



**Functional Series [500](#)
Management Services**

INTERIM UPDATE 05-17

SUBJECT: Travel Guidance

NEW MATERIAL: The Agency is operating under a Continuing Resolution that sets the OE appropriation for FY 2006 at \$620 million, which is significantly less than the Agency's FY 2006 request of \$681 million. An Executive Notice, dated 10/06/05, advised all operating unit managers that PPC would constrain release of funds until it is determined that the FY 2006 OE level is appropriated at a higher level. It further advised managers to be prudent about obligating funds during the CR period.

EFFECTIVE DATE: 11/02/2005

This message was sent out 11/02/2005, as an Executive Message.
This notice is being posted to the intranet for record purposes.

ADMINISTRATOR

USAID/General Notice
A/AID
11/02/2005

EXECUTIVE MESSAGE

Subject: Travel Guidance

The Agency is operating under a Continuing Resolution that sets the OE appropriation for FY 2006 at \$620 million, which is significantly less than the Agency's FY 2006 request of \$681 million. An Executive Notice, dated 10/06/05, advised all operating unit managers that PPC would constrain release of funds until it is determined that the FY 2006 OE level is appropriated at a higher level. It further advised managers to be prudent about obligating funds during the CR period.

Consistent with current OE budget constraints, all USAID/Washington bureaus/offices and USAID missions must review planned travel and limit trips to those deemed absolutely essential. Least cost options, such as a rest stop in lieu of business class

must be selected for any required travel. Each bureau AA and independent office director must submit a proposed quarterly travel plan that includes the anticipated OE-funded travel for all USAID/W OE-funded bureau and office employees, including trips funded with FY 2005 OE, for review and approval by the COS, Doug Aller. Mission Directors shall approve travel by mission staff. Posts may withdraw country clearance for travel as appropriate.

Quarterly plans must include proposed travel during the period November 1, 2005 - January 31, 2006. Each bureau's plan must include traveler's name, travel destination, purpose/justification for travel, type of fare and projected costs. These plans can be updated as necessary. The first submission of bureau and independent office travel plans is due November 8. A template for the format is attached to this notice.

Notwithstanding that we have program funded personnel who can use program funds for travel, we must still be judicious and not over compensate for reduced OE levels by using this resource. This approach can unnecessarily result in perceived inequities among staff. For consistency, the cost restraining measures applied for OE funded travel shall be applied to all program funded travel.

The Agency's travel policy is being reviewed and we are looking at ways to avail ourselves of less expensive airfares. You will be advised of changes as soon as decisions are made.

This guidance is effective immediately and is applicable until further notice.

Point of Contact: Colleen Allen, A/AID, (202) 712-4040

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU5_0517_021606_cd43.doc	11/02/2005	11/02/2005		CD 43	This IU will remain in effect until the policy in it is incorporated into an ADS chapter. This notice was issued in November 2005 but this IU was not added to the ADS until February 2006.

Iu5_0517_021606_w021706_cd43