

## **14 FAM 560**

# **ALLOWABLE TRAVEL AND MISCELLANEOUS EXPENSES**

*(CT:LOG-57; 01-30-2009)*  
*(Office of Origin: A/LM)*

## **14 FAM 561 POLICY AND AUTHORITIES**

### **14 FAM 561.1 Policy**

*(CT:LOG-35; 12-12-2006)*  
*(Uniform 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-1; 05-27-2005)*  
*(Uniform 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-1; 05-27-2005)*  
*(Uniform State/BBG/USAID/Commerce/Agriculture)*  
*(Foreign Service)*

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

- (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-57; 01-30-2009)*

*(Uniform 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 (LES) 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 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 without cost through a Federal dispensary (reimbursement must be authorized in advance of travel on the travel authorization);
  - (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.*
- 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.

## **14 FAM 562.2 Transportation Expenses**

*(CT:LOG-35; 12-12-2006)*

*(Uniform 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;

- (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;
- (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-46; 09-28-2007)*

*(Uniform 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
    - (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, a(10);
  - (4) When lodging and meals are provided by a common carrier (e.g., meals on airplanes; sleeping berths on overnight trains, etc.) they can not 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-55; 06-27-2008)*

*(Uniform 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 (7)));
  - (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;
  - (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
  - (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-1; 05-27-2005)*  
*(Uniform 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(7), 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-23; 03-08-2006)*  
*(Uniform 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 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-1; 05-27-2005)*

*(Uniform 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-1; 05-27-2005)*

*(Uniform 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.
- 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-1; 05-27-2005)*

*(Uniform 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-35; 12-12-2006)*

*(Uniform 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**

### **14 FAM 566.1 Policy**

*(CT:LOG-46; 09-28-2007)*

*(Uniform 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-46; 09-28-2007)*

*(Uniform 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 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-39; 05-02-2007)*

*(Uniform 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-1; 05-27-2005)*

*(Uniform 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 at the rates provided in 14 FAM 566.2-2, plus related per diem and other expenses; 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 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 first-class accommodations on a surface common carrier.

### **14 FAM 566.3-2 Use of Rental Vehicle**

*(CT:LOG-39; 05-02-2007)*

*(Uniform 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, reimbursement for travel expenses will be the lesser of:

- (1) Rental car fees (exclusive of CDW), related per diem on a direct route at 440 miles per day, plus actual expenses for gas and tolls; 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-1; 05-27-2005)*

*(Uniform 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-39; 05-02-2007)*

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

*(Foreign 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, 440 miles per day is considered the 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 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-1; 05-27-2005)*

*(Uniform 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-46; 09-28-2007)*

*(Uniform 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.

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

*(CT:LOG-46; 09-28-2007)*

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

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

Authorization or approval:

- (1) **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;
- (2) **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-55; 06-27-2008)*

*(Uniform 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), of this section 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;
  - (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 M/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 M/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.

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

*(CT:LOG-46; 09-28-2007)*

*(Uniform 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-46; 09-28-2007)*  
*(Uniform State/BBG/USAID/Commerce/Agriculture)*  
*(Foreign Service, Civil Service and Locally Employed Staff)*

- a. The use of the lowest class of service available by rail is deemed advantageous without regard to specific trains (e.g., Amtrak Acela Express or Metroliner train service). 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. The lowest available class on the Acela is business and the lowest available class on the Metroliner is coach. Business-class accommodations on extra-fare trains (other than Acela Express or Metroliner) in the United States may be authorized only as provided in 14 FAM 567.1-1 and 14 FAM 567.1-2. First-class accommodations may be authorized/approved only as provided in 14 FAM 567.2-3.
- b. Approving officials at overseas posts may authorize coach 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-class airplane.

## **14 FAM 567.1-5 Documentation**

*(CT:LOG-46; 09-28-2007)*  
*(Uniform 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-57; 01-30-2009)*  
*(Uniform 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 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-46; 09-28-2007)*

*(Uniform 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-46; 09-28-2007)*

*(Uniform 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 Secretary.
- 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-46; 09-28-2007)*

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

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

- a. Authorization: All requests for authorization must contain the name, grade, 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 Extra Fare Air 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-46; 09-28-2007)*

*(Uniform 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 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;
  - (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 M/MED or the regional medical officer or other competent medical authority. The use of first-class air accommodations 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 M/MED or the regional medical officer or other competent medical authority 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 Exhibit 567.2-2(B)); or
    - (b) Travel by agents in charge of protective details accompanying first-class travelers;
  - (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-57; 01-30-2009)*

*(Uniform 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 the 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 Secretary. Business-class travel for Assistant Secretaries must be approved by their Under Secretary. Business-class travel for Assistant Secretaries reporting to the Deputy Secretary 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 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 Deputy Under Secretary for the International Trade Administration, or designee (for details on Commerce's policy on use of business-class accommodations, contact the Office of Foreign Service Human Resources);
  - (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 M/MED or, in exigent circumstances, other competent medical authority, 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 M/MED or, in exigent circumstances, other competent medical authority, the use of 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; or
  - (b) The spouse 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 of the chief of mission (however, eligible family members must either accompany the chief of mission or the chief of mission's spouse 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;
- (7) **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:
- (i) TDY travel not related to training: Except when a bureau executive director or authorizing official at post determines that unanticipated circumstances warrant issuance of an economy-class ticket, the use of business-class air accommodations may be authorized for TDY travel when the origin and/or destination is outside the continental United States and the scheduled flight time (including stopovers, not including rest stop) on the usually traveled route is in excess of 14 hours **and** only in those instances when the employee is required to report to work no later than the day after arriving at the destination. Travelers using business-class travel are not entitled to a rest stop en route, whether paid by the U.S. Government or the traveler. They also are not entitled to a rest period upon arrival at the duty site. *They are not eligible for a U.S. Government-funded day pass to access business class 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(7)(d)). Travelers may opt for economy-class accommodations with a rest stop *or a paid day pass to use a business class lounge at the intermediate point on the traveler's authorized itinerary* in lieu of business-class accommodations;
- (ii) TDY travel to receive training: Effective October 1, 2007, 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) Medical evacuation travel: Effective, October 1, 2007, business class travel is not authorized for medical evacuation unless, M/MED, in consultation with the Foreign Service medical provider, or in an exigent situation, authorizes business-class accommodations for medical reasons. Travel over 14 hours in duration that is not deemed medically necessary for business class by M/MED, will be authorized economy class with a rest stop. *Coach class travelers who are authorized a rest stop, may also request a U.S. Government paid day pass to access a business class lounge at the intermediate point on the traveler's authorized itinerary in lieu of an overnight rest stop.* Travelers using business-class travel are not entitled to a rest stop en route or a rest period upon arrival at destination. For definition of travel in excess of 14 hours and rest stop en route, (see 14 FAM 567.2-4, subparagraph b(7)(d));
- (c) Other official travel: In addition to travel limitations listed in 14 FAM 567.2-4, subparagraph b(7)(a)(ii), and 14 FAM 567.2-4, subparagraph b(7)(b), business-class air accommodations may not be authorized or approved for official travel in excess of 14 hours (such as PCS, home leave/return to post, R&R, educational travel, and EVT) unless justified under one of the other provisions (see 14 FAM 567.2-4);
- (d) Calculation of 14-hour travel period:
  - (i) Travel in excess of 14 hours for the purpose of this rule includes a leg of travel (a travel segment) in excess of 14 hours or continuous legs of travel (continuous travel segments)—without a 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 and the traveler takes a rest stop at his or her own expense between the two legs, 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 would result in overall savings to the U.S. Government);
  - (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;

- (iii) The traveler will not be penalized and deprived of business-class accommodations if travel is delayed or accelerated because of airline schedules rather than to accommodate a traveler's personal convenience. This is not a rest period or rest stop;
  - (e) Exceptions: The Under Secretary for Management or designee may make exceptions to this section to the extent consistent with law;
  - (f) Travel in excess of 14 hours for travel authorized by the Office of Inspector General (in lieu of this section, the following rule applies to travel authorized by the OIG): The use of business-class airline accommodations may be authorized or approved for TDY travel when either the origin and/or the destination point is outside continental United States (CONUS) and the scheduled flight time (including stopovers, not including a rest stop) is in excess of 14 hours. When this authority is exercised, an employee will not be eligible for a rest stop en route or a rest period upon arrival at the duty station;
  - (8) **Agency mission:** The use of business-class air accommodations may be authorized or approved when required because of agency mission;
  - (9) **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;
  - (10) **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.)
- c. **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.

- d. **Cost construction:** Business-class fares cannot be used for cost-construct purposes against economy-class tickets. Authorized business-class fares for TDY, PCS, 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. (See 14 FAM Exhibit 567.2-4, Frequently Asked Questions (FAQs).)

## **14 FAM 567.2-5 Procedures for Reporting Use of First-Class Travel**

*(CT:LOG-46; 09-28-2007)*

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

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

- a. 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 commercial travel (i.e., airplanes, trains, steamers) authorized during the fiscal year. The Department (A/LM/OPS/TTM/TR) must submit to the General Services Administration (GSA), no later than 60 days after the end of each fiscal year, a compiled record of all first-class travel authorized during the fiscal year. Reports on travel on U.S. Government aircraft are covered in 14 FAM 551.4.
- b. The rules provided below govern data collection, submission requirements, reporting procedures, and exceptions:
- (1) Data collection: Each authorizing official must collect the following data for each instance a U.S. Government employee uses first-class accommodations (i.e., by airplane, train, steamer):
- (a) Mode of travel (i.e., airline, vessel, or train);
  - (b) Name of traveler;
  - (c) Origin and destination points;
  - (d) Beginning date of travel;

- (e) Purpose of travel (i.e., site visit, information meeting, training attendance, speech or presentation, conference attendance, relocation, entitlement travel, special mission travel, emergency travel, or other travel purposes);
  - (f) Circumstances justifying use of first-class accommodations (i.e., no other reasonably available accommodations; regularly scheduled flights provide only first-class accommodations; travel by an employee with a disability; or security reasons);
  - (g) Actual first-class accommodations fare; and
  - (h) Coach-class accommodations fare for the actual route used;
- (2) In addition, each post or mission must submit the name and phone number of a contact who may be reached for further information.
- c. **State only:** For Washington, DC headquarters: The Department (A/LM/OPS/TTM/TR) will compile the records and submit the report (floppy disk with cover letter) to the General Services Administration (GSA), in accordance with the guidelines as provided in section 300-70 of the Federal Travel Regulations. A/LM/OPS/TTM must submit the report to GSA no later than 60 days after the end of the fiscal year in which the first-class travel was performed.

## **14 FAM 568 AIRLINE LUGGAGE ALLOWANCES**

### **14 FAM 568.1 Checked Luggage**

*(CT:LOG-1; 05-27-2005)*

*(Uniform 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-1; 05-27-2005)*

*(Uniform 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 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-1; 05-27-2005)*

*(Uniform 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, subparagraphs b(7)(a), b(7)(b) or b(7)(c), 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-27; 06-21-2006)*

*(Uniform 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 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-35; 12-12-2006)*

*(Uniform 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 3 FAM 3710.
- 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**

# 14 FAM EXHIBIT 567.2-2(B) FORM DS-3031, CERTIFICATION FOR USE OF FIRST-CLASS AIR ACCOMMODATIONS

*(CT:LOG-35; 12-12-2006)*



U.S. Department of State  
CERTIFICATION FOR USE OF  
FIRST-CLASS AIR ACCOMMODATIONS

*(For use by couriers or control officers accompanying controlled pouches or packages.)*

\_\_\_\_\_  
Date *(mmdd-yyyy)*

I certify that on \_\_\_\_\_ while accompanying diplomatic pouches, and in  
Date (mmdd-yyyy)  
the interest of the United States Government, I traveled in first-class air  
accommodations on \_\_\_\_\_ because premium-class  
(Airline and Flight Number)  
other than first-class seating was not available on this flight.

I understand a false certification can result not only in administrative action but  
criminal prosecution for fraud.

\_\_\_\_\_  
*(Courier Signature)*

Instructions:

1. Courier fill out and sign form
2. Attach copy to courier's voucher
3. Courier's Regional Office maintains original

DS-3031  
12-2005

## 14 FAM EXHIBIT 567.2-4 FREQUENTLY ASKED QUESTIONS (FAQS)

*(CT:LOG-46; 09-28-2007)*

- a. **FAQ:** Is the travel time from my home or hotel to the airport calculated into the 14-hour time frame?

**Answer:** No. 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.

- b. **FAQ:** Why can't I fly business class for travel in excess of 14 hours for other types of travel (e.g., R&R, home leave/return)?

**Answer:** Given funding constraints, the Department is unable to fund business-class travel for all categories of travel. The Department places a priority on providing business-class accommodations for travel in excess of 14 hours when employees will be taking up official duties upon arrival at their destinations. This does not preclude a traveler from being authorized business class for other reasons, such as medically certified disability or reasons of agency mission.

- c. **FAQ:** I'm afraid that our bureau won't have the funding to provide business-class travel to our TDYers. Do I have a choice in approving business-class travel for trips in excess of 14 hours if we are strapped for cash?

**Answer:** No, bureaus (other than OIG) no longer have this option except in truly unanticipated circumstances. Other exceptions require the approval of the Under Secretary for Management or designee. The revised regulations reflect senior management's view that our employees can best carry out their work by arriving at their duty location as rested and refreshed as possible for employees performing TDY, PCS, and medical evacuation in excess of 14 hours. Approval of travel falling into this category should be consistently approved across bureaus. The Bureau of Resource Management has allocated to each bureau (other than OIG) the estimated additional resources required to implement this revision. **BBG:** The question and answer do not apply to BBG travelers. For further 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.

- d. **FAQ:** My routing to post is more than 14 hours, yet requires an extended connection time. Does the extended connection time count as a rest stop or am I still entitled to business class?

**Answer:** No. The continuous travel must be in excess of 14 hours, from wheels up at origin to wheels down at destination. Business-class accommodations are authorized if travel is delayed because of airline schedules rather than to accommodate a traveler's personal convenience.

- e. **FAQ:** What event might qualify for business-class travel as "agency mission" required?

**Answer:** The use of the "agency mission" travel provision for business-class travel would be atypical. Travel that may be authorized under this provision could include conferring with other foreign officials traveling in business class when scheduling requires overnight travel and delivery of a speech upon arrival, etc.

- f. **FAQ:** I'm traveling for more than 14 hours to attend a conference in Washington, DC. My routing is from Singapore to Hong Kong (approximate flight time is 3 hours and 45 minutes) and then from Hong Kong to Washington, DC (approximate flight time 16 hours). I want to stop in Hong Kong for a couple of days at my own expense. Can I fly business class?

**Answer:** Yes, at least on the Hong Kong to Washington, DC leg. The traveler would be authorized business-class accommodations for this portion of the trip because the Hong Kong to Washington, DC leg is in excess of 14 hours and the traveler could take a rest stop in Hong Kong at his or her own expense. Further, a business-class ticket for the entire trip to the United States (Singapore via Hong Kong to Washington, DC) would be authorized if doing so would result in an overall savings to the U.S. Government.

- g. **FAQ:** For my return trip (from Washington, DC via Hong Kong to Singapore), may I travel business class and take a U.S. Government-funded overnight rest stop in Hong Kong?

**Answer:** No. A traveler cannot take a rest stop on U.S. Government per diem and also travel business class. The traveler has the option of using economy-class accommodations and taking a rest stop funded by the U.S. Government rather than traveling business class. (**NOTE:** The Department will pay per diem in addition to the business-class ticket if the traveler has to stay overnight in Hong Kong because there are no connecting flights, and the traveler has no alternative.)

- h. **FAQ:** If I am based in Washington, DC and have a conference in Maputo on Monday and would like to arrive on Saturday (although there are flights available to arrive on Sunday), will the Department provide per diem for Sunday?

**Answer:** No. The traveler may not travel business class to Maputo and receive per diem for a rest period upon arrival there. However, if a traveler wishes to arrive in Maputo ahead of time, he or she may take a

rest period at his or her own expense.

- i. **FAQ:** I have been authorized business class for my TDY trip from Beijing to Washington, DC. The routing is Beijing via Chicago to Washington, DC and the total travel time is in excess of 14 hours. I would like to travel from Beijing via Chicago to Albany, NY (for personal reasons) and then on to Washington, DC. Can I cost construct business-class travel for the trip?

**Answer:** Yes, but only against other business-class fares and only because the traveler's routing from Beijing to Albany includes continuous legs of travel (Beijing to Chicago to Albany) in excess of 14 hours. The traveler may therefore cost construct the business-class fare of the entire trip against the cost of his or her authorized route and pay the additional charges.

- j. **FAQ:** For the same trip (Beijing/Chicago/Washington, DC), I want to travel from Beijing to Hawaii (for personal reasons) and then go on to Washington, DC. Can I cost construct business-class travel against the authorized routing?

**Answer:** No. Because neither the Beijing-to-Hawaii nor the Hawaii-to-Washington, DC legs are in excess of 14 hours, the traveler cannot cost construct for this routing. Authorized business-class fares may only be cost constructed against other business-class travel routings that include a leg in excess of 14 hours or continuous legs of travel in excess of 14 hours. However, the traveler may cost construct economy-class travel for his or her alternate routing (Beijing/Hawaii/Washington, DC) against the usually traveled and authorized economy-class travel route (Beijing/Chicago/ Washington, DC). The traveler won't fly business class but it is a way to cost construct travel via Hawaii.

- k. **FAQ:** Does the 14-hour business-class rule apply to contract employees?

**Answer:** Yes. A contracting officer's representative may reasonably authorize business-class travel by contractor employees when business class would be available to Department and USAID employees for the same trip.