



USAID
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Appropriate Fiscal Year to Charge for USAID Employees Travel and Transportation of Effects

A Mandatory Reference for
ADS Chapter 522

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The following guidance will apply with respect to funding of travel and transportation of effects at the end of FY 08 Please read carefully.

1. Funding Rules

A. Agency OE : Based on the FY 2006 Foreign Operations Appropriations Act, as carried forward into FY 2007 by the Revised Continuing Appropriations Resolution, 2007, PL 110-5, the Agency has authority that permits USAID to forward fund OE-funded travel authorizations(TAs) for both domestic and international travel. In order to take advantage of the existing two-year authority for FY 2008 funds, any OE-funded TA must be finalized by September 30. A travel authorization funded with FY 08 Agency OE funds issued by September 30 can fund travel up to September 30, 2009. This applies to all direct hire and Personal Service Contractor (PSC) related TAs.

B. Program Funds: Program funds are always available for funding of travel and transportation of effects into the next fiscal year provided that the availability of funds have not expired. If the availability of funds expire on September 30, the TA must be obligated by that date. This applies to all direct hire and PSC-related TAs. Note that special rules apply to Millennium Challenge Corporation (MCC) and Presidents Emergency Plan For AIDS Relief (PEPFAR) funded support costs. Rules related to MCC funded costs are outlined in General Notice 0849, dated August 15, 2007. Rules related to PEPFAR-funded costs are under agency review and will be issued once available.

2. TAs Issued by M/MS/TT

In order for a TA to be obligated by September 30, the traveler must submit the TA to M/MS/TT by close of business on September 23. Requests for deobligations are to be submitted to M/MS/TT by September 19. Since the Agency does not have funding available for M/MS/TT to work overtime, adherence to this deadline will ensure that all travel authorizations are processed prior to the end of the fiscal year. Please note that if your assignment/transfer TA is not in M/MS/TT by the deadline, the employee will NOT be allowed to pack or ship any effects until the new fiscal year (2009) begins and FY 09 funds are available. Bureaus and Missions should also factor in the additional time needed to obtain country clearances, passports/visas (if appropriate), and any other required documentation in order to have the TA completed by September 23. Automatic waivers for country clearances will not be approved. Each exception to the established deadline will be reviewed on a case-by-case basis.

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