



USAID
FROM THE AMERICAN PEOPLE

ACTION MEMORANDUM FOR THE ASSISTANT ADMINISTRATOR FOR MANAGEMENT

FROM: John Peevey, Director for M/MS

PROBLEM: Authority to use first-class air travel accommodations has been requested, as described below.

NAME OF TRAVELER _____ **GRADE** _____

POSITION/TITLE _____ **POST** _____

FIRST CLASS FLIGHT SEGMENT(S):

FROM _____ **TO** _____ **DATE** _____

FROM _____ **TO** _____ **DATE** _____

FIRST CLASS AIR TICKET COST _____ **ECONOMY CLASS AIR TICKET COST** _____

NAME OF FOREIGN FLAG CARRIER(S) _____

JUSTIFICATION: Criteria must be based on the following, which is consistent with the governing regulations

1. ___ No space available in less than first-class on any scheduled flights in time to carry out _____ purpose of the official travel, which is so urgent that it cannot be postponed. **Please attach statement from M/MS/TT Travel Agent.**
2. ___ **Traveler/Office statement of necessity/urgency attached.**
3. ___ **M/MS/TT Travel Agent statement of non-availability attached.**
4. ___ Physical condition of traveler requires us of first class service. **Required medical certificate is attached.**
5. ___ Exceptional circumstances essential to the successful accomplishment of the mission requires the use of first-class (includes Couriers and Security Officers accompanying first-class travelers.) **Statement of circumstances attached.**

RECOMMENDATION: That you (approve) (disapprove) this request based on _____ above.

Attachments: a/s

Approved _____
Disapproved _____
Date _____

Clearances:

Frances Staunton, Chief, M/MS/TTD _____ Date _____