

14 FAM 560

ALLOWABLE TRAVEL AND MISCELLANEOUS EXPENSES

(CT:LOG-169; 03-27-2014)
(Office of Origin: A/LM)

14 FAM 561 POLICY AND AUTHORITIES

14 FAM 561.1 Policy

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

It is the general policy of the U.S. Government that less-than-premium-class accommodations must be used for all modes of passenger transportation. The policies in 14 FAM 567 govern the use of common carrier accommodations and apply to travel while on official U.S. Government business.

14 FAM 561.2 Exercising Care in Incurring Expenses

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

14 FAM 561.3 Authorities

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

In addition to the authorities listed in 14 FAM 511.4, the following authorities apply:

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- (1) State Department Delegation of Authority No. 198, dated September 16, 1992, delegates the Secretary of State's travel authority to the Under Secretary for Management; and
- (2) Section 901(14) of Public Law 96-465 of October 17, 1980 (22 U.S.C. 4081), provides for a domestic relocation allowance.

14 FAM 562 EXPENSES ALLOWABLE

14 FAM 562.1 Miscellaneous Expenses not Covered by Per Diem

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

- a. The following travel expenses, when actually incurred and necessary, can be itemized and reimbursed over and above the per diem allowance for lodging and meals and incidental expenses (M&IE):
 - (1) Official telephone calls, faxes, and radio and telegraph messages in connection with items classified as official business; internet access fees while performing official business (reimbursement must be authorized in advance of travel on the travel authorization);
 - (2) Commissions for conversion of currency; fees for travelers checks, money orders and certified checks; transaction fees for use of ATMs and other vendors such as hotels when using a U.S. Government contractor-issued charge card. For locally employed staff (LE staff) who use their personal charge card and for other travelers who the Department has determined may not be issued a U.S. Government charge card or who have been authorized to use their personal charge cards for official travel, transaction fees for use of ATMs and other vendors such as hotels may be allowed, if and only if stated in the travel authorization;
 - (3) Lodging taxes in domestic and nonforeign areas (see (Federal Travel Regulation) FTR 301-11.27); energy surcharge and lodging resort fees (when such fees are not optional);
 - (4) Fees in connection with the issuance of passports and visas and other legally required costs; photographs for passports and visas; certificates of birth, health and identity, and affidavits attesting thereto; foreign country entrance and exit fees;
 - (5) Inoculations that cannot be obtained for free through a Federal dispensary (reimbursement must be authorized on the travel authorization before travel begins). For yellow fever inoculations, there is no requirement for prior authorization for reimbursement;

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- (6) Hire of conference center room or hotel room for official use when necessary to transact official business; use of business centers, computers, printers, faxing machines and scanners, for official purposes; clerical assistance and services of typists, data processors, or stenographers, when used in connection with preparation of official reports or correspondence; and services of guides, interpreters, packers, and drivers of vehicles (reimbursement must be authorized in advance of travel on the travel authorization);
 - (7) Day pass for access to business class lounge at the intermediate point on the traveler's authorized itinerary in lieu of an authorized U.S. Government-funded overnight rest stop for travelers in coach class accommodations when official travel is in excess of 14 hours;
 - (8) **For Agriculture only:** USDA Department Regulation 2300-001 allows for reimbursement of authorized telephone calls of a personal nature during official travel. If travel is outside of the 50 States, the maximum reimbursement is \$15.00 per day. If travel is within the 50 States, the maximum reimbursement is \$5.00 per day. The maximum aggregate amount that may be approved for each travel period (i.e., consecutive days of official travel) cannot exceed the amount equal to the daily reimbursement rate multiplied by the number of lodging nights; and
 - (9) **For USAID only from its Automated Directives System (ADS):** ADS 633.3.6.1 Financial Management Aspects of TDY, and ADS 549, Telecommunications Management, defines some telephone calls to family as "Official" and allows for reimbursement of those telephone calls when an employee is traveling on government business. See those ADS Chapters for further details.
- b. Reimbursement for maid services in a foreign locality is permissible if all of the following requirements are met:
- (1) U.S. Government quarters are furnished at no cost to the traveler;
 - (2) Reimbursement does not exceed 10% of the applicable daily lodging rate for the locality averaged over the period of the traveler's stay in the quarters;
 - (3) U.S. Government employees, contractors, or their eligible family members cannot be the recipients of any part of the payment;
 - (4) Payment is receipted and represents a customary payment;
 - (5) Payment is made in a foreign area; and
 - (6) Reimbursement is authorized in advance of travel on the travel authorization.

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14 FAM 562.2 Transportation Expenses

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. The following transportation expenses, when actually incurred and necessary, can be itemized and reimbursed if not paid directly by the U.S. Government:
- (1) Travel on railroads, aircraft, vessels, buses, streetcars, taxicabs, and other usual means of conveyance;
 - (2) Steamer chairs, steamer cushions, and steamer rugs at customary rates actually charged; staterooms on steamers;
 - (3) Transfer, storage, and checking of baggage necessary for the purpose of the official travel;
 - (4) Charges for transfer, storage, checking, and porters' fees and tips for handling U.S. Government property carried by the traveler;
 - (5) Transportation charges for authorized excess official baggage;
 - (6) Shipments by express or freight of U.S. Government property not classed as baggage and not admissible to the mail (normally made on U.S. Government bills-of-lading (GBLs) where feasible);
 - (7) Packing and necessary preparation for shipment, cost of unboxing at destination, and necessary cartage of unaccompanied baggage or personal effects, or baggage accompanying traveler;
 - (8) Hire of a boat, automobile, taxicab, aircraft, or other conveyance when authorized or approved as advantageous to the U.S. Government and when employee is engaged in official business within or outside employee's post of duty;
 - (9) Transportation by bus, subway, or streetcar between places of business, and between place of lodging and place of business at a temporary duty station; and
 - (10) Daily travel to procure meals or lodging at the nearest available place when such cannot be procured at a temporary duty station.
- b. Special instructions regarding use of taxicabs:
- (1) Reimbursement may be authorized for usual taxicab and airport limousine fares, when applicable, plus tip, from common carrier or other terminal to either the employee's home or place of business, from the employee's home or place of business to common carrier terminal, or between airport and airport limousine terminal. When common carrier transportation service is available for all or part of the distance involved, such as limousine or bus facilities between cities and airport terminals, such service should be used to the maximum extent practicable;

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- (2) When suitable common carrier transportation is available but the traveler elects to use a taxicab, an explanation of the circumstances should be furnished on the travel voucher. Taxicab reimbursement in excess of \$75.00 plus tip must be supported by a receipt along with a statement justifying the use of such conveyance;
- (3) Reimbursement may also be authorized or approved for the usual taxicab fares, plus tip, as follows:
 - (a) From the employee's home to office on the day of departure from the office on an official trip requiring at least one night's lodging; and
 - (b) From office to home on the day of return to the office from such a trip;
- (4) The amount of the tip, which is allowable under this section, is 15 cents when the fare is \$1.00 or less or 15 percent of the reimbursable fare when it exceeds \$1.00; and
- (5) In lieu of the use of a taxicab as provided in this section, payment on a mileage basis at the approved rate, as described in 14 FAM 566.2-2, is allowed for the round-trip mileage of a privately owned automobile used in going from either home or place of business to a terminal, from a terminal to either employee's home or place of business, from home to office, or from office to home, provided that the amount of reimbursement for round-trip mileage does not in either instance exceed the taxicab fare, including allowable tip for a one-way trip between the applicable points.

14 FAM 563 EXPENSES NOT ALLOWABLE

14 FAM 563.1 Items Included in Per Diem

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The following items are included in the per diem allowance (see definition in 14 FAM 511.3) and may not be paid or reimbursed separately:

- (1) Charges for lodging, including:
 - (a) Overnight sleeping facilities;
 - (b) Personal use of room and bath during daytime;
 - (c) Telephone access fee; and
 - (d) Service charges for fans, radios, televisions, air conditioning, heaters and fires in rooms;
- (2) Charges for meals, including:
 - (a) Expenses for breakfast, lunch and dinner; and

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- (b) Related tips and taxes;
- (3) Incidental expenses, including:
 - (a) Fees and tips given to waiters, porters, baggage handlers, bellhops, hotel servants, dining room stewards, and similar employees; and
 - (b) Transportation between place of lodging or business and places where meals are taken, except as specified in 14 FAM 562.2, subparagraph a(10); and
- (4) When lodging and meals are provided by a common carrier (e.g., meals on airplanes; sleeping berths on overnight trains, etc.) they cannot be claimed or reimbursed separately. Complimentary meals provided by common carriers or hotels (e.g., complimentary breakfast) have no impact on per diem rates paid per FTR 301-11.17.

14 FAM 563.2 Personal and Other Expenses

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. Costs of a personal nature are not reimbursable, such as:
 - (1) Personal telephone calls, faxes, and radio and telegraph messages reserving hotel accommodations, requesting leave, inquiring as to status of salary, expense vouchers, advance of funds, and reply thereto, or any other matter of personal nature; exception: this section does not apply to Agriculture employees (see 14 FAM 562.1, subparagraph a(8)); see USAID exception 14 FAM 562.1, subparagraph a(9);
 - (2) Internet access fees for conducting personal business; internet service provider (ISP) fees (e.g., monthly charges for AOL or Yahoo access);
 - (3) Transaction fees for use of ATMs and other vendors, such as hotels, with a personal charge card except when authorized in accordance with 14 FAM 562.1, subparagraph a(2);
 - (4) Laundry, dry-cleaning, and pressing (exception: per (Automated Directives System) ADS 633.3.6.3, this section does not apply to USAID employees who have four consecutive nights of lodging while on official travel in the CONUS, in which case travelers may claim laundry and dry cleaning expenses as a separate reimbursable miscellaneous expense);
 - (5) Alcoholic beverages;
 - (6) Entertainment expenses; and
 - (7) Any expenses incurred for other persons.
- b. Other expenses which are not reimbursable include:
 - (1) Lodging taxes in foreign areas; and

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- (2) Costs associated with any payments or gratuities given to U.S. Government employees.

14 FAM 564 SPECIAL TICKETS

14 FAM 564.1 Frequent Flyer Gainsharing Award Program

*(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)*

The Frequent Flyer Gainsharing Award Program rewards employees for establishing frequent flyer accounts, managing and earning frequent flyer credits, and using the credits earned to obtain free coach or business class (when authorized based on the 14-hour rule described at 14 FAM 567.2-4, subparagraph b(10)(f), tickets for future official TDY travel. (See 3 FAM 4880 and 3 FAH-1 H-4881 for specific information regarding employee participation in the Department of State Frequent Flyer Gainsharing Award Program.)

14 FAM 564.2 Official Travel Use

*(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)*

- a. Through fares, special fares, commutation fares, and excursion and reduced-rate round-trip fares should be used for official travel only when the authorizing officer determines prior to the start of a trip that use of these is practical and economical to the U.S. Government. Round-trip tickets with such fares should be authorized only when, on the basis of the journey as planned, the traveler knows or reasonably anticipates that such tickets will be utilized in accordance with their restrictions (see 14 FAM 543 for details of contract city-pair fares).
- b. Post has the option of using restricted or penalty fares subject to the conditions set out in paragraph a of this section. The authorizing post will assume financial responsibility for any and all penalties associated with these fares should changes be required by the U.S. Government. The employee will be responsible for any penalties incurred for personal convenience.
- c. An employee may purchase a restricted or penalty fare for official travel based on personal convenience (e.g., the employee is taking an indirect route for personal reasons) but the employee is responsible for any and all penalties incurred in connection with such fares (see 14 FAM 561 for the employee's responsibility to exercise due care and 14 FAM 546 for arranging indirect travel for personal convenience). The employee will be reimbursed for such travel on

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a cost-construct basis in accordance with 14 FAM 585.

- d. If a post chooses to use restricted or penalty fares, the post must provide the travel management center with a written policy for the use of these fares. At posts where a travel management center does not exist, the written policy must be provided to the travel section in the general services office.

14 FAM 564.3 Disposition of Airline Promotional Items

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. All Department employees, their dependents, and others whose travel is funded by the Department may retain for personal use promotional items (i.e., frequent flyer miles, upgrades, access to carrier clubs or facilities) earned as a result of official travel under terms available to the general public and at no extra cost to the U.S. Government. This includes all benefits earned, including those earned before enactment of the National Defense Authorization Act of Fiscal Year 2002.
- b. Travelers may accept free upgrades of services to business-class or first-class accommodations and check cashing privileges offered by an airline as a promotional program, as long as they are obtained under terms available to the general public and at no extra cost to the U.S. Government.
- c. Travelers may redeem frequent flier miles (or use personal funds) to upgrade to business- or first-class accommodations when performing official travel.
- d. It is the responsibility of each traveler to communicate directly with a service provider to establish his or her frequent travel promotional benefits account. Costs associated with establishing this account are to be paid by the traveler and are not a reimbursable expense.
- e. Travelers need not report as taxable income promotional items obtained as a result of official travel.

14 FAM 564.4 Compensation Received from Airlines for Denied Boarding

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. **Voluntary:** A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or miscellaneous reimbursable) may be paid as a result of the traveler's delay. Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.

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- b. **Involuntary:** If a traveler is involuntarily denied a transportation seat, the traveler enters an onward travel status for per diem and miscellaneous travel expense reimbursement. Any monetary compensation (including meal and/or lodging vouchers) for the denied seat belongs to the U.S. Government.

14 FAM 565 CANCELED RESERVATIONS

14 FAM 565.1 Service/Cancellation Fees

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

When a reservation for accommodations on a train, vessel, or plane is canceled because of unavoidable delay or official necessity, the cost of the service fee charged by the carrier is allowed. Fees paid for cancellations of reservations for personal reasons or personal delays in notifying the carrier are not reimbursable.

14 FAM 565.2 Liquidated Damage Payments to Traveler

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

- a. When carrier tariffs require liquidated damage payments to travelers for the carrier's failure to provide confirmed reserved space, such payments by the liable carrier are to be by check, made payable to the "Treasurer of the United States." In no case is the traveler permitted to accept from the carrier a check showing the traveler as payee.
- b. The traveler is to acknowledge receipt of the check and submit a copy of the acknowledgment and the check with travel voucher. Payment of denied boarding compensation to the Treasurer of the United States is a U.S. Government requirement and is no reflection on the carrier (see 4 FAM 470).

14 FAM 566 TRAVEL BY PRIVATELY OWNED VEHICLE OR PRIVATELY OWNED CONVEYANCE

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14 FAM 566.1 Policy

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

- a. Travel by common carrier is generally considered the most advantageous method to perform official travel. Other methods of transportation may be authorized if they are determined to be more advantageous to the U.S. Government. A determination that another method of transportation is more advantageous to the U.S. Government than common carrier transportation will not be made on the basis of personal preference or inconvenience to the traveler.
- b. In determining whether the use of a privately owned vehicle is advantageous to the U.S. Government, consider:
 - (1) The feasibility of using common carrier transportation or U.S. Government-owned conveyances based on availability, suitability of schedules, and other applicable requirements;
 - (2) The total cost to the government, including per diem, overtime, lost work time, actual transportation costs, total distance of travel, number of points visited on official travel, the number of travelers, and energy conservation;
 - (3) The advantages resulting from the more expeditious transactions of the public business, economy, and employee performance effectiveness; and
 - (4) Any other advantages and/or disadvantages to the U.S. Government in the particular case.
- c. The authority to travel by privately owned vehicle (POV) contained in this section is applicable to the employee and/or other family member(s) authorized to travel. The vehicle to be used must be the property of the employee or family member prior to the initiation of travel and must be driven or shipped to the ultimate destination stipulated in the travel orders. Only such vehicles as are eligible for shipment at U.S. Government expense are authorized to be driven on a mileage per diem basis under this provision.
- d. Any reimbursement for travel by POV, under the mileage (see 14 FAM 566.2-1) per diem basis authorized by this section is limited to the actual mileage between authorized points on a direct route plus related per diem, not to exceed 10 days to each authorized destination.

14 FAM 566.2 Use Advantageous to the U.S. Government

14 FAM 566.2-1 General

(CT:LOG-164; 12-31-2013)

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*(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)*

- a. When the authorized travel from origin to destination (combined with TDY, consultation and/or home leave, as applicable) can be performed entirely using a privately owned vehicle (POV), such use may be authorized.
- b. Travel by POV to separation address in the United States, when not otherwise covered under 14 FAM 566.1, is hereby authorized from the port of discharge of the vehicle to the separation address via consultation point (as applicable). In accordance with 14 FAM 618.4, however, this authorization does not apply to vehicles acquired en route to a separation point.
- c. When an employee's vehicle is authorized emergency storage in accordance with 14 FAM 626, an authorizing officer may determine that it is advantageous for the vehicle to be driven all or part of the distance to the designated storage point.
- d. An employee who acquires a vehicle at a point on a direct route to the post of assignment abroad, and who has not previously shipped a vehicle under the provisions of the authorizing travel orders, may drive the POV to the destination. The point of acquisition is considered the point of origin. In no case may the cost of driving the vehicle from where it is actually acquired exceed the cost to the U.S. Government had the vehicle been shipped from the point of origin specified in the travel authorization to the authorized destination.
- e. Travel by a POV is considered advantageous to the U.S. Government when the authorized or actual point of origin and the final destination are:
 - (1) Connected by a hard-surfaced, all-weather highway or by vehicular ferry, or both (see 14 FAM 615.1); and
 - (2) Within the continental United States or Canada or are one of the following Mexican posts (border posts only):
 - (a) Ciudad Juárez;
 - (b) Matamoros;
 - (c) Nuevo Laredo;
 - (d) Tijuana; or
 - (e) Nogales.
- f. When use of a rental vehicle in the United States is authorized, reimbursement for rental fees and actual expenses for gas and tolls is authorized. Use U.S. Government-contracted rental vehicle services whenever possible. Collision damage waiver (CDW) is included in the contract amount, and should not be accepted at extra cost. When renting from companies not on the U.S. Government contracting list, travelers will not be reimbursed for CDW. However, payments for damages to a rental car company or reimbursement to the employee, up to the deductible amount contained in the rental contract, are

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authorized, providing the employee was acting within the scope of his or her employment at the time of the incident.

- g. When use of a rental vehicle abroad is authorized, reimbursement may include rental fees, including value added tax (VAT), and actual expenses for gas and tolls. U.S. Government-contracted rental vehicle services should be used whenever possible. The contract rate includes CDW, VAT, and unlimited mileage. When renting from companies not on the U.S. Government contracting list, CDW, VAT, and unlimited mileage will not usually be included. CDW is a reimbursable expense abroad. In addition, payments for damages to a rental car company or reimbursement to the employee are authorized up to the deductible amount contained in the rental contract, providing the employee was acting within the scope of his or her employment at the time of the incident.

14 FAM 566.2-2 Mileage Reimbursement

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Mileage reimbursement rates for automobiles (including trucks, vans, etc.), airplanes, motorcycles, and motor scooters are set by the General Services Administration (GSA). The current rates may be found on the General Services Administration's Internet site.

14 FAM 566.3 Privately Owned Vehicle (POV) Use for Personal Convenience

14 FAM 566.3-1 General

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

When no determination of advantage to the U.S. Government is made (see 14 FAM 566.2), the employee may elect to use a privately owned vehicle for personal convenience. Any reimbursement for expenses for travel will be the lesser of:

- (1) Mileage for the authorized mode of travel at the rates provided in 14 FAM 566.2-2, plus related per diem; or
- (2) For the portion of the route connected by air service, reimbursement may not exceed the constructive cost of the authorized U.S. Government fare for the authorized mode of travel on a direct route, plus related per diem and other expenses. For any portion of the route not connected by air service, reimbursement may not exceed the constructive cost of commercial fares on a surface common carrier.

14 FAM 566.3-2 Use of Rental Vehicle

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

When the employee elects to use a rented vehicle for personal convenience, and use of the rental vehicle has not been specifically authorized, as per 14 FAM 566.2-1, paragraphs f and g, reimbursement for travel expenses will be the lesser of:

- (1) Mileage, plus per diem and other expenses allowable on the authorized mode of transportation stated in the travel authorization; or
- (2) The constructive cost of the U.S. Government airfare on a direct route, plus per diem and other expenses. For any portion of the journey not connected by air service, reimbursement may not exceed the constructive cost of less than premium-class accommodations on a surface common carrier.

14 FAM 566.4 Computing Expenses

14 FAM 566.4-1 Distances

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

When travel is performed by a privately owned motor vehicle, distances are to be determined by use of standard highway mileage guides. Travelers must explain any substantial deviation from distances shown in the standard highway mileage. When travel is performed by privately owned airplanes, distances are to be determined from airways charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce. If a detour is necessary on account of adverse weather, mechanical difficulty, or other unusual conditions, the additional highway or chartered air mileage may be included but must be explained.

14 FAM 566.4-2 Allowable Travel Time

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

Allowable time for travel by privately owned conveyance is limited to that which is reasonably required. Variations in driving conditions do not permit the establishment of daily mileage requirements. However, in the United States, 360 miles per day is considered the average normal driving distance. Where road, climatic, and other factors beyond the control of the traveler cause interruptions and deviations resulting in travel time in excess of that normally required, the

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traveler will include a full explanation on the travel voucher. The traveler must also explain any unusual circumstances that influence the elapsed time for travel by privately owned aircraft.

14 FAM 566.4-3 Shared Expenses

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

When two or more employees travel together in the same conveyance, payment of mileage expenses is made to only one of them.

14 FAM 567 ACCOMMODATIONS

14 FAM 567.1 Accommodations on Trains and Vessels

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service, Civil Service and Locally Employed Staff)

- a. U.S. Government employees who travel by train or vessel (steamer) must use coach-class accommodations or the lowest class of steamer accommodations. When adequate, reserved coach accommodations (trains) or the lowest class accommodations (steamers) are available, officials authorizing travel must require that those accommodations be used to the maximum extent possible. For overnight train travel, employees must use slumber coach sleeping accommodations or the lowest level of economy sleeping accommodations available. First-class train or steamer accommodations may be used only as permitted in 14 FAM 567.1-2.
- b. In developing countries, the lowest class of train service available locally may be considered by posts to be unacceptable by U.S. standards and not comparable to what would be considered as a reasonable basic class of accommodation as defined in 14 FAM 511.3. For example, train service described as first-class at some posts may, in reality, only equate to the coach-class definition in the United States. Accordingly, posts may establish a policy re-defining the acceptable level of local train accommodations that would meet each definition and document this in a written policy for travelers, inspectors, and U.S. Government Accountability Office (GAO) auditors.
- c. The use of first-class on other water-borne vessels such as ferries, river or lake vessels, and all other vessels is similarly included in this section.

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14 FAM 567.1-1 Authorization and Approval for the Use of Business- or First-Class Train or Steamer Accommodations

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce/Agriculture)

(Foreign Service, Civil Service and Locally Employed Staff)

- a. **First class:** Heads of agencies, or their designees as listed in 14 FAM 567.2-3, may authorize or approve the use of first-class train or steamer accommodations under criteria specified in 14 FAM 567.1-2.
- b. **Business class:** Officials listed in 14 FAM 567.2-4 may authorize or approve the use of business-class train or steamer accommodations under criteria specified in 14 FAM 567.1-2.

14 FAM 567.1-2 Use of Business- or First-Class Accommodations

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce/Agriculture)

(Foreign Service, Civil Service and Locally Employed Staff)

The use of business- or first-class accommodation may not be authorized strictly on the basis of position or rank. When business- or first-class accommodations are authorized under the following circumstances, only the next higher available accommodations satisfying the needs may be used, i.e., business-class accommodations should be utilized before going to first-class accommodations. Circumstances justifying the use of business- or first-class train or steamer accommodations are limited to those listed below (**NOTE:** 14 FAM 567.1-2, subparagraph (4), applies only to trains):

- (1) No reasonably available coach-class train or lowest-class steamer accommodations:
 - (a) **Trains:** The use of business-class train accommodations may be authorized or approved when no coach-class train accommodations are reasonably available. For the purpose of this paragraph, "reasonably available" means coach-class train accommodations that are scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" must be based on the availability of slumber coach, or lowest economy, sleeping accommodations. "Reasonably available" does not include any accommodation with a scheduled arrival time that is later than the employee's required reporting time at the duty site, or with a scheduled departure time that is earlier than the time the employee is scheduled to complete duty;

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- (b) When it is determined by the traveler that coach seats are unavailable for reservation for the day that he or she must travel to arrive at a destination in time to conduct official business, the traveler may proceed to obtain a reserved seat in the next higher class where a reserved seat is available. This is only permissible when the traveler has made a good-faith effort to obtain a reservation in coach class at the earliest practicable time, i.e., the employee cannot unreasonably delay or postpone making his or her reservations and travel plans so that he or she can travel premium class; and
 - (c) **Steamers:** The use of the next higher-class steamer accommodations may be authorized or approved only when lowest-class steamer accommodations are not available on the vessel;
- (2) **Travel on trains or steamers by an employee with a disability:** The use of business- or first-class train or steamer accommodations may be authorized or approved when necessary to accommodate an employee's disability or other physical impairment, and the employee's condition and need for business- or first-class train or steamer accommodations are substantiated in writing by MED or the regional medical officer or other competent medical authority. The use of business- or first-class accommodations may also be authorized for an attendant, when the employee is authorized use of business- or first-class train accommodations and MED, or the regional medical officer or other competent medical authority certifies that the employee's disability or other physical impairment requires the services of an attendant en route;
- (3) **Security reasons aboard trains or steamers:** The use of business- or first-class train or steamer accommodations may be authorized or approved when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to:
- (a) Travel by an employee whose use of coach train or lowest-class steamer accommodations would endanger the employee's life or U.S. Government property;
 - (b) Travel by agents who are in charge of protective details and are accompanying individuals authorized to use business- or first-class accommodations; or
 - (c) Travel by couriers or control officers accompanying controlled pouches or packages and the lowest-class accommodations are unable to fulfill the mission;
- (4) **Inadequate foreign coach-class train accommodations (foreign trains only):** The use of business- or first-class train accommodations may be authorized or approved when coach-class accommodations on a foreign rail carrier or water-borne vessels do not provide adequate sanitation or health standards.

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14 FAM 567.1-3 Reporting Requirements for First-Class Travel

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce/Agriculture)

(Foreign Service, Civil Service and Locally Employed Staff)

First-class train travel that has been authorized under 14 FAM 567.1-2, subparagraph (4) (inadequate sanitation or health standards), need not be reported to GSA. Please refer to 14 FAM 567.2-5 for instructions on reporting all other use of first-class air, train, or steamer travel to GSA.

14 FAM 567.1-4 Extra-Fare Train Service (Express Trains)

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce/Agriculture)

(Foreign Service, Civil Service and Locally Employed Staff)

- a. The use of the lowest class (coach or economy) of service available by rail is deemed advantageous without regard to specific trains and should be used when available or when circumstances permit. Approving officials may authorize domestic extra-fare train service when it is determined to be more advantageous to the U.S. Government or is required for security reasons. Business-class accommodations on extra-fare trains and first-class accommodations in the United States may be authorized only as provided in 14 FAM 567.1-1 and 14 FAM 567.1-2.
- b. Approving officials at overseas posts may authorize coach or economy class travel via extra-fare train service when such use meets the needs of the mission. Business-class accommodations may be authorized when this service is less expensive than travel via coach or economy-class airplane.

14 FAM 567.1-5 Documentation

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce/Agriculture)

(Foreign Service, Civil Service and Locally Employed Staff)

The employee must certify on the travel voucher the reason for using business- or first-class train or steamer accommodations. Attach specific authorization or approval to or state such on the travel voucher and retain it for the record.

14 FAM 567.2 Airplanes

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce/Agriculture)

(Foreign Service, Civil Service and Locally Employed Staff)

- a. See 14 FAM 583.
- b. U.S. Government employees who use commercial air carriers for domestic and

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international travel on official business must use coach-class airline accommodations. When available, the use of contract air carriers offering discount (city pair) fare is mandatory (see 14 FAM 543). First-class air accommodations may be used only as permitted in 14 FAM 567.2-3. Business-class air accommodations may be used only as permitted in 14 FAM 567.2-4.

14 FAM 567.2-1 Seat Entitlement

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce/Agriculture)

(Foreign Service, Civil Service and Locally Employed Staff)

Each traveler, regardless of age, is allowed a seat on an airplane.

14 FAM 567.2-2 Requirements

14 FAM 567.2-2(A) Authorization

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce)

(Foreign Service, Civil Service and Locally Employed Staff)

- a. Authorization for the use of first-class or business-class air accommodations must be made in advance of the actual travel and must be documented in accordance with 14 FAM 567.2-2(B). The designated approving official must not be subordinate to the traveler except that the Executive Secretary may approve the use of first-class or business-class air accommodations for the Secretary and the Deputy Secretaries.
- b. If the documents required under 14 FAM 567.2-2(B) cannot be completed in advance of travel due to an emergency situation, the employee must obtain advance approval from an agency official not subordinate to the traveler or from the chief of the agency's transportation and travel management division or other designated office, and must submit the required documents with the appropriate signatures at the earliest possible time.
- c. If the employee does not obtain written authorization in accordance with this section, the employee is responsible for the difference between the first-class or business-class air accommodations used and the authorized coach-class or equivalent accommodations.

14 FAM 567.2-2(B) Documentation

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce)

(Foreign Service, Civil Service, and Locally Employed Staff)

- a. **Authorization:** All requests for authorization must contain the name, grade,

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and position of the travelers; points between which first-class or business-class air accommodations are authorized; additional cost to the U.S. Government resulting from the difference between first-class or business-class and coach-class air accommodations; beginning date of travel; and an explanation of circumstances justifying the use of first-class or business-class air accommodations:

- (1) Authorization for first-class air accommodations must be reflected in the travel authorization and accompanied by a memo from the appropriate agency head or designee (see 14 FAM 567.2-3);
- (2) Authorization for business-class air accommodations must be reflected in the travel authorization and accompanied by the appropriate form signed by the designated approving official (see 14 FAM 567.2-4):
 - (a) **STATE**: Form DS-4087, Authorization Request for Business-Class Air Travel;
 - (b) **USAID**: Business Class Memorandum to M/AS/TT, Form AID-522-2;
 - (c) **Commerce**: Form CD-334, Request for Approval of Other Than Coach-Class Accommodations;
 - (d) **USDA/FAS**: Memo Requesting Premium Class Travel;
 - (e) **APHIS**: Memo to approving official; and
 - (f) **BBG**: Memo to approving official.
- b. **Ticketing**: The travel management center (where applicable) will not ticket first-class or business-class accommodations without the appropriate documentation. Posts that do not have a travel management center must retain the required documentation for the record.
- c. **Blanket orders**: The use of blanket travel authorizations for first-class or business-class accommodations is prohibited (State Department personnel). Each trip involving first-class or business-class travel accommodations must be separately authorized.
- d. **Couriers**: A courier who flies first class when business-class air accommodations are not available must complete and sign Form DS-3031, Certification for Use of First-Class Air Accommodations. A copy of the certification must be retained by the courier and the original is to be maintained in the courier's regional office.

14 FAM 567.2-3 First-Class Travel

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce/Agriculture)

(Foreign Service, Civil Service and Locally Employed Staff)

- a. **Authorization or approval**: Authority to approve the use of first-class air accommodations is limited to the respective agency heads (the Secretary of

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State, the Administrator of USAID, the Secretary of Commerce, the Director of the U.S. International Broadcasting Bureau of the Broadcasting Board of Governors (BBG/IBB), and the Secretary of Agriculture) or their designees. Designees are as follows:

- (1) **State:** The Under Secretary for Management (M) per State Department Delegation of Authority No. 198, dated September 16, 1992, except that the Executive Secretary may approve the use of first-class air accommodations for the Secretary and the Deputy Secretary;
 - (2) **USAID:** The Deputy Administrator;
 - (3) **Commerce:** The Chief Financial Officer and the Assistant Secretary for Administration except in cases of medical necessity or emergency evacuation, when the Deputy Assistant Secretary for International Operations is delegated authority to approve. First-class travel will only be authorized if no other commercial service is reasonably available or such travel is necessary for reasons of disability or medical condition (for details on Commerce's policy on use of business-class accommodations, contact the Office of Foreign Service Human Capital);
 - (4) **USDA/FAS:** The Administrator, Foreign Agricultural Service;
 - (5) **APHIS:** The Under Secretary for Marketing and Regulatory Programs; and
 - (6) **BBG:** The Director of the International Broadcasting Bureau or as specified in the Manual of Administration.
- b. **Use of first-class accommodations:** Circumstances justifying the use of first-class air accommodations are limited to those listed below:
- (1) **No other reasonably available accommodations:** The use of first-class air accommodations may be authorized or approved when coach-class air accommodations or business-class air accommodations are not reasonably available. "Not reasonably available" means no other class of accommodations other than first-class accommodations is available on any scheduled flight in time to accomplish the purpose of the official travel;
 - (2) **Regularly scheduled flights provide only first-class air accommodations:** The use of first-class air accommodations may be authorized or approved when regularly scheduled flights between the authorized origin and destination points (including connecting points) provide only first-class air accommodations and the employee certifies this circumstance on the travel voucher;
 - (3) **Travel by an employee with a disability:** The use of first-class air accommodations may be authorized or approved when necessary to accommodate an employee's disability or other physical impairment, and the employee's condition and need for first-class air accommodations are substantiated in writing by MED or the regional medical officer or other competent medical authority. The use of first-class air accommodations

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also may be authorized for an attendant(s) who is authorized to accompany the employee, when the employee is authorized first-class air accommodations and MED or the regional medical officer or other competent medical authority or the Disability/Reasonable Accommodation Division (HR/ER/DRAD) certifies in writing that the employee's disability or other physical impairment requires the services of the attendant(s) en route;

- (4) **Security reasons:** The use of first-class air accommodations may be authorized or approved when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to:
 - (a) Travel by couriers or control officers accompanying controlled pouches or packages when business-class air accommodations is not available (see 14 FAM 567.1-2, subparagraph (3)(c)); or
 - (b) Travel by agents in charge of protective details accompanying first-class travelers; and
- (5) When required because of agency mission.

c. **Reporting requirements for first-class travel:** Each authorizing official must submit to the Department (A/LM/OPS/TTM/TR), no later than 30 days after the end of the fiscal year, a report of all first-class travel authorized by the official during the fiscal year, in accordance with the procedures set forth in 14 FAM 567.2-5. **BBG:** The Office of Administration has the responsibility to report all first-class travel to the General Services Administration (GSA) or appropriate Federal agency, no later than thirty (30) days after the end of the fiscal year.

14 FAM 567.2-4 Business-Class Travel

*(CT:LOG-169; 03-27-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service, Civil Service and Locally Employed Staff)*

- a. **Authorization or approval:** Except where otherwise indicated, business-class air accommodations may be authorized only with approval from the following officials:
 - (1) **State:** The designated approving official must not be subordinate to the traveler, except that the Executive Secretary may approve the use of business-class air accommodations for the Secretary and the Deputy Secretaries. Business-class travel for Assistant Secretaries must be approved by their Under Secretary. Business-class travel for Assistant Secretaries reporting to the Deputy Secretaries or the Secretary, and business-class travel for all Under Secretaries must be approved by the Executive Secretary. Business-class travel for deputy chiefs of mission must be approved by their chief of mission and business-class travel for

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chiefs of mission must be approved by their bureau executive director. For PCS travel, the designated approving official is the Executive Director, Bureau of Human Resources (HR/EX);

- (2) **USAID:** The Chief of the Travel and Transportation Division (M/AS/TT), the director of the funding bureau, office, or mission or designee;
 - (3) **Commerce:** The Chief Financial Officer and the Assistant Secretary for Administration except in cases of medical necessity or emergency evacuation, when the Deputy Assistant Secretary for International Operations is delegated authority to approve. Business-class travel will only be authorized if no other commercial service is reasonably available or such travel is necessary for reasons of disability or medical condition (for details on Commerce's policy on use of business-class accommodations, contact the Office of Foreign Service Human Capital);
 - (4) **USDA/FAS:** The Under Secretary for Farm and Foreign Agricultural Services and the USDA Chief Financial Officer;
 - (5) **APHIS:** The Under Secretary for Marketing and Regulatory Programs and the USDA Chief Financial Officer; and
 - (6) **BBG:** The Director of the International Broadcasting Bureau or as specified in the Manual of Administration.
- b. **Justification:** Travelers may use business-class air accommodations when an approving/authorizing official specifically approves or authorizes the travel in accordance with one or more of the reasons noted below:
- (1) **Coach-class air accommodations not available:** The use of business-class air accommodations may be authorized or approved when regularly scheduled flights between the authorized origin and destination points (including connection points) provide only business-class air accommodations, and the employee certifies this circumstance on the travel voucher;
 - (2) **No space available in coach-class air accommodations:** The use of business-class air accommodations may be authorized or approved when space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel;
 - (3) **Travel by an individual with a disability or special need:** Upon the recommendation of the Office of Medical Services (MED) or, in exigent circumstances, other competent medical authority, or the Disability/Reasonable Accommodation Division (*HR/ER/DRAD*), the use of business-class air accommodations may be authorized or approved when necessary to accommodate an employee's disability or special need. Other competent medical authority must certify in writing (to include the supporting clinical findings) the traveler's condition and need for business-class air accommodations. Upon the recommendation of MED or, in exigent circumstances, other competent medical authority, the use of

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business-class air accommodations may also be authorized for an attendant authorized to accompany the traveler when the traveler is authorized use of business-class air accommodations. Authorization for an attendant to accompany the traveler, by other competent medical authority, must include written certification that the traveler's disability or other special need requires the services of the attendant en route;

- (4) **Security or exceptional circumstances:** The use of business-class air accommodations may be authorized or approved when such accommodations are required for security purposes or because exceptional circumstances, as determined by the agency head, or his or her designee, make their use essential to the successful performance of the agency's mission;

NOTE: Exceptional circumstances may include but are not limited to:

- (a) A chief of mission and accompanying eligible family members going to post for the first time or leaving from post the last time, in accordance with protocol and diplomatic practice for a chief of mission. If consultations are authorized en route to/from post, business class may only be justified for the leg of travel from the consultation point to post, or from post to the consultation point. Travel from the consultation point to the United States or from the United States to the consultation point should be conducted in economy-class accommodations; or
- (b) The spouse or domestic partner as defined in 3 FAM 1610 and accompanying eligible family members of the chief of mission may travel to post separately for the first time or leave from post separately for the last time, in accordance with protocol and diplomatic practice for the spouse or domestic partner as defined in 3 FAM 1610 of the chief of mission (however, eligible family members must either accompany the chief of mission or the chief of mission's spouse or domestic partner as defined in 3 FAM 1610 at the time of travel);
- (5) **Inadequate foreign-carrier coach-class air accommodations:** The use of business-class air accommodations may be authorized or approved when coach-class air accommodations on foreign carriers do not provide adequate sanitation or health standards, and the use of foreign-flag air carrier service is approved in accordance with the Fly America Act (see 14 FAM 583);
- (6) **Overall cost savings:** The use of business-class air accommodations may be authorized or approved when such accommodations would result in an overall savings to the U.S. Government based on economic considerations such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of coach-class air accommodations. Cost comparisons must be made between equal requirements; a restricted business-class ticket must be compared against

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a restricted coach-class (not full-fare economy) ticket in order to demonstrate cost savings. The TMC must retain documentation of the cost comparison when issuing a business-class ticket under this provision;

- (7) **Agency mission:** The use of business-class air accommodations may be authorized or approved when required due to agency mission;
- (8) **Use of frequent traveler benefits:** The use of business-class air accommodations is authorized when obtained as an accommodations upgrade through the redemption of frequent-traveler benefits;
- (9) **Acceptance of payment from non-Federal source:** Business-class air accommodations may be authorized or approved when the employee's transportation is paid in full through agency acceptance of payment from a non-Federal source as otherwise authorized by law or regulation (see 2 FAM 962.1-8); and
- (10) **Travel in excess of 14 hours for temporary duty (TDY) travel, or medical evacuation travel (exception:** BBG; for further BBG guidance on when business-class accommodations can be authorized, refer to BBG's Manual of Operations and Administration (MOA) directive PART IV Section 636.3, Business-Class Travel Exceptions):
 - (a) TDY travel to receive training: Business-class air accommodations are not authorized for TDY travel over 14 hours in duration where the primary purpose of the travel, as determined by the funding bureau or post approving/authorizing officer, is for the traveler to receive training or instruction;
 - (b) TDY travel not related to training: For TDY travel over 14 hours, travelers should be authorized economy class accommodations with a rest stop or a paid day pass to a business class lounge at the intermediate point on the traveler's authorized itinerary. However, the funding the bureau executive director or authorizing official at post may determine that circumstances warrant issuance of a business-class ticket provided the following criteria are met:
 - (i) The origin and/or destination is outside the continental United States;
 - (ii) The scheduled flight time (including stopovers, not including rest stops) on the usually traveled route is in excess of 14 hours;
 - (iii) The purpose of the trip is urgent and cannot be postponed. The traveler must physically report to the duty location immediately upon arrival or the following day, and work until the urgent requirements are fulfilled; and
 - (iv) Travelers taking leave during or near the dates of their travel indicate that there are no urgent duties requiring the traveler's immediate departure or return. Travelers who do not report for

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duty immediately upon arrival or no later than the next day, or take leave within days of their TDY travel should not be authorized business class travel. The traveler may be held liable for the excess expense of business class accommodations; and

- (c) Travelers in U.S. Government-funded business-class are not entitled to a U.S. Government-funded rest stop en route or upon arrival at the duty site. They are not eligible for U.S. Government-funded day pass to access business lounge, (see 14 FAM 584). For definition of travel in excess of 14 hours and rest stop en route (see 14 FAM 567.2-4, subparagraph b(10)(d));
- (d) Medical evacuation travel: Premium class travel is not authorized for medical evacuation unless MED, in consultation with the Foreign Service medical provider, or in an exigent situation, authorizes business-class or economy plus accommodations for medical reasons. Travelers authorized by MED to use premium class travel (business or economy plus) may not be authorized a rest stop en route or a rest period upon arrival at destination, unless specifically authorized by MED. Travel over 14 hours in duration that is not deemed medically necessary for premium class by MED, will be authorized economy class with a rest stop or a U.S. Government-funded day pass to a business class lounge at the intermediate point. Approved DS-4086, DS-4086-A and DS-4087 are required for MED approved premium class travel;
- (e) Other official travel: Business-class air accommodations may not be authorized or approved for other types of official travel in excess of 14 hours (such as R&R, PCS, home leave/return to post, educational travel, EVT, etc) unless justified under one of the other provisions (see 14 FAM 567.2-4); and
- (f) Calculation of 14-hour travel period:
 - (i) The "14-hour travel time is defined as the scheduled flight time on the most expeditious available routing from your point of origin to scheduled arrival at point of destination, including scheduled stopovers (wheels up at origin to wheels down at destination). It does not include rest stops or travel from residence/hotel to the airport. Travel in excess of 14 hours includes a leg of travel (a travel segment) in excess of 14 hour or continuous legs of travel (continuous travel segments) – without a U.S. Government-funded rest stop – in excess of 14 hours. If travel includes a leg(s) in excess of 14 hours and another leg that is less than 14 hours, business class will be provided only for the leg/legs in excess of 14 hours. However, business-class accommodations may be provided for the entire ticket if to do so will result in overall savings to the U.S. Government;

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- (ii) A business-class traveler is not entitled to a U.S. Government-funded rest period upon arrival at destination. The time zone dislocation provision for a rest period upon arrival (14 FAM 584.5) does not apply to business-class travel. However, business class travelers may arrive the night before a meeting and be provided with per diem for the night if such arrival is necessary to ensure attendance at the meeting. This is not considered a rest period upon arrival; and
 - (iii) The traveler will not be penalized and deprived of business class accommodations if travel is delayed or accelerated due to airline schedules rather than to accommodate a traveler's personal convenience. This is not a rest period or rest stop.
- c. **Use of the Lowest Upgradeable Fare:** In cases where business-class travel is authorized in accordance with the justifications above, but not funded by the bureau or post, the bureau or post may approve the lowest cost upgradeable fare if the traveler commits to upgrading to a business class fare at their own expense:
 - (1) Travelers are responsible for requesting the approved lowest cost upgradeable fare from the authorizing office prior to travel;
 - (2) The cost of the upgradeable fare may not exceed the cost of the business class fare for which the traveler is eligible;
 - (3) A traveler may be authorized the upgradeable fare only when the cost of the upgrade is borne by the traveler; and
 - (4) Rest stops or day passes to a business-class lounge are not authorized when a traveler elects this option.
- d. **Business-class travel within the United States:** U.S. domestic flights do not usually offer separate and distinct business-class seats. The U.S. Government, however, cannot directly book employees eligible for business class into first-class accommodations. When business-class accommodations are authorized and the airline places the individual in first-class seating at no additional cost for the part of the routing within the United States via a connection, such seating would be considered business-class accommodations for the purpose of this rule.
- e. **Cost construction:** Business-class fares cannot be used for cost-construct purposes against economy-class tickets. Authorized business-class fares for TDY and medical evacuation travel may be used for cost-construct purposes only against other business-class tickets that include a travel leg (or continuous legs) in excess of 14 hours. The cost of transportation payable by the U.S. Government may not exceed the constructive cost of the usually traveled route authorized by the U.S. Government travel authorization. The traveler is required to pay any price difference.
- f. **Exceptions:** The Under Secretary for Management or designee may make

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exceptions to this section to the extent consistent with the law.

14 FAM 567.2-5 Procedures for Reporting Use of Premium-Class Travel

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce/Agriculture)

(Foreign Service, Civil Service and Locally Employed Staff)

- a. Each authorizing official must submit to the Department a report of all premium-class (first-class and business-class) commercial travel (i.e., airplanes, trains, vessels) authorized during the fiscal year. The Department must submit the report to the General Services Administration (GSA) no later than October 31 each year. Reports on travel on U.S. Government aircraft are covered in 14 FAM 558.
- b. Each authorizing official must collect the following data for each leg of travel in which a U.S. Government employee uses premium-class accommodations (i.e., by airplane, train, or vessel):
 - (1) Name of traveler;
 - (2) Origin and destination points;
 - (3) Beginning date of travel; and
 - (4) Purpose of travel, which includes:
 - (a) Employee emergency: Travel related to an unexpected occurrence/event or injury/illness that affects the employee personally and/or directly that requires immediate action/attention, including, but not limited to medical evacuation, medical attendant travel, and emergency visitation travel;
 - (b) Mission (operational): Travel to a particular site in order to perform operational or managerial activities, including, but not limited to hearings, site visit, information meeting, inspections, audits, investigations, examinations, R&R, and educational travel;
 - (c) Special agency mission: Travel to carry out a special agency mission and/or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive, including, but not limited to details, security missions, and agency emergency response/recovery;
 - (d) Conference (other than training): Travel to carry out consultation or exchange of information or discussion, including, but not limited to participation in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor;
 - (e) Training: Travel in conjunction with educational activities to become

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proficient or qualified in one or more areas of responsibility; and

- (f) Relocation: Travel performed in connection with a transfer from one official duty station to another for employees/immediate family members, including, but not limited to appointment travel, PCS travel, and SMA travel;
- (5) Circumstances justifying use of premium-class accommodations:
- (a) First-class air: No coach class reasonably available;
 - (b) First-class air: Accommodate medical disability or other special need;
 - (c) First-class air: Exceptional security circumstances exist;
 - (d) First-class air: Required because of agency mission;
 - (e) Business-class air: Accommodate medical disability or other special need;
 - (f) Business-class air: Exceptional security circumstances exist;
 - (g) Business-class air: Inadequate sanitation/health standards in coach-class accommodations on authorized foreign carrier;
 - (h) Business-class air: Coach class not offered on regularly scheduled flights between the origin and destination;
 - (i) Business-class air: Nonfederal payment source;
 - (j) Business-class air: Origin and/or destination is OCONUS and flight time exceeds 14 hours;
 - (k) Business-class air: Results in overall cost savings;
 - (l) Business-class air: No space available in coach class in time to accomplish an urgent mission;
 - (m) Business-class air: Required because of agency mission;
 - (n) Other than coach-class train: No coach class reasonably available on train within 24 hours of planned departure/arrival time;
 - (o) Other than coach-class train: Accommodate medical disability or other special need;
 - (p) Other than coach-class train: Exceptional security circumstances exist;
 - (q) Other than coach-class train: Inadequate sanitation/health standards in coach-class accommodations on authorized foreign rail carrier;
 - (r) Other than coach-class train: Required because of agency mission;
 - (s) Extra-fare train (e.g., Acela): Agency-determined advantage to the U.S. Government;
 - (t) Extra-fare train (e.g., Acela): Exceptional security circumstances

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exist;

- (u) Other than lowest ship: Lowest first class not available on the ship;
 - (v) Other than lowest ship: Accommodate medical disability or other special need;
 - (w) Other than lowest ship: Exceptional security circumstances exist; and
 - (x) Other than lowest ship: Required because of agency mission;
- (6) Actual premium-class accommodations fare; and
 - (7) Coach-class accommodations fare for the actual route used.
- c. In addition, each post or mission must submit the name and phone number of a contact who may be reached for further information.
 - d. Negative submissions are required if no premium-class travel has been authorized for the reported fiscal year.
 - e. State only: For Washington, DC headquarters: The Department 's Transportation and Travel Management Division (A/LM/OPS/TTM/TR) will compile the records and submit the report to the General Services Administration (GSA), in accordance with the guidelines as provided in section 300-370 of the Federal Travel Regulations.

14 FAM 568 AIRLINE LUGGAGE ALLOWANCES

14 FAM 568.1 Checked Luggage

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The weight and the number of pieces authorized to be transported at U.S. Government expense as checked luggage depends on whether the travel originates on a U.S.-flag carrier or on a foreign-flag carrier.

14 FAM 568.1-1 Checked Luggage Allowance for Travel that Begins on U.S.-Flag Carriers

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Travelers on U.S.-flag carriers are authorized two checked pieces of luggage not to exceed the weight and dimensions authorized by the carrier. If, in conjunction with international travel, the traveler is required to change to a foreign carrier en route to his or her destination, or has a separate ticket for the domestic portion of his or her travel, and is assessed an excess luggage charge by that carrier, he or

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she may claim as a miscellaneous expense the charge attributable to the difference between the U.S. carrier's international baggage allowance and the other carrier's more restrictive baggage allowance. The traveler must submit the receipt for excess baggage charges with his or her travel voucher.

14 FAM 568.1-2 Checked Luggage Allowance for Travel that Begins on Foreign Carriers

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

- a. The checked luggage allowance for international travel that begins on foreign carriers is, for the most part, 44 lbs. (20 kgs.) for economy class and 66-lbs. (30 kgs.) for first class. When travel on the foreign carrier constitutes the first leg of the international itinerary, the traveler is authorized the foreign carrier's first-class baggage allowance.
- b. However, in cases where the traveler is eligible for business-class travel under the provisions of 14 FAM 567.2-4, subparagraph b(10), but elects to take economy class with an official rest stop, the authorizing officer at post, in cases of post-funded travel, or the executive director of the funding bureau, may authorize a checked luggage allowance that will bring the total up to the U.S. carrier international luggage allowance when it is advantageous to the U.S. Government.
- c. If a U.S. Government excess baggage authorization ticket (GEBAT) cannot be issued to pay for the excess weight charges, the traveler may pay for them directly and claim them as a miscellaneous expense documented on his or her travel voucher. The traveler must submit a receipt for excess baggage charges with his or her travel voucher.

NOTE: Charges for weight that exceed the foreign carrier's first-class luggage allowance are not reimbursable by the U.S. Government and are the traveler's responsibility except when excess baggage is authorized for coach travel in lieu of business-class accommodations.

14 FAM 568.2 Excess Luggage Option Allowed for Home Leave Travel

(CT:LOG-164; 12-31-2013)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

- a. A traveler on home leave round-trip orders may elect to carry one additional accompanying bag not to exceed 70 lbs. (31.8 kgs.), in lieu of using the unaccompanied baggage allowance (see 14 FAM 613.3) on either the inbound portion or the outbound portion of his or her travel, or both, provided the

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excess baggage authorization is reflected in the travel orders.

NOTE: If the employee selects this option, each eligible family member must also utilize it.

- b. Additional luggage, in excess of the 70 lbs. described above, may be allowed but only if specifically approved in the travel authorization or amendment.

14 FAM 568.3 Excess Luggage not Allowed for Rest and Recuperation (R&R) Travel, Family Visitation Travel, and Emergency Visitation Travel

(CT:LOG-164; 12-31-2013)

(State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. With the exception of Havana, Cuba (see paragraph b of this section), excess luggage is not authorized at U.S. Government expense for rest and recuperation travel, family visitation travel, and/or emergency visitation travel. For medical travel, please refer to 16 FAM 310.
- b. For USINT Havana only: For rest and recuperation (R&R) travel only, employees and eligible family members assigned to the U.S. Interests Section in Havana are eligible to receive 26 pounds per passenger of excess luggage allowance on charter flights between Cuba and Miami. The travel orders must authorize this allowance for excess luggage and the employee may claim any charges as a miscellaneous expense on the travel voucher.

14 FAM 569 UNASSIGNED