family may not travel until the employee is eligible for home leave and has been issued home leave orders.

6 FAM 125.9 Information Meeting Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

Official travel and transportation may be authorized for employees to attend a meeting to discuss general agency operations, and/or review status reports or discussion topics of general interest. If a site visit is conducted as part of the same trip, the entire trip should be considered a site visit (see 6 FAM 125.18).

6 FAM 125.10 International Conferences

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

When travel to, or in connection with, conferences is financed under Department of State appropriations available for international conferences, such travel must be performed in accordance with the provisions of the travel authorization and other appropriate instructions issued by the Department pertaining to the conference.

6 FAM 125.11 Invitational Travel Authorizations Federally Financed

(CT:GS-125; 05-07-2004)
(Uniform State/BBG)
(Foreign Service)

Each invitational travel authorization shall specify the purpose of the travel (e.g., conference attendance, information meeting, speech presentation, etc).

6 FAM 125.12 Invitational Travel Authorizations Non-Federally Financed

(CT:GS-125; 05-07-2004)
(Uniform State/BBG)
(Foreign Service)

To defray the cost of air travel, any donations from non-Federal sources must comply with the Department's regulations in accommodations on airplanes (6 FAM 147.2), including all applicable OMB guidelines (OMB 93-11), as well as the Department's regulations regarding gifts of invitational travel (see 2 FAM 962.1-8).

6 FAM 125.13 Marine Security Guard

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

See 12 FAM.

6 FAM 125.14 Medical Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Official travel and transportation may be authorized for U.S. citizen employees and their eligible family members from any place where presence is due to U.S. Government orders to nearest locality where suitable medical care can be obtained and thence to an official duty station.

b. Travel of attendants may be authorized. For other special provision, see 3 FAM and 6 FAM 121.2-1, paragraph e.

6 FAM 125.15 Military Furlough, Resignation, Retirement, and Other Separation Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Official travel and transportation may be authorized for U.S. citizen and Foreign Service national employees, their eligible family members, and effects, from post or any place where presence is due to U.S. Government orders to designated place of residence in the United States (see definition in 6 FAM 111.3), or, in the case of Foreign Service national employees, to a designated place of residence at the time of appointment.

b. When a U.S. citizen employee elects to reside at other than the designated place of residence, expenses shall be allowed based on constructive cost (see 6 FAM 111.3 and 6 FAM 162.3) to designated place of residence in the United States (see 3 FAM on separation of U.S. citizen employees and 3 FAM on military furlough).

c. This regulation provides Civil Service employees, who mandatorily converted to Civil Service from Foreign Service under the Foreign Service Act of 1980, those benefits of travel and/or transportation of effects to which they were entitled at the time of such mandatory conversion.

6 FAM 125.16 Relocation Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Official travel and transportation may be authorized for employees to move from one official duty station to another. This includes permanent change-of-station (PCS) and transfer moves.

6 FAM 125.17 Rest and Recuperation Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Travel of an employee and eligible family members may be authorized and performed in accordance with 6 FAM 121.2-1, subparagraph f(1)(d) and in 3 FAM 3720.

b. Each post eligible for rest and recuperation (R&R) travel has a designated R&R relief point. A list of eligible posts and their designated relief points is located in 3 FAH-1 H-3722, Exhibits 1-5. U.S. Government-funded round-trip transportation will be provided to post-designated R&R relief point.

c. Employees and eligible family members have the option of traveling to any city in the continental United States (i.e., the lower 48 States) for R&R in lieu of traveling to post's designated R&R relief point (see 3 FAM 3726.3-2). So that such leave in the United States will not be incidental to leave spent elsewhere, the employee and family members, as a general rule, are required to spend over half the total scheduled leave in the United States—exclusive of leave spent in travel status based on the most direct route from post to the selected CONUS city.

d. Employees and family members who fail to fulfill this requirement may be liable for repayment of the difference in cost of travel between the primary designated point abroad and the selected CONUS city. If this option is selected, the CONUS city must be indicated on the travel authorization. U.S. Government-funded round-trip transportation to the CONUS city will be provided and U.S. Government contract airfares, where available, will be used for travel from post to the CONUS city.

e. If a traveler chooses an alternate R&R destination (see 3 FAM 3723.3-1), either abroad or in a non-CONUS part of the United States, travel will be on a cost-constructive basis using the contract airfare (where available) to post's designated R&R relief point abroad. (**NOTE:** Designated relief points for WHA posts are in the United States.) Selected CONUS cities are for travel purposes only and cannot be used as the basis for cost-constructive travel elsewhere. If the round-trip cost to the alternate destination is higher than what is authorized to the designated relief point, the traveler pays the difference. If the round-trip cost is lower, the U.S. Government travel costs are limited to the lower fare. Regularly scheduled stopovers on a normally traveled route are permitted if allowed by the airlines and if there is no additional cost to the U. S. Government.

f. U.S. Government contract fares may not be used for travel to an alternate R&R destination(s) abroad or to a non-CONUS city in the United States. Only the designated R&R relief point or CONUS city can be indicated on the travel authorization cost construct. If the traveler selects a restricted airfare, any penalties or limitations associated with the restricted airfare are the traveler's responsibility.

g. The Department recommends that posts use the lowest cost unrestricted contract airfares for all R&R travel, whether to designated R&R relief points, CONUS cities, or as the basis for cost-constructive travel to alternate destinations (see 6 FAM 128.3 and 6 FAM 144). However, funding for R&R travel is a post function and, as such, the final decision regarding R&R travel is a post responsibility.

6 FAM 125.18 Site Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Travel of an employee may be authorized to visit a particular site in order to perform operational or managerial activities; e.g., oversee programs, grant operations, or management activities for internal control purposes; carry out an audit, inspection or repair activity; conduct negotiations; provide instructions; or provide technical assistance.

6 FAM 125.19 Special Mission Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Travel of an employee may be authorized to carry out a special agency mission such as involvement in noncombat military unit movements; providing security to a person or a shipment (e.g., diplomatic pouch); moving witnesses from residence to other locations; and covering travel by Federal beneficiaries and other nonemployees.

6 FAM 125.20 Speech or Presentation Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Travel of an employee may be authorized to make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course (see 6 FAM 125.11 and 6 FAM 125.12).

6 FAM 125.21 Temporary Duty Travel

6 FAM 125.21-1 General

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Official travel and transportation may be authorized for U.S. citizen and Foreign Service national employees from any place to temporary duty station or stations and thence to such place or to post (see also 6 FAM 126.5 covering travel of eligible family members).

6 FAM 125.21-2 Authorizing Temporary Duty Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. **State only:** Form DS-144, Temporary Duty (TDY) Official Travel Authorization, is used for approving temporary duty travel. Approval may cover travel performed for administrative or medical purposes, rest and recuperation, short-term training, attendance at conferences, etc., between the United States and other countries, within the United States, or abroad. Authorizations issued in the form of telegrams, etc., are confirmed by the subsequent issuance of a Form OF-144, or equivalent official form.

b. **USAID only:** See ADS 522, Performance of Temporary Duty travel in the United States and Abroad.

c. **Commerce only:** Form CD-29, Travel Order, is used for authorizing temporary duty travel when headquarters, Washington, DC, issues the travel orders. Otherwise, Form OF-144 is used when post issues the travel orders. Included is travel for administrative purposes, rest and recuperation travel, short-term training, medical purposes, attendance at conferences, etc., performed abroad, within the United States, and between the United States and points abroad. Authorizations issued in the form of telegrams are confirmed by the subsequent issuance of either a Form CD-29 or a Form OF-144.

6 FAM 125.22 Training Attendance

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Official travel may be authorized for employees to receive training.

6 FAM 125.23 Transfer Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Official travel and transportation may be authorized for U.S. citizen and Foreign Service national employees, their families and effects, from old post, or any place where presence is due to U.S. Government orders, to new post. Transportation of effects is allowed from old post to new post and/or to point of storage; or to new post from old post, previous posts, and/or points of authorized storage.

b. Effects may be shipped between places other than those authorized subject to provisions in 6 FAM 162.3. When emergency conditions exist at the new post, another destination may be designated for travel of the family and transportation and storage of effects and a motor vehicle. Upon termination of the emergency, travel and transportation to the new post may be authorized.

6 FAM 125.24 Visitation Travel

6 FAM 125.24-1 Authorization

(CT:GS-137; 08-18-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Travel of an employee or eligible family member may be authorized and performed in accordance with regulations in 6 FAM 121.2 and in 3 FAM.

6 FAM 125.24-2 Prohibition Against Personal Travel to Posts Designated as Unaccompanied

(CT:GS-137; 08-18-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. *This prohibition is based on the Secretary of State's legal authority under 22 U.S.C. 4802 to establish policies and programs for the protection of U.S. Government employees abroad and their accompanying dependents. It applies to all U.S. Government employees of any Federal agency, whether or not affiliated with the mission, other than those under the command of the area military commander, regardless of their point of travel origin, whether domestic or abroad.*

b. *The Director General of the Foreign Service, based on post and bureau recommendation, is responsible for designating posts in imminent danger areas or in areas with severe hardships as **unaccompanied**. **Unaccompanied** is defined as either no family members or members of household are allowed to reside at post or that only certain categories of family members, or members of household (e.g., adults only or adults and small children), are authorized to reside at post.*

c. *Travel of family members and members of household to **unaccompanied** posts is usually limited to adults over the age of 21 years, consistent with Standardized Regulations (SR040) and 6 FAM 111.3-1, and requires chief of mission approval.*

d. *The availability of family visitation travel from **unaccompanied** posts is explained in 3 FAM 3730.*

6 FAM 126 SPECIAL TRAVEL

6 FAM 126.1 Voluntary Separate Maintenance Allowance (SMA) Travel

6 FAM 126.1-1 Authorization

*(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)*

a. Travel may be authorized for all eligible family members for whom SMA is granted under Section 260 of the Standardized Regulations (SR).

b. An SMA location cannot be changed after authorization SR 264.2 (2).

6 FAM 126.1-2 Authorized SMA Location(s)

*(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)*

a. The following SMA travel at U.S. Government expense may be approved to authorized location(s):

(1) When the employee's point of origin is in the United States, an employee's family members may remain at the employee's last official duty station in the United States or travel to Washington, DC when the employee is transferred to a foreign post of assignment;

(2) When an employee transfers from one foreign post of assignment to another, an employee's family member(s) may travel to the home leave location designated on Form OF-126, Residence and Dependency Report, or Washington, DC;

(3) If an SMA is granted during an employee's tour of duty abroad, the employee's family members may be authorized travel to the home leave location designated on Form OF-126, or Washington, DC.

b. For shipment of household effects under SMA Grant, see 6 FAM 163.4.

6 FAM 126.1-3 Alternate SMA Location

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

a. U.S. family members traveling to an alternate SMA location in the United States (see definition in 6 FAM 111.3) may do so on a cost-constructive basis. The maximum amount of reimbursement is the cost required to move the family members from the authorized point of origin to the authorized SMA point.

b. Foreign location: An employee's family members traveling to a foreign SMA location may do so on a cost-constructive basis. The maximum amount of reimbursement is the cost required to move the family members from the authorized point of origin to the authorized SMA point.

c. Should an employee's SMA grant be terminated due to the employee's subsequent transfer to another post of assignment while the family members are at a foreign location, the employee will be responsible for the payment of excess travel costs involved in relocating the family members to the new post of assignment. The excess travel costs, if any, shall be determined through a constructive cost analysis that compares the travel cost of the employee's eligible family members that would have been authorized from an authorized SMA location to the next post of assignment compared to the amount that is actually incurred. Any amount in excess of the amount allowable is payable by the employee.

d. Family members in a foreign alternate SMA location have no diplomatic status or privileges.

6 FAM 126.1-4 SMA Travel Financed by Employee

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

An employee who initially pays the costs of advance travel of family members may subsequently claim reimbursement of travel and transportation expenses if the agency later authorizes an SMA grant for the affected family members. An employee may not recover a greater amount than would have been incurred had the U.S. Government procured the travel (see 6 FAM 114).

6 FAM 126.2 Advance Return of Family Financed by U.S. Government

6 FAM 126.2-1 General Policy

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

In certain cases, an employee's family may be authorized, before the employee's eligibility for travel, to return to employee's residence in the United States.

6 FAM 126.2-2 Conditions of Authorization

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The Department of State, BBG, Commerce, or the USAID mission director or USAID representative may authorize advance travel of an employee's family members when the chief of mission or the head of the agency establishment abroad determines that the public interest requires the return of a member of the family for compelling personal reasons of a humanitarian or compassionate nature, including but not limited to cases which may involve physical or mental health or death of any member of the immediate family.

b. The Department or Agency in Washington, DC, may authorize advance travel of family members when there is an obligation imposed by an authority or circumstances over which the individual has no control. Advance travel may be authorized by the Department or Agency in Washington, DC, after family members have been at the post at least 6 months under the following conditions:

(1) A child who is not eligible for educational travel (see 6 FAM 125.4) has been at a post abroad and educational needs (for the equivalent of grades 1 through 8 only) so require; or

(2) A child 21 years or older, is unmarried, and has traveled to the post before attaining such age (see 6 FAM 126.4).

6 FAM 126.2-3 Authorized Costs

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Only one-way transportation will be authorized for advance return of family. If a family member subsequently travels at U.S. Government expense to the same or another post to which the employee is assigned, the total cost of the advance return and subsequent travel may not exceed the cost which would have been incurred had the family member traveled at the same time as the employee.

6 FAM 126.2-4 Repayment Agreement

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Before any obligation of U.S. Government funds is incurred, the employee shall execute a repayment agreement in accordance with the format in 6 FAM 126 Exhibit 126.2-4. The original and one copy should be forwarded to:

- (1) **State:** HR/CDA, by memorandum, subject: APER;
- (2) **USAID:** M/PM, USAID/W as an attachment to a memorandum;
- (3) **Commerce:** USECS/OIO/OFSP as an attachment to a memorandum
- (4) **BBG:** E/O, P/N, VOA/X, and M/P as an attachment to a memorandum.

6 FAM 126.2-5 Repayment Requirements

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The conditions under which repayment must be made by the employee for travel expenses borne by the U.S. Government in connection with the advance return of employee's family are as follows:

(1) The employee fails to complete the service period (see 3 FAM) required to become eligible for travel and transportation at U.S. Government expense; or

(2) There is a change of dependency status which cancels the eligibility of family member(s) for return travel to the United States (see definition in 6 FAM 111.3) at U.S. Government expense. (A divorce or an annulment prior to the issuance of travel orders no longer cancels eligibility of family members for return travel to the United States.)

6 FAM 126.2-6 Repayment Liquidation or Refund

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

If the employee is subsequently transferred, assigned, separated, or returned on leave at U.S. Government expense to the United States and the expenses of the advance travel become a proper obligation of the U.S. Government, the employee will be relieved of the obligation set forth in the repayment agreements to the amount of allowable expenses (see 6 FAM 126.2-4). If the employee has previously made repayment, employee may request and receive an appropriate refund.

6 FAM 126.3 Advance Travel of Family Financed by the Employee

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The employee may arrange for advance travel of family, paying the cost initially and claiming reimbursement after the employee has been issued travel authorization which covers the travel of family and after the employee has reached eligibility date. Reimbursement is limited to the amounts payable had the family traveled at the same time as the employee.

b. Reimbursement may be made for advance travel or return travel to the United States for a spouse and/or minor children of an employee who have traveled to the post as eligible family members even if, because of divorce or annulment, such spouse and/or minor children have ceased to be eligible family members as of the date the employee becomes eligible for travel. Reimbursable travel may not be deferred more than six months after the employee completes personal travel pursuant to the authorization.

c. If the advance travel of family was to the employee's temporary duty post and the employee was transferred to the post at the end of the employee's temporary duty, employee may claim reimbursement for expenses of allowable travel and transportation of family and effects which were incurred prior to the effective date of transfer of the employee and the date of employee's transfer travel authorization.

6 FAM 126.4 Travel of Children 21 Years of Age or Older

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

a. An employee's child who is unmarried and who is 21 years of age or older may be authorized return travel to the employee's place of residence for separation purposes in the United States (see definition in 6 FAM 111.3), provided the child, when attaining the age of 21 was at, or proceeding to, a post abroad to which the employee was assigned. The first travel authorization that is issued to the employee authorizing travel of the family after a child has reached the age of 21, constitutes authority for such travel. The return of the child to the United States should be completed within 1 year of the date the employee's travel begins. A child 21 years or older, who proceeds to the employee's post may not be returned to the United States nor perform any travel at U.S. Government expense, except as provided for educational travel up to the 23rd birthday, plus additional years allowed for any military service, in subchapter 280 of the Standardized Regulations (Government Civilians, Foreign Areas).

b. Travel of a child who is under 21 will usually be authorized to an employee's next assignment if the employee's transfer is to occur before the child's 21st birthday. If that child's travel does not commence prior to turning 21, that authorization is no longer valid.

6 FAM 126.5 Travel of Family While Employee Is on Temporary Duty En Route to or from Post of Assignment

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

When an employee is ordered to stop for temporary duty in the United States or abroad en route to or from employee's post of assignment, the family does not have to accompany the employee as long as they join the employee at the stopover point. Per diem at the stopover point may be allowed for members of the family only during the period of temporary duty of the employee and for the actual time at the TDY location (for USAID, this is subject to the provisions in 6 FAM 152.2-7).

6 FAM 126.6 Death of U.S. Citizen Employee and/or Family Member

6 FAM 126.6-1 Employee Death

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The following applies to an employee abroad, on domestic assignment, or on temporary duty.

(A) Expenses in Connection with Remains

Expenses may be authorized for the reasonable cost of preparing remains including the cost of embalming, clothing, cremating, casket, or container suitable for shipment to the place of interment; expenses incurred in complying with local and U.S. laws; and transportation of remains from place of death to any place in the United States designated by the next-of-kin, by surface, or by air. For shipment of remains to a foreign country, see 6 FAM 126.6-1(D).

(B) Family Travel Expenses

Expenses may be authorized for the travel of the family from the last place at which dependents resided and traveled at U.S. Government expense, to any place in the United States designated by the next-of-kin as separation residence or place of interment. For travel to foreign countries, see 6 FAM 126.6-1 (D).

(C) Transporting Effects

Expenses may be authorized for the transportation of effects from the last post of assignment, and safe haven if effects are located there, and from any place where effects are stored at U.S. Government expense, to separation residence designated by the next-of-kin. For transportation to foreign countries, see 6 FAM 126.6-1 (D).

(D) Foreign Destinations

Actual authorized expenses may be authorized for travel, transportation of effects, and/or shipment of remains to a foreign country are allowed up to the constructive cost to place last designated by employee as separation residence. Place of interment may differ from residence for travel and transportation of family. When one location or the other is in a foreign country, this does not limit the next-of-kin's discretion in designating an authorized location in the United States for either interment or travel and transportation of family. Authorized expenses may be incurred at any time within 12 months following the date of death, unless the time limitation is waived by an authorizing officer.

6 FAM 126.6-2 Family Member Death

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. This section applies when the employee is assigned abroad or is on domestic assignment.

b. Actual expenses may be authorized for round-trip travel of a family member and for transportation of remains to a foreign country up to the constructive cost to the place last designated by employee as separation residence. This limitation does not apply when interment is in the United States.

(A) Expenses in Connection with Remains

See 6 FAM 126.6-1.

(B) Family Travel Expenses

Travel expenses are authorized for an employee or an eligible dependent to accompany the remains of a family member to the place of interment in the United States or abroad and return (see 3 FAM).

(C) Transporting Effects

Transportation of effects is not authorized in connection with a family member death.

6 FAM 126.7 Travel and Transportation Expenses Authorized in Connection with Deaths of Foreign Service National Employees when in TDY Travel Status

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Travel and transportation expenses are authorized when a Foreign Service national employee dies at a post abroad to which that FSN employee has traveled at U.S. Government expense. Types of expenses authorized are detailed below.

6 FAM 126.7-1 Expenses in Connection with Remains

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Expenses in connection with remains are authorized only as prescribed by 5 U.S.C. 5742, and within made available to the post. The chief of mission shall determine the payments to be made.

6 FAM 126.7-2 Travel Expenses for Family

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

When travel authorization was originally issued to bring the Foreign Service national family to post, allowable expenses included travel and per diem for the family from post of assignment, to place where employee resided at the time of appointment to the Service. Payments are to be made from allotments made available to the post.

6 FAM 126.7-3 Transportation of Effects

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Transportation of effects is authorized from post where death occurred to the place where the Foreign Service national employee resided at the time of appointment to the Foreign Service. Payments are to be made from allotments made available to the post.

b. If a Foreign Service national family and its effects were sent to a locality other than that mentioned, constructive costs apply. Travel of a Foreign Service national family and the beginning of shipment of all its effects shall not be deferred more than 6 months following the date of the employee's death, unless the time limitation is waived by an authorizing officer.

6 FAM 126.8 Directed Departure

6 FAM 126.8-1 General

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

When, in accordance with 3 FAM, it is the judgment of a chief of a diplomatic mission that the departure of an employee assigned by the Department or Agency to a post under the chief of mission's jurisdiction would be in the interest of the U.S. Government, the authorizing officer at the post may issue a travel authorization detailing the employee to a nearby country. For the Department, the post-authorizing officer may issue a travel authorization transferring a State Department employee and that employee's eligible family members to Washington, DC. For USAID, a travel authorization transferring an employee to Washington, DC, must originate in or have prior approval of Washington, DC headquarters. For BBG, a travel authorization transferring an employee to Washington, DC must originate in or have prior approval of Washington, DC headquarters.

6 FAM 126.8-2 Procedures in Connection with Directed Departure

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

To authorize purchase of transportation permitting the detail of an employee or to transfer an employee and eligible family members in accordance with 3 FAM, chiefs of mission may allow issuance of U.S. Government transportation requests (GTRs) (Form SF-1169). The travel order establishing the official obligation of funds will be issued by the Department or the Agency, after the travel commences, upon receipt of the report required in 3 FAM. Travel will be chargeable to the current applicable appropriation. Other fiscal data will be supplied by Washington, DC. Movement of household effects and shipment of automobiles shall not be authorized until receipt of instructions from the Department or Agency.

6 FAM 126.9 Newly Acquired Family Member

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Employees assigned to a post who acquire a family member (see 6 FAM 111.3) subsequent to the issuance of assignment travel orders may be authorized travel expenses for the family member notwithstanding the time limitation specified in 6 FAM 133.2. Travel of the newly acquired family member will be authorized from either place of acquisition or residence. (Proof in either case is required.) Shipment and storage of additional effects may be authorized in accordance with 6 FAM 163.1.

6 FAM 126.10 Return Travel of Spouses and/or Dependent Children to the United States in Connection with Marital Separation or Divorce

(CT:GS-125; 05-07-2004)
(Uniform State/BBG)
(Foreign Service)

a. Return travel of an employee's spouse may be authorized to the employee's service separation address in the United States (see definition in 6 FAM 111.3) or any other location in this jurisdiction on a cost-constructive basis from the employee's post of origin to the employee's separation address when a permanent marital separation or divorce is intended. Generally, a separation agreement should exist, but in the absence of an agreement, the chief of mission or head of agency's establishment abroad may determine that such travel is warranted and may

initiate authorization action. The circumstances upon which this determination is based should be summarized in writing and retained at post until the employee departs post.

b. Return travel of spouse may be included in the first travel authorization issued to the employee authorizing travel of the family after an agreement to separate or divorce is reached. In the circumstances referred to in paragraph a of this section, such travel may also be requested as advance travel in accordance with 6 FAM 126.2.

c. Only one-way transportation to the employee's service separation address, or to any other location in the United States on a cost-constructive basis from the employee's post of origin to his or her separation address, will be authorized for return travel of spouse. If the employee subsequently requests travel of the spouse at U.S. Government expense to the same or another post to which the employee is assigned, the total cost of the return and subsequent travel may not exceed the cost which would have been incurred had the spouse traveled at the same time as the employee. In such cases, if the cost of the return and subsequent travel exceeds the employee's authorized travel, the employee will be liable for payment of the excess cost.

d. Before any expenses are incurred for return travel of spouse, the spouse shall execute an agreement in accordance with the format in 6 FAM 126 Exhibit 126.10. This agreement states that the spouse understands that travel back to the same post will not be authorized at U.S. Government expense, and that the agreement is signed voluntarily.

e. Travel of dependent children of an employee may be authorized under this provision only if a legal custody agreement exists or the employee otherwise agrees in writing to permit the children to leave post permanently with the spouse. The employee must also submit a revised Form OF-126, Residence and Dependency Report, to declare as a loss those children for whom return travel is requested under this provision (see 3 FAM). The employee may also request advance travel of children in accordance with 6 FAM 126.2, if travel is not intended to be a permanent return to the United States.

6 FAM 127 FAMILY TRAVEL FOR REPRESENTATIONAL PURPOSES

6 FAM 127.1 Eligibility and Purpose

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Travel for representational purposes may be authorized for one family member only. The authorizing officer is expected to make sparing and judicious use of this authorization. In all cases, the justification must demonstrate a clear advantage to the United States.

6 FAM 127.1-1 Within Country of Assignment

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. As a general guideline, local travel of a family member should be authorized when:

(1) Representation by the officer alone could not be accomplished effectively; or

(2) Protocol or local customs would be served; or

(3) The travel is necessary in connection with VIP visits or important meetings at which spouses of foreign dignitaries are present.

b. The chief of mission in consultation with heads of other agencies in their country of assignment will develop local rules and practices to promote the maximum degree of uniformity in the exercise of this authority.

6 FAM 127.1-2 Outside Country of Assignment

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Representational travel outside the country of assignment is restricted to family members of high-level officers and will be authorized only when a clear need for dual representation exists. Normally, travel will be restricted to eligible family members of chiefs of mission, deputy chiefs of mission, country public affairs officers, and USAID mission directors or USAID representatives. However, in exceptional circumstances, the eligible family

members of a subordinate officer may be authorized such travel. Typical of the circumstances warranting representational travel outside the country are the following:

(1) When an ambassador or USAID mission director accompanies a foreign dignitary to the United States on a state visit or as a presidential guest and the dignitary is accompanied by a spouse or other members of the household;

(2) When a State, or USAID officer attends an international conference or meeting sponsored by a group or organization of nations, such as the United Nations, and the spouses of participants have also been invited to attend; and

(3) When the President sends U.S. delegations abroad or congressional or other high-level delegations proceed abroad, accompanied by their spouses.

6 FAM 127.2 Documentation

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The officials cited below in 6 FAM 127.3 must provide and sign a justification statement. For control and inspection purposes the authorizing officer should record and file the justification for authorizing representational travel.

6 FAM 127.3 Who May Authorize

6 FAM 127.3-1 Within Country of Assignment

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. **Department of State:** The chief of mission, or principal officer where there is no immediate supervisory post, may, subject to the availability of post travel funds, authorize such travel. This authority may be redelegated only to the deputy chief of mission.

b. **Agency for International Development:** The director of the USAID mission or USAID representative may, subject to the availability of post travel funds, authorize such travel. This authority may not be redelegated.

6 FAM 127.3-2 Representational Travel Outside Country of Assignment

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. **Department of State:** The chief of mission, or principal officer when there is no immediate supervisory post, may authorize representational travel outside the country of assignment, provided advance approval is obtained from the assistant secretaries of the regional bureaus.

b. **Agency for International Development:** The director of the USAID mission or USAID representative may authorize representational travel outside the country of assignment, provided advance approval is obtained from the regional assistant administrator in Washington.

6 FAM 128 PROCURING TRAVEL AND TRANSPORTATION

6 FAM 128.1 Use of Excess and Near-Excess Foreign Currencies for Official Travel and Transportation Expenses

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Use, whenever feasible, excess and near-excess foreign currencies owned by the United States to pay for air, ship, and rail tickets and for transportation expenses incurred in shipment of unaccompanied baggage, household effects, and privately owned motor vehicles.

6 FAM 128.2 Travel Management Centers

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Travel originating at Washington, DC: To ensure compliance with 41 CFR 301-10, 41 CFR 301-50, and 41 CFR 301-73 regarding the use of Federal Travel Management Center (TMC), all employees in the Washington, DC Metropolitan area must use the current TMC under contract with the appropriate Foreign Affairs Agency in Washington, DC.

b. Travel originating outside the continental United States:

(1) Outside the continental United States (OCONUS), all employees must use the current TMC under contract with the Department of State or other Foreign Affairs Agency at that location;

(2) At locations where no TMC exists, passenger transportation services may be procured from branch offices or general agents of U.S.-flag carriers, or from travel agencies provided that the amount paid to the travel agency is not greater than the amount that would be chargeable if the services had been obtained directly from the carriers involved.

6 FAM 128.3 Contract Carriers

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

a. The use of contract air carriers offering discount (city-pair) fares between certain cities, contracted for by the General Services Administration (GSA), are considered advantageous to the U.S. Government, and their use by travelers and procurement officials is mandatory for authorized air travel between the city-pair except when:

(1) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or

(2) The contractor's flight schedule is inconsistent with the provisions of 6 FAM 131.1 with regard to scheduling travel during the employee's regularly scheduled workweek; or

(3) A noncontract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the U.S. Government, to include the combined costs of transportation, lodging, meals, and related expenses. (**NOTE:** This exception does not apply if a contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to U.S. Government and military travelers on official business and may only be purchased with a GTR, contractor-issued charge card or centrally billed account (e.g., YDG, MDG, ODG, VDG, and similar fares)); or

(4) Rail service is available, and such service is cost effective and is consistent with mission requirements; or

(5) Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to you.

b. In all cases, the traveler is expected to use good judgment in minimizing costs to the U.S. Government consistent with accomplishing the mission in a timely manner.

6 FAM 128.4 Payment Instruments for the Procurement of Travel

6 FAM 128.4-1 Use of Primary Payment Instruments and Form SF-1169, U.S. Government Transportation Request (GTR), to Procure Transportation

(CT:GS-125; 05-07-2004)
(Uniform State/BBG)
(Foreign Service)

The primary payment instruments to be used to procure transportation for official travel are either U.S. Government contractor-issued individually billed travel cards or centrally billed accounts. However, if use of a U.S. Government contractor-issued individually billed travel card or a centrally billed account is not accepted or its use is impracticable, special circumstances justify the use of Form SF-1169, U.S. Government Transportation Request (GTR), to procure transportation. An accountable office may furnish the traveler a sufficient number of blank GTRs to accomplish the authorized travel. GTRs will not be used to procure any transportation service costing less than \$10, unless special circumstances justify such use (see 4 FAM 472; see also 6 FAM 113 Exhibit 113 and 6 FAM 117 Exhibit 117 on preparation and use of GTRs).

6 FAM 128.4-2 Use

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Whenever special circumstances justify, and a carrier accepts it, use the GTR to obtain passenger transportation for official travel. Taking the form of pre-punched card stock, the GTR is a numbered and accountable form.

b. Individual snapout assemblies consist of one original (Form SF-1169-132); one memorandum card copy (Form SF-1169-232); one duplicate paper copy (Form SF-1169-332); and one triplicate paper copy (Form SF-1169-432). GTRs must be signed by the authorized traveler who acts as the issuing officer (see 6 FAM 128.4-10).

c. The GTR order must list the full name of the transportation service provider or travel management center to which it will be submitted and the transportation services to be procured.

6 FAM 128.4-3 Source

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. If use of a U.S. Government contractor-issued individually billed travel card or a centrally billed account is not accepted or its use is impracticable, special circumstances justify the use of Form SF-1169, U.S. Government Transportation Request (GTR), to procure transportation. Upon presentation of a travel authorization, travelers may obtain GTRs before departure or en route from their executive or management officers in the Department, USAID, Commerce, the State Department Transportation Division, or from posts abroad (see 6 FAM 128.4-10).

b. Fiscal servicing posts requisition supplies of GTRs from the General Services Administration (GSA) in accordance with current requisitioning procedures of the Department or USAID. Serviced posts obtain supplies of GTRs from the servicing post.

6 FAM 128.4-4 Responsibilities of Accountable Officer

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The accountable officer designated in accordance with 6 FAM 117.4 will verify that the serial numbers of GTRs received from GSA on Department of State or USAID requisitions correspond to the serial numbers shown on GSA Form R3-711, Verification of Delivery, which is enclosed with each shipment. The accountable officer will sign the GSA Form R3-711 (accepting responsibility) and return it to GSA immediately, as a receipt for the serially numbered forms listed on it.

b. The accountable officer shall make provision for safeguarding and controlling the issuance of GTRs through the maintenance of an appropriate control register.

c. When GTRs are issued to a traveler, the accountable officer will stamp or indicate the name of the post of issuance on the memorandum copy used for relief of accountability.

d. The accountable officer will transfer accountability of GTRs by obtaining an appropriate receipt from the traveler, or person acting as agent for the traveler, or another accountable officer who accepts the forms. Inform the person accepting such accountability of the provisions of 6 FAM 113 Exhibit 113 and 6 FAM 117.4.

e. The person (whether the traveler or a representing agent) who accepted accountability for the GTRs is responsible for furnishing the accountable officer with a memorandum copy of forms provided to carriers, or other documentation acceptable to the accountable officer. When the accountable officer receives this documentation, the officer makes a record on the accountability register. The accountable officer at post may relieve a person of accountability on behalf of another accountable officer provided the latter is notified.

f. The accountable officer who accepts unused, canceled, and spoiled GTRs furnished to a traveler by the Department or USAID will destroy them, recording the action on the control register.

g. The traveler must provide a report for the post accountable officer concerning lost or stolen GTRs furnished by the Department or USAID stating efforts taken to recover the item(s). The report is forwarded to the principal or management officer, who will determine that accountability requirements have been met. The General Accounting Office will determine whether relief can be granted to the accountable officer or to the traveler of responsibility for lost or stolen GTRs.

h. If the name of the carrier and services desired were filled out in the case of a lost or stolen GTR, the named carrier and other initial carriers shall be immediately advised not to honor the GTRs. Notification should be made to the General Services Administration, which will determine whether payment to the carrier may be made. If the information received from the traveler indicates that the "Bill To" section of the GTR was filled in, a copy of the report will be furnished the "Bill To" office to alert it to the possible unauthorized use of such GTRs. If found or recovered, under no circumstances should GTRs that have been previously reported as lost or stolen be used to obtain transportation or accommodations. The report and statement of relief of accountability shall be held for the next regular examination by the auditors or Foreign Service inspectors in order that they may confirm that accountability requirements have been fully met. The accountable officer shall notify the Office of Inspector General, Office of Investigations, if a pattern of suspected thefts emerges, such as multiple cases of missing GTRs implicating the same person or group of persons, or if other aggravating factors surround the disappearance of GTRs.

i. The accountable officer will be held accountable for any amounts that the U.S. Government may be required to pay by reason of fault or negligence of the accountable officer.

j. GTRs issued to agencies other than the Department of State and USAID will be accounted for in accordance with the regulations of the applicable agency.

6 FAM 128.4-5 Spoiled or Canceled Transportation Requests

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

a. General records regulations prescribed by the General Services Administration provide that GTRs and empty covers for them which are spoiled in handling, or which are canceled, or voided for any reason, are not record materials. They shall be destroyed as soon as accountability requirements are met (see 4 FAH-3 H-312). Destroy the accountability records themselves four years after all entries for the records are cleared.

b. Travelers must return all copies of unused, canceled, and spoiled Forms SF-1169 to the accountable officer for disposition. When transferred to another location, the traveler may either return Forms SF-1169 to the accountable officer at the previous or the new location. The latter officer may return them or may accept accountability, notifying the original accountable officer who would be relieved of accountability.

6 FAM 128.4-6 Disposition of Memorandum Card Copy

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

a. The issuing officer shall insert the value of the transportation furnished on the memorandum card copy (Form SF-1169) and shall forward it, by the fastest available means, to the office which will be billed for the transportation.

b. Forward memorandum card copies to:

(1) State Department, RM/F/DFS/FO/TC;

(2) USAID, "Mission Controller"; and

(3) Commerce, "Attention: Finance Services Division."

6 FAM 128.4-7 Paper Copies

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The issuing officer should retain one paper copy (Form SF-1169B) for that officer's records. Give the other paper copy, (Form SF-1169C), showing the actual services furnished, to the traveler for use in the preparation and documentation of the traveler's reimbursement voucher. New stocks are identified as Forms SF-1169-231, SF-1169-331, and SF-1169-431.

6 FAM 128.4-8 Payable in U.S. Dollars at Washington, DC

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. When a GTR is issued payable by the Department, USAID, or Commerce in U.S. dollars, it shall contain, as appropriate, the following billing instructions in the "Bill Charges To" block:

U.S. Department of State
RM/F/DFS/FO/TC
Rosslyn Station
Post Office Box 9487
Arlington, VA 22219

or

USAID
M/FM
320 21st Street, NW
Washington, DC 20523

or

U.S. Department of Commerce
Finance Service Division Caller Service #6025
Germantown, MD 20874

b. GTRs payable by other U.S. Government agencies must contain the address of the paying office of the Agency concerned. State and USAID certifying officers cannot certify payments in the United States for other agencies.

6 FAM 128.4-9 Payable at Post Abroad

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

When a GTR is issued payable at a post abroad, it shall contain the appropriate billing instructions in the "Bill Charges To" block. If only the preprinted Form SF-1169 is available, the accountable officer shall delete the printed billing instructions from the GTR and insert the name and location of the post to be billed. The accountable officer shall forward the memorandum card copy by the fastest available means to the post where the carrier's bill will be paid. GTRs on which transportation charges are payable in local currency shall be billed to the post. If the travel is chargeable against a Washington, DC allotment or USAID Washington budget allowance, the accountable officer shall prepare and forward an extra memorandum copy of the GTR to the appropriate agency as listed in 6 FAM 128.4-8. The accountable officer shall forward extra memorandum copies of GTRs by the fastest available means to the agency bearing the cost of the travel.

6 FAM 128.4-10 GTRs Furnished to Traveler

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Whenever special circumstances justify, and a carrier accepts it, an employee is authorized to issue Form SF-1169, U.S. Government Transportation Request (see 6 FAM 128.4-1). Upon presentation of a travel authorization, an accountable officer may furnish the traveler a sufficient number of blank transportation requests to accomplish the authorized travel.

NOTE: A Form SF-1169 shall not be used to procure any transportation service costing less than \$10, unless special circumstances justify such use (see 4 FAM).

b. If the traveler pays cash for transportation, the traveler's claim for reimbursement of the Federal transportation tax will not be allowed unless the necessity for such cash payment is clearly shown on the travel voucher.

6 FAM 128.4-11 Multiple Ticket Purchases under a Single (Blanket) GTR

(TL:GS-115; 10-07-2003)
(Uniform State/BBG/USAID/Commerce/Agriculture)

In order to utilize blanket GTRs as a form for payment, a post must have a signed contract with a TMC provider:

(1) A single blanket GTR is to be issued at the beginning of each calendar week or other payment period mutually agreed upon by post and the TMC provider. The blanket GTR is to cover all tickets issued during the agreed upon period which may not exceed one month;

(2) A listing must be maintained to show the number and value of each ticket issued under the blanket GTR.

6 FAM 128.4-12 Transportation Obtained by Purchase Order

(TL:GS-115; 10-07-2003)
(Uniform State/BBG/USAID/Commerce/Agriculture)

a. When circumstances make the use of a U.S. Government contractor-issued individually billed travel card, centrally billed account, or GTR unacceptable or impracticable, a purchase order form may be used as a payment voucher to obtain cash to pay for transportation services.

b. When transportation services are obtained by means of a purchase order, the form shall contain the same data that would be required in the issuance of a GTR. (See 6 FAM 128 Exhibits 128.4-11A and B.)

6 FAM 128.5 Using Cash to Procure Transportation

6 FAM 128.5-1 Authorized Use

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Cash shall be used to procure all passenger transportation services costing \$10 or less and to pay air excess baggage charges of \$15 or less for each leg of the trip (see 4 FAM), unless special circumstances justify the use of GTR or GEBAT (Government Excess Baggage Authorization).

b. Cash, including currency, personal or travelers checks, or personal credit cards, may be used to purchase passenger transportation services up to a limit of \$100 when authorized by the authorizing officer, or, at a post abroad, the responsible transportation official.

c. Travelers may use individually issued GSA contractor-issued charge cards to procure passenger transportation. Passenger transportation services procured with GSA contractor-issued charge cards are not subject to the \$100 cash limitation specified above. The traveler using an individual charge card to procure transportation is responsible and liable for obtaining the U.S. Government fare.

d. Except as noted in 6 FAM 128.5-2 below, a GTR must be used to procure passenger transportation services costing in excess of \$100, excluding Federal transportation tax.

6 FAM 128.5-2 Nonemergency Use in Excess of \$100

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

a. The traveler and/or authorizing officer should forward requests for authorization to use cash (including case equivalents such as personal credit cards or checks) to procure transportation services to the Chief of the Travel and Transportation Management Division (A/LM/OPS/TTM) in the Department, to the Chief of the Travel and Transportation Division (M/AS/TT) at USAID, to USFCS/OFSP at Commerce, and to the Director, Office of Administration, M/A, at the BBG. The traveler and/or authorizing officer must fully explain the reasons for the request. If the traveler used cash in excess of \$100 without prior authorization, he or she must request an exception as soon as possible after completion of travel and fully explain the reasons for requesting approval. Copies of travel authorizations, ticket coupons, and any ticket refund applications, and Form SF-1170, Redemption of Unused Tickets, associated with the travel must be forwarded with the request for reimbursement.

b. Reimbursement to the traveler who used cash without prior authorization may not exceed the cost that would have been properly chargeable to the U.S. Government had the traveler used a U.S. Government-provided payment resource. However, the authorizing officer may make full payment when the traveler reasonably would not have been aware of the requirement that a U.S. Government credit card or GTR be used to purchase common carrier accommodations for official travel, for example, because the traveler rarely travels for the U.S. Government but only as particular circumstances warrant.

c. The use of cash may be authorized for official travel when reduced group or excursion fares become available from travel agents and when a determination has been made by the Chief of the Travel and Transportation Management Division, or the chief of mission, that the use of these fares will not interfere with the conduct of business and will result in a monetary savings to the U.S. Government. In such instances, the traveler may pay

for the transportation using his or her own funds or from a travel advance, and obtain a receipt for the cost of the transportation.

d. Authorizing officers shall not impose a financial hardship on a traveler by requiring the traveler to use personal funds to purchase these services, but may provide funds through travel advances authorized in accordance with 4 FAM.

e. **For USAID:** Requests for reimbursement should be forwarded to M/FM/CMP with the travel voucher, a copy of the travel authorization, and receipts.

f. **For Commerce:** Requests for reimbursement should be forwarded with travel voucher and receipts to secretarial officers through USFCS/OIO/OFSHR.

6 FAM 128.5-3 Emergency or Necessary Use in Excess of \$100

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

a. The use of cash (including cash equivalents such as personal credit cards or checks) may be authorized or approved to procure transportation services for official travel, including the need to pay excess baggage charges, under emergency circumstances or when no other method is practicable. Where feasible, authorization for use of cash should be obtained prior to travel. When circumstances prevent advance authorization, the traveler may obtain approval after completing his or her travel per the agency-specific procedures noted below:

(1) **State:** From the authorizing officer at post or from the executive director of the funding bureau;

(2) **USAID:** From the authorizing officer at post or at USAID Washington, or from the authorizing officer of the funding bureau;

(3) **BBG:** From the Director, Office of Administration, M/A.

b. Reimbursement to the traveler who used cash without prior authorization may not exceed the cost that would have been properly chargeable to the U.S. Government had the traveler used a U.S. Government-provided payment resource. However, the authorizing officer may make full payment when the traveler reasonably would not have been aware of the requirement that a U.S. Government credit card or GTR be used to purchase common carrier accommodations for official travel, for example, because the traveler rarely travels for the U.S. Government but only as particular circumstances warrant.

c. **For USAID:** Requests for reimbursement should be forwarded to M/FM/CMP with the travel voucher, a copy of the travel authorization, and receipts.

d. **For Commerce:** Requests for authorization or approval must be forwarded to OFSHR.

e. Circumstances that may justify the use of cash over \$100 to procure transportation services include, but are not limited to when:

(1) It is not possible or practical in the relevant time frame to use anything other than cash;

(2) A vendor will not take anything but cash; or

(3) There is no travel authorization such as in cases of advance travel financed by the employee.

NOTE: For Commerce, requests for reimbursements should be forwarded with travel voucher and receipts to secretarial officers through USFCS/OIO/OFSHR.

6 FAM 128.5-4 Recovery of Excess Payments or Liquidated Damages

*(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)*

A traveler who has procured transportation services with cash shall assign to the U.S. Government the traveler's right to recover excess payment involving a carrier's use of improper rates. The following statement will appear on the travel voucher:

I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable charges described herein.

In instances where an air carrier is liable for liquidated damage payments because of its failure to provide confirmed reserved space, the traveler is responsible for having the carrier's check made payable to the Treasurer of the United States.

6 FAM 128.6 Arranging and Procuring Indirect Travel

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

a. All arrangements for indirect travel for personal convenience shall be made by the traveler directly with the transportation company furnishing the services, or with travel agencies subject to the provisions of 6 FAM 128.2.

b. When official travelers journey for personal convenience on other than a usually traveled route, regional bureaus or appropriate offices, or the designated officer at post may, upon request, issue a GTR or other procurement document to the company furnishing the services as if a usually traveled route had been used. The traveler is not authorized U.S. Government rates when traveling indirectly and/or for personal convenience. When transportation is obtained with Form OF-206, Purchase Order, Receiving Report and Voucher, or a locally developed request form, the procurement document shall include all information which would have been required if a GTR (Form SF-1169) had been used. Use of the Form OF-206 in lieu of an SF-1169 is shown and explained in 6 FAM 128 Exhibit 128.4-12. The GTR (or other procurement document) then may be presented to the carrier in exchange for indirect transportation desired, in accordance with the following procedure:

(1) The issuing officer shall attach a letter to the GTR which will authorize the carrier's agent to furnish the traveler with transportation or accommodations other than those specified in the request in accordance with the traveler's wishes (e.g., via an indirect route), subject to the following conditions:

(a) The cost of transportation payable by the U.S. Government may not exceed the constructive cost of a usually traveled route authorized on the GTR. When the traveler desires higher priced indirect routings, the cost of such unauthorized services (including such U.S. taxes as applicable) must be paid by the traveler and collected by the carrier at the time the GTR covering the authorized services or accommodations is exchanged for tickets; and

(b) When the GTR is exchanged for tickets, the traveler must record in the space provided on the reverse of the original and memorandum copy of the GTR (or on the original and duplicate of the request forms issued to procure tickets) the type and class of transportation or accommodations furnished for each segment of the journey, and sign the statement;

(2) The traveler shall be responsible for immediately forwarding the signed memorandum copy of the GTR or other procurement document, properly annotated, to the paying office indicated on the face of the request form. The traveler's signed statement on the request form will restrict the carrier billing to an amount consistent with the transportation services actually furnished.

6 FAM 129 USE OF U.S. MILITARY TRANSPORTATION

6 FAM 129.1 General

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The Office of the Assistant Deputy Under Secretary of Defense (Transportation Policy (OADUSD(TP))), must approve in advance the use of military transportation except for foreign disaster emergency relief (see 6 FAM 129.4) for which DOD approval is obtained from the Office of the Assistant Secretary of Defense for International Security Affairs (OASD(ISA)).

6 FAM 129.2 Request Procedure

(CT:GS-137; 08-18-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Except for activities listed in 6 FAM 129.3 and 6 FAM 129.4, requests for U.S. military transportation must be sent to the Travel and Transportation Management Division (A/LM/OPS/TTM). The request must:

(1) Certify that the mission to be performed is in the U.S. national interest. Sufficient detail must be included to enable the Department to properly evaluate and determine that the request meets this criterion;

(2) Certify that commercial transportation is either not available or, for reasons which must be specified, is not capable of satisfying the requirement. Commercial transportation includes U.S. and foreign carriers, scheduled or chartered, air or surface mode; and

(3) Include appropriate fiscal data *that* will be used for payment to DOD of the requested passenger or cargo transportation:

(a) Lower cost or shorter transit time available via military transportation is not sufficient justification to obtain DOD approval;

(b) If the request is in order, the Assistant Secretary for Administration will ask DOD for use of Air Mobility Command (AMC) or Military Sealift Command (MSC) service, as appropriate; and

(c) If U.S. military transportation is approved, A/LM/OPS/TTM will transmit copies of request and approval to the appropriate paying office.

6 FAM 129.3 Aeromedical Transportation

6 FAM 129.3-1 U.S. Government Employees and/or Eligible Family Members

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

See 3 FAM.

6 FAM 129.3-2 Nongovernment U.S. Citizen Employees Other than U.S. Government Employees and/or Eligible Family Members

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

See 7 FAM.

6 FAM 129.3-3 Foreign Nationals

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

(A) Cases not Acceptable for Aeromedical Transportation

Cases that are not acceptable for aeromedical transportation include:

- (1) Terminal cases;
- (2) Nonreimbursable cases;
- (3) Personal or family convenience cases; and

(4) Medical experimentation (unless determined by competent medical authority that such experimentation will save a life) cases.

(B) Emergency Lifesaving Aeromedical Transportation

a. The following criteria will be strictly adhered to in determining transportation eligibility:

(1) The patient's illness or injury must be an immediate threat to the patient's life;

(2) Patient is situated where medical capabilities of adequate diagnosis and treatment, under generally accepted medical standards are not available in the immediate geographical area. Transportation will be requested only to the nearest medical facility which can provide such necessary medical capability; and

(3) Suitable commercial transportation must not be available. It must be ascertained by the requester that commercial facilities (charter air ambulances or air taxis or scheduled air carriers or surface carriers) are unable to provide the necessary transportation. This will be checked by the HQMAC aeromedical duty officer to ensure compliance with DOD policy that the DOD will not compete with the commercial transportation industry in providing this service.

b. All requests for lifesaving transportation must contain the following information:

(1) Name, age, and sex of patient;

(2) Affiliation of patient (foreign government, etc);

(3) Complete medical diagnosis and prognosis;

(4) Name and phone number of attending physician;

(5) Name and location of origin hospital;

(6) Name and location of destination hospital;

(7) Name and phone number of receiving physician;

(8) A statement that possible use of commercial transportation facilities has been fully explored and cannot meet the requirement;

(9) Name and phone number of person requesting transportation;

(10) Billing address (bona fide lifesaving missions will not be delayed pending receipt of billing address); and

(11) Name and phone number of persons responsible for surface ambulance transportation at both origin and destination.

c. Send all requests for lifesaving transportation, including the information specified in paragraph b of this section, by "Immediate" telegram to the Department's Travel and Transportation Management Division (A/LM/OPS/TTM). Also include distribution to the appropriate geographic bureaus.

d. The following info addresses should be used:

(1) For all messages from any post worldwide:

HQUSAF WASHDC//SGHGR//TACC//
HQ AMC SCOTT AFB IL//SGXO//FMIA//
57AES SCOTT AFB IL//SGO//

(2) For Europe, Middle East, and Africa, add the following:

USECOM9VAIHINGON0 STUTTGART GE//ECMO//
USCENTCOM MCDILL AFB FL//CCSG//
2AES RAMSTEIN AB GE//CC//
HQ USAFE RAMSTEIN AB GE//SGPF//

(3) For the Far East-Pacific, add the following:

USPACOM CAP SPRING HI//J76//
HQ PACAF HICKMAN AFB HI//SGPF//
9AEA YOKOTA AB JA//CC//

(4) For South and Central America, and the Caribbean, add the following:

USSOUTHCOM QUARRY HEIGHTS PA//SG//
USAF CLINIC HOWARD AFB PA//SG//

e. Within areas abroad: foreign nationals. The commander abroad has approval authority if the patient's injury or illness is directly related to U.S. Government operations within the area. Otherwise, requests for movement of foreign nationals must be forwarded to HQ AMC SCOTT AFB IL//SGXO//FMIA//, through the local diplomatic post and the Department of State's Travel and Transportation Management Division (A/LM/OPS/TTM), Washington, DC 20520, for a determination of whether movement is in the national interest. When the critical nature of the patient's illness or injury precludes submission of a request, the major commander may approve the request based on own determination of U.S. interests. The appropriate aeromedical transportation agency will be asked to carry out the mission. A message of confirmation will be dispatched to AMC/FMIA indicating the nature of reimbursement (for example, other U.S. Government agency or Air Force mission account).

(C) Other than Lifesaving Conditions

Post should forward these requests by telegram to the Department (A/LM/OPS/TTM) providing full background and justification as to why aeromedical transportation is requested. Information on the patient requested in 6 FAM 129.3-3(B), paragraph b, should be included. When the Department (A/LM/OPS/TTM) through the Assistant Secretary for Administration, requests transportation, certifying that such transportation is in the national interest and that commercial transportation is neither available nor capable of meeting the requirement, aeromedical transportation may be provided within the area abroad and from abroad to a CONUS hospital under other than lifesaving conditions. This transportation must be recommended by the responsible Theater Air Force surgeon and authorized by HQ AMC Scott AFB IL//SGXO//FMIA//. One member of the immediate family may accompany a patient as a nonmedical attendant when competent medical authority determines that a family member's presence is essential to the patient's mental and/or physical well-being. The sponsoring authority's request must indicate the agency or individual responsible for reimbursement and provide a specific name and address for direct billing. Reimbursement will be at the non-U.S. Government Rate Tariff, AFR 76-28, paragraph 5, plus applicable in-flight medical charges. If aeromedical transportation on other than a routine basis (that is, urgent or priority) is required, the tariffs prescribed in AFR 76-28, paragraph 4b, will be charged.

(D) Admission to U.S. Military Hospitals

a. Under emergency, lifesaving conditions where the request from the post or bureau includes both aeromedical transportation on U.S. military aircraft and admission to the appropriate U.S. military hospital, the Travel and Transportation Management Division (A/LM/OPS/TTM) will coordinate and request both the hospital admission and the transportation from the DOD.

b. Under other than lifesaving conditions, the Bureau of Political-Military Affairs (PM) will obtain DOD permission to admit the foreign national to the appropriate U.S. military hospital. The Travel and Transportation Management Division (A/LM/OPS/TTM) will then approach DOD for use of military aircraft to transport the patient if this has been requested by the post or bureau. If commercial transportation is to be used, this should be clearly stated in the post or bureau request, as the Traffic Management Branch does not arrange for commercial transportation of foreign nationals.

6 FAM 129.4 Foreign Disaster Emergency Relief

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. See 2 FAM and ADS 251, International Disaster Assistance and Series 200 Interim Update 01-06, USAID/BHR Office of U.S. Foreign Disaster Assistance's Guidance for Disaster Planning and Response – FY 2002.

b. Requests for use of U.S. military transportation for foreign disaster relief operations must be approved by the Office of Foreign Disaster Assistance (OFDA). Under no circumstances will offices of State, USAID, DOD, or other U.S. Government agencies arrange for placement of cargo or persons aboard aircraft or ships authorized by DOD for use of (and funded by) disaster relief without prior concurrence of the Office of Foreign Disaster Assistance.

6 FAM 129.5 Defense Attaché

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The defense attaché may approve space-available nonreimbursable travel of defense attaché-controlled aircraft for the chief of mission (ambassadors, ministers, or chargés d'affaires) and key members of their staffs designated by the chief of mission, to conduct official U.S. Government business. This applies only when the primary purpose of the flight is for official business for defense attaché. It does not apply if special mission flights are required or to normal PCSs of U.S. diplomatic personnel. Spouses of chiefs of mission and deputy chiefs of mission may accompany their sponsors on a space-available basis within the sphere of accreditation (including area of dual accreditation) only when the trip is for official business and, further provided, that the presence of the spouse is requested as being necessary for the accomplishment of official business.

6 FAM 129.6 Use of U.S. Government Aircraft

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

a. Travel on a U.S. Government aircraft may be authorized when such use of the aircraft is authorized under provisions of 41 CFR 101.37.4 and Office of Management and Budget (OMB) Circular A-126.

b. Guidelines and procedures for requesting the use of military passenger aircraft are based on White House Memorandum Number 9421708, dated September 16, 1994. Based on this memorandum the following procedures to request the use of military aircraft must be followed:

(1) For requests made on a nonreimbursable basis, complete a "Request for Military Aircraft" and prepare a "Brill-Itoh" memorandum. The memo should specify the foreign policy objective of the trip and make clear the reason why commercial travel (including charter aircraft) cannot be used. It should also include travel dates, types of aircraft requested, number of passengers, the name of the primary (principal) passenger, and proposed flight itinerary. Be sure to include the statement, "This request has been cleared by the Office of the Legal Adviser of the Department of State." The Brill-Itoh memorandum must be submitted by the assistant secretary of the bureau of the traveler or, in his or her absence, by the principal deputy of that bureau, and it must be cleared by L/LM, S/S-EX, and M before delivery to S/S. The memorandum must also be cleared by DS if it involves travel by someone other than the Secretary and security is being cited as the basis for the request;

(2) For requests made on a reimbursable basis, complete a "Request for Military Aircraft" and follow the procedures set out in 6 FAM 129.3. Requests made according to the provisions of 6 FAM 129.3 should be cleared by L/LM, S/S-EX, and M before delivery to A/LM/OPS/TTM;

(3) The bureau must submit a "Department of State Travel Reporting Form" to the Executive Director of S/S-EX after milair (military aircraft) travel is completed.

6 FAM 125 Exhibit 125.21-2

FORM DS-144, TEMPORARY DUTY (TDY) OFFICIAL TRAVEL AUTHORIZATION

[First Page of Multicopy Form]
(TL:GS-105; 05-28-2003)

 <p style="text-align: center;">U.S. Department of State</p> <p style="text-align: center;">TEMPORARY DUTY (TDY) OFFICIAL TRAVEL AUTHORIZATION</p>		1. TRAVEL NO.: Allotment _____ Obligation _____			
		2. DATE (mm-dd-yyyy)			
You are hereby authorized to perform official travel at Government expense as indicated herein. Unless otherwise noted, all expenses and the maximum per diem under the regulations are authorized.					
3. NAME, TITLE, AND ADDRESS <i>(Home address for non-Government personnel)</i>		4. AUTHORIZING OFFICE	6. APPLICABLE REGULATIONS		
		5. SOC. SEC. NUMBER	<input checked="" type="checkbox"/> PSTR <input checked="" type="checkbox"/> FTR OTHER _____ <i>(Specify)</i>		
7. ITINERARY, PURPOSE, REMARKS AND SPECIAL INSTRUCTIONS AND INSTRUCTIONS					
6. LIQUIDATION RECORD					
Date (A)	Description (B)	Posted By (C)	Obligation Authorized (D)	Obligation Liquidated (E)	Unliquidated Balance (F)
9. TRAVEL REQUESTED BY		10. FUNDS AVAILABLE		11. AUTHORIZING OFFICE	
Signature _____		Signature _____		Signature _____	
Name: _____		Name: _____		Name: _____	
Title: _____		Title: _____		Title: _____	
12. ACCOUNTING CLASSIFICATION CODES - The coding (A through D) must be shown on all documents issued under this authority and must appear on all vouchers, invoices, TR's GB/L's etc.					
A. Appropriation	B. Allotment	C. Obligation	D. Organization /Function	E. Object	F. Sub-Subobject
PRIVACY ACT STATEMENT					
Authority: E.O. 9397, dated November 22, 1943 and 5 U.S.C. 6706 Use of your social security number (SSN) is mandatory to process your application or claim. It is used in the mechanized travel advance data system, in addition to your name, as an identifier to assure crediting advances and reimbursements to the right person. Your providing your number will facilitate faster, more accurate processing. If you do not provide your SSN at this time, it must be researched manually with attendant delay, and with the possibility of errors if your claim is confused with that of another person having a similar name. Completed forms are subject to audit by the U.S. Department of State and the General Accounting Office.					

6 FAM 126 Exhibit 126.2-4 FORMAT FOR REPAYMENT AGREEMENT

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)

REPAYMENT AGREEMENT

(Advance Travel of Family)

I, _____ (name), certify that I have read and understand 6 FAM 126.2 and I hereby agree to repay the (Department of State, Broadcasting Board of Governors, or Agency for International Development) for expenditures made by the (Department or Agency) in connection with the travel of my family to _____ (place of residence in the United State, its possessions, or the Commonwealths of Puerto Rico and the Northern Mariana Islands) in the event and to the extent that such repayment becomes due under the provisions of the above-cited 6 FAM 126.2.

In the event of my failure to make such repayment when required, I hereby authorize the deduction of such repayment from my salary, allowance, terminal leave, or other payment that may be or become due me.

Name

Signature

Title and Rank

Social Security Number

Date

**6 FAM 126 Exhibit 126.10
FORMAT FOR AGREEMENT FOR RETURN
TRAVEL OF SPOUSE**

(TL:GS-105; 05-28-2003)

AGREEMENT FOR RETURN TRAVEL OF SPOUSE

I, _____ (name of spouse), request return travel to the United States in accordance with 6 FAM 126.10. I understand that travel will be authorized from post of origin to the service separation address in the United States or any other location in the United States, its possessions, or the Commonwealths of Puerto Rico and the Northern Mariana Islands that is on record for _____ (name of employee).

Travel to any point other than the separation address will be performed on a cost-constructive basis (compared against the cost from post of origin to the service separation address) with any excess being my responsibility.

I also understand that, if I subsequently choose to travel back to the post from which this travel is authorized, such travel will not be authorized at U.S. Government expense.

I certify that I am making this request for final travel to the United States voluntarily.

Name of Spouse

Signature of Spouse

Name of Employee

Employee Social Security Number

Date

6 FAM 128 Exhibit 128.3 FORMAT FOR USE OF NONCONTRACT AIR CARRIERS

(TL:GS-105; 05-28-2003)

JUSTIFICATION CERTIFICATE FOR USE OF A NONCONTRACT AIR CARRIER

Name of Traveler: _____ Agency of Traveler: _____

Origination Point: _____ Destination Point: _____

Contract Carrier Information (Mandatory):

Carrier: _____ Flight: _____

Departure Date/Time: _____ Arrival Date/Time: _____

Price Code: _____ Price: _____

Routing: _____

Noncontract Carrier Information (Proposed):

Carrier: _____ Flight: _____

Departure Date/Time: _____ Arrival Date/Time: _____

Price Code: _____ Price: _____

Routing: _____

Refer to **6 FAM 128.3 Contract Carriers** for exceptions to the mandatory use of contract carriers and provide the specifics of your case in the space provided:

Date

Signature of Traveler

6 FAM 128 Exhibit 128.4-11A FORM DS-2076, PURCHASE ORDER, RECEIVING REPORT AND VOUCHER

(TL:GS-97; 12-19-2002)

U.S. Department of State PURCHASE ORDER, RECEIVING REPORT AND VOUCHER		PURCHASE ORDER NO.		DATE (mm-dd-yyyy)	
PURCHASER: THE UNITED STATES GOVERNMENT, DR. - THIS DOCUMENT PREPARED AT		DS-2092		D.O. VOU. NO.	
VENDOR:		CONTRACT NO.		BU. VOU. NO.	
ORDER IS HEREBY PLACED WITH THE ABOVE-NAMED VENDOR FOR THE ARTICLES DESCRIBED BELOW, TO BE FURNISHED TO -		DATE (mm-dd-yyyy)		PAID BY	
		ACCOUNT			
ITEM NO.	ARTICLES OR SERVICES	QTY	UNIT PRICE		AMOUNT
			COST	PER	
SIGNATURE OF ORDERING OFFICER		TITLE		TOTAL AMOUNT	
I CERTIFY THAT THE ORDERED ITEMS LISTED WERE RECEIVED ON _____ (DATE (mm-dd-yyyy)) EXCEPT AS FOLLOWS:		AVAILABILITY OF FUNDS			
Signature of Receiving Officer		PAYMENT COMPLETE <input type="checkbox"/>		AMOUNT BILLED, AS PER ATTACHED BILL(S)... DIFFERENCES	
		PARTIAL <input type="checkbox"/>			
		FINAL <input type="checkbox"/>		AMOUNT VERIFIED CORRECT FOR...	
TITLE		PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THAT THIS VOUCHER IS CORRECT AND PROPER FOR PAYMENT.			
APPROVED FOR		Date (mm-dd-yyyy)		Authorized Certifying Officer	
EXCHANGE RATE TO \$1.00		Title			
ACCOUNTING CLASSIFICATION					
CHECK NO. _____ DATED (mm-dd-yyyy) _____ FOR _____ ON TREASURER OF U.S.				PAYEE (SIGNATURE AND TITLE)	
CHECK NO. _____ DATED (mm-dd-yyyy) _____ FOR _____ ON _____					
CASH _____ ON (mm-dd-yyyy) _____					

DS-2076 [Formerly OF 206]
09-2002

ORIGINAL - D.O. VOUCHER

Page 1 of 5

Continuation—6 FAM 128 Exhibit 128.4-11A

 U.S. Department of State PURCHASE ORDER, RECEIVING REPORT AND VOUCHER		PURCHASE ORDER NO.		DATE (mm-dd-yyyy)	
		DS-2092		D.O. VOU. NO.	
PURCHASER: THE UNITED STATES GOVERNMENT, DR. - THIS DOCUMENT PREPARED AT		CONTRACT NO.		BU. VOU. NO.	
VENDOR:		DATE (mm-dd-yyyy)		PAID BY	
		ACCOUNT			
ORDER IS HEREBY PLACED WITH THE ABOVE-NAMED VENDOR FOR THE ARTICLES DESCRIBED BELOW, TO BE FURNISHED TO -					
ITEM NO.	ARTICLES OR SERVICES	QTY	UNIT PRICE		AMOUNT
			COST	PER	
SIGNATURE OF ORDERING OFFICER		TITLE		TOTAL AMOUNT	
<p>(1) Articles Nos / Numero / Laufende Nummer / Articulos Nos. (2) Articles ou Services / Descrizione / Ware oder Dienstleistung / Articulos o servicios (3) Quantite / Quantita / Menge / Cantidad (4) Prix par unite / Prezzo Unitario / Einzelpreis / Precio pro Unidad (5) Montant total / Totale / Gesamtpreis / Importe</p> <p style="text-align: center;"> PLEASE TURN-OVER FOR AN IMPORTANT NOTICE TO THE VENDOR TOURNEZ S.V.P. POUR UN AVIS IMPORTANT CONCERNANT LE FOURNISSEUR BITTE WENDEN FUER EINEN WICHTIGEN HINWEIS FUER DEN LIEFERANTEN VEDI RETRO PER UNA AVVERTENZA IMPORTANTE PER IL FORNITORE VER AL DORSO POR AVISO IMPORTANTE AL VENDEDOR </p> <p style="text-align: center;"> THE INVOICES MUST BE SUBMITTED IN QUADRUPLICATE. LES FACTURES DOIVENT ETRE SOUMISES EN QUATRE EXEMPLAIRES. RECHNUNGEN SIND IN VIERFACHER AUSFERTIGUNG EINZUREICHEN. LE FATTURE DEVONO ESSERE PRESENTATE IN ORIGINALE E TRE COPIE. LAS FACTURAS HAY QUE PRESENTARLAS POR QUADRUPLICADO. </p>					

Continuation—6 FAM 128 Exhibit 128.4-11A

 U.S. Department of State PURCHASE ORDER, RECEIVING REPORT AND VOUCHER		PURCHASE ORDER NO.		DATE (mm-dd-yyyy)	
PURCHASER: THE UNITED STATES GOVERNMENT, DR. - THIS DOCUMENT PREPARED AT		DS-2092		D.O. VOU. NO.	
VENDOR:		CONTRACT NO.		BU. VOU. NO.	
		DATE (mm-dd-yyyy)		PAID BY	
		ACCOUNT			
ORDER IS HEREBY PLACED WITH THE ABOVE-NAMED VENDOR FOR THE ARTICLES DESCRIBED BELOW, TO BE FURNISHED TO -					
ITEM NO.	ARTICLES OR SERVICES	QTY	UNIT PRICE		AMOUNT
			COST	PER	
SIGNATURE OF ORDERING OFFICER		TITLE		TOTAL AMOUNT	
I CERTIFY THAT THE ORDERED ITEMS LISTED WERE RECEIVED ON _____ DATE (mm-dd-yyyy) EXCEPT AS FOLLOWS:		AVAILABILITY OF FUNDS			
Signature of Receiving Officer		PAYMENT COMPLETE <input type="checkbox"/>		AMOUNT BILLED, AS PER ATTACHED BILL(S)... DIFFERENCES	
		PARTIAL <input type="checkbox"/>			
		TITLE		FINAL <input type="checkbox"/>	
		PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THAT THIS VOUCHER IS CORRECT AND PROPER FOR PAYMENT.			
EXCHANGE RATE TO \$1.00		Date (mm-dd-yyyy)		Authorized Certifying Officer Title	
ACCOUNTING CLASSIFICATION					
CHECK NO. _____ DATED (mm-dd-yyyy) _____ FOR _____ ON TREASURER OF U.S.				PAYEE (SIGNATURE AND TITLE)	
CHECK NO. _____ DATED (mm-dd-yyyy) _____ FOR _____ ON _____					
CASH _____ ON (mm-dd-yyyy) _____					

Continuation—6 FAM 128 Exhibit 128.4-11A

 U. S. Department of State PURCHASE ORDER, RECEIVING REPORT AND VOUCHER		PURCHASE ORDER NO.		DATE (mm-dd-yyyy)	
PURCHASER: THE UNITED STATES GOVERNMENT, DR. - THIS DOCUMENT PREPARED AT		DS-2092		D.O. VOU. NO.	
VENDOR:		CONTRACT NO.		BU. VOU. NO.	
		DATE (mm-dd-yyyy)		PAID BY	
ORDER IS HEREBY PLACED WITH THE ABOVE-NAMED VENDOR FOR THE ARTICLES DESCRIBED BELOW, TO BE FURNISHED TO -		ACCOUNT			
ITEM NO.	ARTICLES OR SERVICES	QTY	UNIT PRICE		AMOUNT
			COST	PER	
SIGNATURE OF ORDERING OFFICER		TITLE		TOTAL AMOUNT	
I CERTIFY THAT THE ORDERED ITEMS LISTED WERE RECEIVED ON _____ DATE (mm-dd-yyyy) EXCEPT AS FOLLOWS:		AVAILABILITY OF FUNDS			
(Signature of Receiving Officer)		PAYMENT		AMOUNT BILLED, AS PER ATTACHED BILL(S)...	
		COMPLETE <input type="checkbox"/>		DIFFERENCES	
		PARTIAL <input type="checkbox"/>			
TITLE		FINAL <input type="checkbox"/>		AMOUNT VERIFIED CORRECT FOR...	
APPROVED FOR		PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THAT THIS VOUCHER IS CORRECT AND PROPER FOR PAYMENT.			
EXCHANGE RATE TO \$1.00		Date (mm-dd-yyyy)		(Authorized Certifying Officer) (Title)	
ACCOUNTING CLASSIFICATION					
CHECK NO. _____ DATED (mm-dd-yyyy) _____ FOR _____ ON TREASURER OF U.S.				PAYEE (SIGNATURE AND TITLE)	
CHECK NO. _____ DATED (mm-dd-yyyy) _____ FOR _____ ON _____					
CASH _____ ON (mm-dd-yyyy) _____					

Continuation—6 FAM 128 Exhibit 128.4-11A

IMPORTANT NOTICE TO SELLER

1. The invoice must be submitted in quadruplicate.
2. The Purchase Order No. must be quoted on your invoices and in all communications concerning this order.
3. The following certificate must be duly signed on the invoice original: "I certify that the above bill is correct, just and that payment therefore has not been received".
4. Discount terms, if any, must be shown on all invoices.

AVIS IMPORTANT AU FOURNISSEUR

1. Les factures doivent être soumises en quatre exemplaires.
2. Prière de mentionner, dans les factures et toutes communications au sujet de la présente commande, le numéro de commande (Purchase Order No.).
3. Chaque facture devra porter le certificat suivant, dont l'original seulement devra être signé: "Je certifie que la présente facture est correcte et juste, et que paiement n'en a été reçu".
4. Prière d'indiquer, le cas échéant, les conditions de l'escompte dans toutes les factures présentées.

WICHTIGER HINWEIS FÜR DEN LIEFERANTEN

1. Rechnungen sind in vierfacher Ausfertigung einzureichen.
2. Die Purchase Order No. ist auf Ihren Rechnungen, sowie in allen übrigen Zuschriften, anzugeben.
3. Das Original Ihrer Rechnung ist mit folgendem rechtsgültig unterschriebenen Passus zu versehen: "Ich bestätige, daß obige Rechnung richtig und korrekt ist und daß Zahlung hierfür nicht erhalten wurde".
4. Zahlungsbedingungen (Skonti) sind in allen Rechnungen anzugeben.

AVVERTENZA IMPORTANTE PER IL FORNITORE

1. Le fatture devono essere presentate in originale e tre copie.
2. Le vostre fatture e tutte le comunicazioni dovranno recare il numero del presente originativo (Purchase Order No.).
3. L'originale deve contenere la seguente dichiarazione, debitamente firmata: "Dichiaro che la presente fattura è esatta ed equa e che non è stata ancora pagata".
4. Le eventuali condizioni di sconto dovranno essere riportate su tutte le fatture.

AVISO IMPORTANTE AL VENDEDOR

1. Las facturas hay que presentarlas por cuadruplicado.
2. Las facturas y todas las comunicaciones referentes a este pedido deben mencionar el número de orden al reverso (Purchase Order No.) de este pedido.
3. Las facturas deben llevar el siguiente certificado firmado en el original solamente.
4. Se ruega indicar en todas las facturas presentadas los descuentos concedidos.

