

6 FAM 140

ALLOWABLE TRAVEL AND MISCELLANEOUS EXPENSES

(CT:GS-141; 10-26-2004)
(Office of Origin: A/LM/OPS/TTM/TM)

6 FAM 141 POLICY AND SCOPE

6 FAM 141.1 Policy

6 FAM 141.1-1 Expenses Payable as Transportation

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Transportation expenses that the U.S. Government may pay either directly or through reimbursement include:

- (1) Fares, rental fees, mileage payments, and any expenses incident to transportation such as baggage transfer;
- (2) Official telegraph, telephone, radio, and telegram messages in connection with items classified as transportation;
- (3) Steamer chairs, steamer cushions, and steamer rugs at customary rates actually charged;
- (4) Staterooms on steamers; and
- (5) Other expenses as set forth below.

6 FAM 141.1-2 Class of Service Authorized

(CT:GS-141; 10-26-2004)
(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 6 FAM 147 govern the use of common carrier accommodations and apply to travel while on official U.S. Government business.

6 FAM 141.1-3 Exercising Care in Incurring Expenses

(CT:GS-125; 05-07-2004)

(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.

6 FAM 141.2 Applicability

(CT:GS-125; 05-07-2004)

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

(Foreign Service and Civil Service)

See 6 FAM 111.2.

6 FAM 141.3 Authorities

(CT:GS-125; 05-07-2004)

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

(Foreign Service)

In addition to the authorities listed in 6 FAM 111.4, 6 FAM 140 refers to the following authorities:

- (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.

6 FAM 142 EXPENSES ALLOWABLE

(CT:GS-125; 05-07-2004)

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

(Foreign Service)

- a. The following travel expenses, when actually incurred and necessary, are authorized and may be paid separately from per diem expenses:
- (1) Travel on railroads, aircraft, vessels, buses, streetcars, taxicabs, and other usual means of conveyance;
 - (2) Transfer, storage, and checking of baggage necessary for the purpose of the official travel;
 - (3) Official telephone, radio, and telegraph messages (for restrictions see 6 FAM 143.1, subparagraph (4));
 - (4) Steamer chairs, cushions, and rugs;
 - (5) Commissions for conversion of currency;
 - (6) Fees for travelers checks;
 - (7) Fees in connection with the issuance of passports and visas, and other legally required costs;
 - (8) Photographs for passports and visas;
 - (9) Certificates of birth, health, and affidavits;
 - (10) Inoculations that cannot be obtained without cost through a Federal dispensary;
 - (11) Necessary public stenographic or typewriting services or computer services or rental of typewriters or computers in connection with preparation of reports or correspondence, clerical assistance, services of guides, interpreters, packers, drivers of vehicles, and storage of property used on official business;
 - (12) Hire of room for official use when necessary to transact official business;
 - (13) 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);

- (14) Packing and necessary preparation for shipment, cost of unboxing at destination, and necessary cartage of unaccompanied baggage or personal effects, or baggage accompanying traveler;
 - (15) Hire of a boat, automobile, taxicab (other than for use under subparagraph a(17) of this section), 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;
 - (16) 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
 - (17) Reimbursement 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.
- b. 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.
 - c. Reimbursement may also be authorized or approved for the usual taxicab fares, plus tip, as follows:
 - (1) 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
 - (2) From office to home on the day of return to the office from such a trip.
 - d. 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.
 - e. 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 6 FAM 146.2-2, 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.

- f. Daily travel to procure meals or lodging at the nearest available place when such cannot be procured at a temporary duty station.
- g. Charges for transfer, storage, checking, and porters' fees and tips for handling U.S. Government property carried by the traveler.

6 FAM 143 EXPENSES NOT ALLOWABLE

6 FAM 143.1 Items Included in Per Diem

(CT:GS-125; 05-07-2004)

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

(Foreign Service)

The following items are included in the per diem allowance and may not be paid separately:

- (1) Charges for meals and lodging (when lodging and meals are provided by common carriers and are included in the fare, they are considered as transportation expenses rather than subsistence and are, therefore, allowable expenses);
- (2) Personal use of room and bath during daytime (this portion is paid from the lodging portion of per diem);
- (3) Fees and tips to waiters, porters, baggage handlers, bellhops, hotel servants, dining room stewards, and similar employees;
- (4) Telegrams and telephone calls 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;
- (5) Laundry, dry-cleaning, and pressing;
- (6) Fans, air conditioning, heating, radios, or televisions in rooms; and
- (7) Transportation between place of lodging or business and places

where meals are taken, except as specified in 6 FAM 142, paragraph f.

6 FAM 143.2 Personal and Other Expenses

(CT:GS-141; 10-26-2004)

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

(Foreign Service)

- a. Costs of a personal nature are not reimbursable.
- b. U.S. Government employees *cannot* be reimbursed for costs associated with any payments or gratuities given them.

6 FAM 144 SPECIAL TICKETS

6 FAM 144.1 Official Travel Use

(CT:GS-125; 05-07-2004)

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

(Foreign Service)

Through fares, special fares, commutation fares, and excursion- and reduced-rate round-trip fares should be used for official travel when it can be determined prior to the start of a trip that use of any of these is practical and economical to the U.S. Government. Round-trip tickets should be secured only when, on the basis of the journey as planned, it is known or can be reasonably anticipated that such tickets will be utilized (see 6 FAM 128.3 for details of contract city-pair fares).

6 FAM 144.2 Disposition of Airline Promotional Items

(CT:GS-125; 05-07-2004)

(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.

6 FAM 144.3 Compensation Received from Airlines for Denied Boarding

(CT:GS-125; 05-07-2004)

(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.

6 FAM 144.4 Frequent Flyer Gainsharing Award Program

(CT:GS-125; 05-07-2004)

(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 6 FAM 147.2-4, 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.

6 FAM 145 CANCELED RESERVATIONS

6 FAM 145.1 Service/Cancellation Fees

(CT:GS-125; 05-07-2004)

(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.

6 FAM 145.2 Liquidated Damage Payments to Traveler

(CT:GS-125; 05-07-2004)

(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).

6 FAM 146 TRAVEL BY PRIVATELY OWNED VEHICLE OR PRIVATELY OWNED CONVEYANCE

6 FAM 146.1 Policy

*(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)*

- a. 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 advantages resulting from the more expeditious transactions of the public business, economy, and employee performance effectiveness; and
 - (3) Any other advantages and/or disadvantages to the U.S. Government in the particular case.
- b. 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.
- c. Any reimbursement for travel by POV, under the mileage (see 6 FAM 146.2-1) 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.

6 FAM 146.2 Use Advantageous to the U.S. Government

6 FAM 146.2-1 General

(CT:GS-141; 10-26-2004)

(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 6 FAM 146.1, is hereby authorized from the port of discharge of the vehicle to the separation address via consultation point (as applicable). In accordance with 6 FAM 168.4, 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 6 FAM 175, 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 destination are connected by a hard-surfaced, all-weather highway or by vehicular ferry, or both (see 6 FAM 165.1).
- 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 collision damage waiver (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.

6 FAM 146.2-2 Mileage Reimbursement

(CT:GS-125; 05-07-2004)

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

(Foreign Service)

Mileage reimbursement rates set by GSA, effective January 1, 2004, are:

- (1) Motorcycles and motor scooters, 28.5 cents per mile;
- (2) Automobiles (including trucks, vans, etc.), 37.5 cents per mile; and
- (3) Airplanes, 99.5 cents per mile.

6 FAM 146.3 POV Use for Personal Convenience

6 FAM 146.3-1 General

(CT:GS-125; 05-07-2004)

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

(Foreign Service)

When no determination of advantage to the U.S. Government is made (see 6 FAM 146.2) 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 6 FAM 146.2-2, 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.

6 FAM 146.3-2 Use of Rental Vehicle

(CT:GS-125; 05-07-2004)

(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 300 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.

6 FAM 146.4 Computing Expenses

6 FAM 146.4-1 Distances

(CT:GS-125; 05-07-2004)

(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.

6 FAM 146.4-2 Allowable Travel Time

(CT:GS-125; 05-07-2004)
(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, 483 kilometers or 300 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 which influence the elapsed time for travel by privately owned aircraft.

6 FAM 146.4-3 Shared Expenses

(CT:GS-125; 05-07-2004)
(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.

6 FAM 147 ACCOMMODATIONS

6 FAM 147.1 Accommodations on Trains and Vessels

(CT:GS-141; 10-26-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

- 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 6 FAM 147.1-2.

- 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 6 FAM 111.3. 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 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.

6 FAM 147.1-1 Authorization for Use of First-Class Train or Steamer Accommodations

(CT:GS-141; 10-26-2004)

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

(Foreign Service)

- a. **Authorization or approval:** Heads of agencies may authorize or approve the use of first-class train or steamer accommodations under criteria specified in 6 FAM 147.1-2. The Under Secretary for Management's authorization or approval of first-class train or steamer travel has been further redelegated to the executive directors of the bureaus funding the travel. For ease of administration abroad, and as a further redelegation of authority from the Department and other foreign affairs agencies in Washington, DC, the ambassador or embassy management counselor or officer may approve first-class train or steamer travel for personnel assigned to post or TDY personnel passing through the post or country on official business.
- b. **Established, uniform, mission-wide post policy:** Normally, first-class train or steamer travel will be approved at post on a case-by-case basis with a determination as to whether any criteria listed in 6 FAM 147.1-2 have been met. However, the post's management counselor or officer, in consultation with the ambassador and post agency heads, may establish a uniform, mission-wide first-class train and steamer travel policy consistent with these regulations. The post's first-class train or steamer

policy may establish those routes that will automatically allow first-class, or other premium-class, train or steamer travel and specifically identify the criteria listed in 6 FAM 147.1-2 under which the higher class of accommodation is authorized. The embassy's management section should review the post policy annually to determine if circumstances warrant a change in the use of certain classes of train or steamer travel. The post policy must be in keeping with the basic policy that all travelers *must* travel coach-class or the lowest class available, unless the criteria for using a higher class of travel are met.

- c. **Requirements:** First-class travel under established post policy that has been properly documented does not require advance authorization, though it should be clearly authorized in the traveler's orders. However, authorization for the use of first-class train or steamer accommodations on a case-by-case basis not covered within an established post policy, shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the agency head, or his or her designee, at the earliest possible time. In the absence of specific authorization or approval, the employee shall be responsible for all additional costs resulting from unauthorized use of higher-class train accommodations. The additional costs *must* be the difference between the higher-class accommodations used and the authorized coach-class or equivalent accommodations.

6 FAM 147.1-2 Use of First-Class Accommodations

(CT:GS-125; 05-07-2004)

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

(Foreign Service)

The use of a higher class of accommodation may not be authorized strictly on the basis of position or rank. When 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 deluxe accommodations. Circumstances justifying the use of first-class train or steamer accommodations are limited to those listed below (note that 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 first-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" shall 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 first-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 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 first-class train or steamer accommodations are substantiated in writing by M/DGHR/MED or the regional medical officer or other competent medical authority. The use of first-class accommodations may also be authorized for an attendant, when the employee is authorized use of first-class train accommodations and M/DGHR/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 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 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 first-class train accommodations may be authorized or approved when coach-class train accommodations on a foreign rail carrier do not provide adequate sanitation or health standards.

6 FAM 147.1-3 Reporting Requirements for First-Class Travel

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

First-class train travel that has been authorized under 6 FAM 147.1-2, subparagraph (4) (inadequate sanitation or health standards), need not be reported to GSA. Please refer to 6 FAM 147.2-5 for instructions on reporting all other use of first-class air, train, or steamer travel to GSA.

6 FAM 147.1-4 Extra-Fare Train Service

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Coach-class travel by extra-fare trains may be authorized or approved by A/LM/OPS/TTM or its equivalent at other agencies or by mission ambassadors whenever such use is administratively determined to be more

advantageous to the U.S. Government or is required for security reasons. The use of National Railroad Passenger Corporation (AMTRAK) Metroliner coach accommodations are considered to be advantageous to the U.S. Government (Metroliner club service is deemed first-class accommodations). First-class accommodations on extra-fare trains in the United States or abroad may be authorized only as provided in 6 FAM 147.1-2.

6 FAM 147.1-5 Documentation

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The employee must certify on the travel voucher the reason for using 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.

6 FAM 147.2 Airplanes

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

- a. See also 6 FAM 135.
- b. U.S. Government employees who use commercial air carriers for domestic and international travel on official business shall use coach-class airline accommodations. When available, the use of contract air carriers offering discount (city pair) fare is mandatory (see 6 FAM 128.3). First-class air accommodations may be used only as permitted in 6 FAM 147.2-3. Premium-class other than first-class air accommodations may be used only as permitted in 6 FAM 147.2-4.

6 FAM 147.2-1 Seat Entitlement

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

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

6 FAM 147.2-2 Requirements

(CT:GS-141; 10-26-2004)

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

(Foreign Service)

- a. **Authorization:** Authorization for the use of premium-class air accommodations *must* be made in advance of the actual travel and reflected in the travel orders unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the agency head, or his or her designee, at the earliest possible time. Requests must contain the name, grade, and position of the travelers; points between which premium-class air accommodations are required; additional cost to the U.S. Government resulting from difference between premium-class and coach-class air accommodations; beginning date of travel; and an explanation of circumstances justifying the use of premium-class air accommodations.
- b. **Documentation:**
 - (1) General: The employee *must* certify on the travel voucher the reasons for the use of premium-class air accommodations. Specific authorization or approval shall be attached to, or stated on, the travel voucher and retained for the record;
 - (2) Couriers: A courier who flies first class when premium-class other than first-class accommodations are not available must complete and sign the certification Form DS-3031, Certification for Use of First-Class Air Accommodations (see 6 FAM Exhibit 147.2-2). A copy of the certification must be attached to the courier's voucher, and the original is to be maintained in the courier's regional office;
 - (3) In the absence of specific authorization or approval, the employee *must* be responsible for all additional costs resulting from the use of premium-class air accommodation. The additional costs *must* be the difference between the premium-class air accommodations used and the authorized coach-class or equivalent accommodations.

6 FAM 147.2-3 First-Class Travel

(CT:GS-141; 10-26-2004)

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

(Foreign Service)

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:

- (1) **STATE:** 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 (M);
- (2) **USAID:** The Deputy Administrator has been delegated authority for approval of first-class travel;
- (3) **Commerce:** The Deputy Under Secretary for International Trade Administration has been delegated authority for approval of first-class travel; *and*
- (4) **BBG:** The use of first-class accommodations requires prior approval from the Director, IBB, through the Associate Director for Management and the Director 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 premium-class other than first-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 schedule 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/DGHR/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/DGHR/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 premium-class other than first-class air accommodations is not available; or
 - (b) Travel by agents in charge of protective details accompanying first-class travelers.
- c. **Reporting requirements for first-class travel:** Each authorizing official shall 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 6 FAM 147.2-5. **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.

6 FAM 147.2-4 Premium-Class Travel Other Than First Class

(CT:GS-141; 10-26-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

- a. **Authorization or approval:** Except where otherwise indicated, premium-class other than first-class (e.g., business-class) air accommodations may be authorized only with the approval from the

following officials:

- (1) **STATE:** The authorizing official at a post abroad or the executive director of the funding bureau or office domestically, or designee;
 - (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:** Secretarial officers through USFSC/OIO/OFSP;
 - (4) **USDA/FAS:** The Administrator, Foreign Agricultural Service;
 - (5) **APHIS:** The Assistant Secretary for Marketing and Inspection Service; and
 - (6) **BBG:** The Associate Director of Management.
- b. **Justification:** Travelers may use premium-class other than first-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 premium-class other than first-class air accommodations may be authorized or approved when regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-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 premium-class other than first-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/DGHR/MED or, in exigent circumstances, other competent medical authority, the use of premium-class other than first-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 premium-class other than first-class air accommodations. Upon the recommendation of M/DGHR/MED or, in exigent circumstances, other competent medical authority, the use of premium-class other than first-class

air accommodations may also be authorized for an attendant authorized to accompany the traveler when the traveler is authorized use of premium-class other than first-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 premium-class other than first-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 premium-class other than first-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 6 FAM 135);
- (6) **Overall cost savings:** The use of premium-class other than first-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, permanent change-of-station (PCS) 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 & Administration (MOA) directive PART IV Section 636.3, Business-Class Travel Exceptions):**

- (a) TDY travel: 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 premium-class other than first-class air accommodations shall 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. Travelers using premium-class travel are not entitled to a rest stop en route, whether paid by the U.S. Government or the traveler, or a rest period upon arrival at the duty site. For definition of travel in excess of 14 hours and rest stop en route, see subparagraph b(7)(e) of this section. Travelers may opt for economy-class accommodations with a rest stop in lieu of business-class accommodations;
- (b) Post assignment (permanent change-of-station [PCS]) travel: Except when the Executive Director of the Bureau of Human Resources determines that unanticipated circumstances warrant issuance of an economy-class ticket, the use of premium-class other than first-class air accommodations shall be authorized for most PCS travel (see NOTE at the end of this subparagraph) when the origin and/or destination is outside the continental United States and the scheduled flight time (including stopovers, not including rest stop) is in excess of 14 hours. Travelers using premium-class travel are not entitled to a rest stop en route, whether paid by the U.S. Government or the traveler, or a rest period upon arrival at the duty site. For definition of travel in excess of 14 hours and rest stop en route, see subparagraph b(7)(e) of this section. Travelers, however, may opt for economy-class accommodations with a rest stop in lieu of business-class accommodations. Business-class travel is not authorized for home-leave *and return* travel. **NOTE:** Effective August 7, 2003, the Department of State expanded the PCS business-class travel authorization to include voluntary separate

maintenance allowance (SMA), separation travel, and advance travel of eligible family members (EFMs). This expanded policy does not apply to BBG, USAID, Agriculture, and Commerce employees;

- (c) Medical evacuation travel: Except when M/DGHR/MED determines that unanticipated circumstances warrant issuance of an economy-class ticket, the use of premium-class other than first-class air accommodations shall be authorized when the origin and/or destination is outside the continental United States and the scheduled flight time (including stopovers, not including rest stop) is in excess of 14 hours. Travelers using premium-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 subparagraph b(7)(e) of this section. Travelers may opt for economy-class accommodations with a rest stop in lieu of business-class accommodations;
- (d) Other official travel: The use of premium-class other than first-class air accommodations other than for TDY or PCS travel may not be authorized or approved for official travel in excess of 14 hours (such as home leave/return to post or R&R) unless justified under one of the other provisions 6 FAM 147.2-4;
- (e) 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/legs 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 (6 FAM 133.5) 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;
 - (f) Exceptions: The Under Secretary for Management or designee may make exceptions to this section to the extent consistent with law;
 - (g) 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 premium-class other than first-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 premium-class other than first-class air accommodations may be authorized or approved when required because of agency mission;
 - (9) **Use of frequent traveler benefits:** The use of premium-class air accommodations is authorized when obtained as an accommodations upgrade through the redemption of frequent traveler benefits;
 - (10) **Acceptance of payment from nonfederal source:** The use of premium-class other than first-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 6 FAM Exhibit 147.2-4, Frequently Asked Questions (FAQs)).

6 FAM 147.2-5 Procedures for Reporting Use of First-Class Travel

(CT:GS-141; 10-26-2004)

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

(Foreign Service)

- 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 6 FAM 129.6.
- 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 shall 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.

6 FAM 147.3 Limitation on Air Shipment of Alcoholic Beverages

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Alcoholic beverages within the free entry import limitations prescribed by the Treasury Department must accompany the traveler and may not be shipped as unaccompanied baggage (see also 6 FAM 168.3-1, paragraph c).

6 FAM 148 AIRLINE LUGGAGE ALLOWANCES

6 FAM 148.1 Checked Luggage

(CT:GS-125; 05-07-2004)
(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.

6 FAM 148.1-1 Checked Luggage Allowance for Travel that Begins on U.S.-Flag Carriers

(CT:GS-125; 05-07-2004)
(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.

6 FAM 148.1-2 Checked Luggage Allowance for Travel that Begins on Foreign Carriers

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

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. If a 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.

6 FAM 148.1-3 Excess Luggage Option Allowed for Home Leave Travel

(CT:GS-125; 05-07-2004)

(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 6 FAM 148.2) 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.

6 FAM 148.1-4 Excess Luggage not Allowed for *Rest and Recuperation (R&R)* Travel, Family Visitation, and Emergency Visitation Travel

(CT:GS-141; 10-26-2004)

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

(Foreign Service)

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.

6 FAM 148.2 Unaccompanied Air Baggage (UAB)

6 FAM 148.2-1 UAB Authorization and Weight Allowance

(CT:GS-125; 05-07-2004)

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

(Foreign Service)

- a. An unaccompanied air baggage weight allowance for employees and their eligible family members authorized to travel is granted according to the following schedule unless otherwise prohibited by regulations:

Gross Weight	kilograms	pounds
First person traveling	113	250
Second person traveling	91	200
Third person traveling	68	150
Fourth or more persons traveling	45	100
Chiefs of mission (to posts only)	454	1,000

- b. The unaccompanied baggage weight allowance is in addition to the household effects weight allowance shown in 6 FAM 163. Unaccompanied baggage may be shipped as airfreight by the most direct route between authorized points of origin and destination, regardless of the modes of travel used (see 6 FAM 148 Exhibit 148.2-1 and 6 FAM 162 Exhibit 162.3).
- c. Unaccompanied baggage is considered to be personal belongings needed by the traveler upon arrival at his or her destination. Therefore, the transportation of unaccompanied baggage shall be initiated promptly, preferably in advance of the traveler's departure. Shipment of UAB must be initiated within 30 days of the last traveler's arrival at post. Unaccompanied baggage shipped from the losing post is limited to the traveler's unaccompanied baggage weight authorization. Unaccompanied baggage shipped to the gaining post is limited to the traveler's unaccompanied baggage weight authorization.
- d. Chiefs of mission may be authorized an additional 454 kgs or 1,000 lbs. of unaccompanied airfreight for those representational items needed immediately upon arrival. This weight allowance is not authorized upon resignation or return to the United States. The household effects limited shipment will be reduced from 5,443 kgs or 12,000 lbs. net to 4,990 kgs or 11,000 lbs. net.
- e. Unaccompanied baggage is not authorized for TDY travel unless

specifically authorized in the travel authorization or when such TDY travel is in conjunction with travel on direct transfer, home leave, or home leave and transfer, in which case unaccompanied baggage may be shipped between points specified in such authorization.

- f. This weight allowance is not applicable for a newborn child when an employee is granted a layette weight allowance in accordance with 6 FAM 148.3. In such cases, the normal increase in the unaccompanied baggage allowance will be effective when the next travel authorization is used authorizing travel of the family.
- g. Unaccompanied air baggage is authorized for travel against the separate maintenance allowance (SMA) travel authorization.
- h. Packed items of air freight may not exceed the following standard measurements and weights: 4.24 cubic meters or 15 cubic feet; 1.524 meters or 60 linear inches; or 90.90 kilograms or 200 pounds per carton.
- i. For shipment of UAB on a cost-constructive basis, (see 6 FAM 148 Exhibit 148.2-1).

6 FAM 148.2-2 Recommended UAB

(CT:GS-141; 10-26-2004)

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

(Foreign Service)

- a. For the UAB shipment, the employee should consider only those items that will be required immediately upon arrival, such as clothing, toiletries, pots, pans, unbreakable dishes, sheets, blankets, and essential light housekeeping articles. Airfreight is not meant to include large household items such as furniture, room-sized rugs, TV sets, major appliances, or any item *that* does not fit easily into the cargo hold of an airplane. Fragile items, which may be damaged by rough loading and unloading, should not be sent by airfreight.
- b. UAB shipments are measured by gross weight. Gross weight is the net weight of the shipment plus any outside containers and bracing required by the packers or airlines. It is recommended that 5-10 pounds per box in the UAB be allowed for this purpose. If the weight limit is exceeded, the employee must resolve the overweight problem or pay for the excess before the shipment will be moved.
- c. If the employee does not use the entire airfreight allowance, the unused weight allowance may be added to the household effects (HHE) shipment.

6 FAM 148.3 Shipment of a Layette

(CT:GS-141; 10-26-2004)

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

(Foreign Service)

- a. A separate and distinct air freight weight allowance for the shipment of a layette may be authorized in an amount not to exceed 113 kgs or 250 lbs. gross weight for a newborn infant or adopted child less than five years of age who is an eligible family member of an employee assigned to a post where suitable layettes are unavailable locally and must be obtained in the United States or elsewhere.
- b. A layette for the purposes of this weight allowance *must* be considered to consist of clothing, blankets, and other items of equipment and furnishings directly related to the care and feeding of a child (for example, crib, baby chair, playpen, car seat, etc.). Foodstuffs with the exception of milk, formula, and commercial baby food may not be shipped under this allowance.
- c. An air shipment may commence 120 days before the expected birth, but no later than 60 days after the birth of a child. For an adopted child, an air shipment should commence no later than 60 days after the adoption. The time limitations specified in 6 FAM 133.2 are not applicable to this allowance. On subsequent travel involving authorization for transportation of air freight, the family and new child will receive weight allowances as set forth in 6 FAM 148.2.
- d. Travel authorizations for State Department personnel may be amended to include authorization for the layette shipment. The request for amendment should be cabled to the attention of HR/CDA/ASD certifying that the post has determined suitable layettes are not available locally (see 6 FAM 121.2-1, subparagraph f(2)(e)).
- e. Layette shipments for Commerce should be sent to USFCS/OIO/OFSP.
- f. Layette shipments for BBG should be sent by the traveler to his or her Washington, DC headquarters office.

6 FAM 148.4 Alcoholic Beverages

(CT:GS-125; 05-07-2004)

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

(Foreign Service)

Alcoholic beverages within the free entry import limitations prescribed by the Treasury Department must accompany the traveler and may not be shipped as unaccompanied baggage (see also 6 FAM 168.3).

6 FAM 149 DOMESTIC RELOCATION ALLOWANCE

6 FAM 149.1 Scope

(CT:GS-125; 05-07-2004)

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

(Foreign Service)

- a. This section pertains to Foreign Service personnel who are transferred from a domestic duty station to another domestic duty station in a different city that is at least 50 miles away from the previous domestic duty station. In addition, 6 FAM 149.4-5 pertains to Foreign Service personnel who are transferred from a domestic duty station to a location abroad and who, after completing one or more assignments abroad, are assigned from a location abroad to another domestic duty station in a different city that is at least 50 miles away from the previous domestic duty station.
- b. These allowances permit reimbursement of certain travel and transportation expenses incident to domestic relocation of Foreign Service personnel for which other employees of the U.S. Government receive reimbursement under 5 U.S.C. 5724(a).

6 FAM 149.2 Applicability

(CT:GS-125; 05-07-2004)

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

(Foreign Service)

- a. These regulations apply to all U.S. citizen Foreign Service personnel of the Department of State, BBG, USAID, Commerce, and Agriculture,

including those employees transferring to public agencies and institutions and private nonprofit organizations. New appointees in any of the aforementioned agencies are excluded from coverage under these regulations when transferring within the United States on their initial assignment (see FTR, chapter 302-1.2).

- b. The interpretation of these regulations is the responsibility of the Transportation and Travel Management Division (A/LM/OPS/TTM).

6 FAM 149.3 Eligibility Criteria

(CT:GS-125; 05-07-2004)

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

(Foreign Service)

- a. Before any obligation of U.S. Government funds is incurred under these regulations, employees must have executed a one-year continued service agreement.
- b. Notwithstanding the provisions of the continued service agreement, appropriate management officials of the foreign affairs agencies may waive in whole or in part any right of recovery in accordance with 3 FAM.

6 FAM 149.4 Domestic Relocation Weight Allowances and Other Allowances

(CT:GS-125; 05-07-2004)

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

(Foreign Service)

Relocation expenses authorized as given in the following sections.

6 FAM 149.4-1 Travel Expenses for Employee and Family

(CT:GS-125; 05-07-2004)

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

(Foreign Service)

The methods for computation for per diem, mileage, and/or common carrier costs are found in the Federal Travel Regulations (FTR), chapter 302-4.

6 FAM 149.4-2 House-Hunting Trip

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

See the Federal Travel Regulations (FTR), chapter 302-5.

6 FAM 149.4-3 Temporary Quarters Allowance

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The items covered and the method for computing this allowance are found in the Federal Travel Regulations (FTR), chapter 302-6.

6 FAM 149.4-4 Transportation of Mobile Home

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

See the Federal Travel Regulations (FTR), chapter 302-10.

6 FAM 149.4-5 Residence Transaction Allowances

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The items covered and the amount allowed for this allowance are found in the Federal Travel Regulations (FTR), chapter 302-11. However, employees who transfer from a domestic duty station to a location abroad and who, after completing one or more assignments abroad, are assigned from a location abroad to another domestic duty station in a different city that is at least 50 miles away from the previous domestic duty station. Allowable expenses for the sale and/or purchase of a residence may be claimed only if the employee meets the five criteria as set forth below:

- (1) Owned a residence at the former domestic duty station; and
- (2) Occupied such residence when assigned to the former domestic duty station; and

- (3) Commuted to and from work on a daily basis from such residence; and
 - (4) Retained ownership of such residence while assigned abroad until receipt of a permanent change-of-station travel authorization for travel to the new domestic duty station; and
 - (5) Signed a continued-service agreement prior to authorization of this allowance.
- b. Sale of a residence at the former domestic duty station is not required in order to claim allowable expenses for the purchase of a residence at the new domestic duty station. 6 FAM 149.4-5 pertains to Foreign Service personnel who are transferred from a domestic duty station to a location abroad and who, after completing one or more assignments abroad, are assigned from a location abroad to another domestic duty station in a different city that is at least 50 miles away from the previous domestic duty station. Allowable expenses for the sale and/or purchase of a residence may be claimed only if the employee meets the five criteria as set forth in subparagraphs (1) through (5) of paragraph a of this section.

6 FAM 149.4-6 Miscellaneous Expense Allowance

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The type of costs covered and method for computing this allowance are found in the Federal Travel Regulations (FTR), chapter 302-16.

6 FAM 149.4-7 Transportation and Temporary Storage of Effects

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Maximum weight limitations for shipment and storage of effects are as authorized in 6 FAM 148 and 6 FAM 163. Transportation services are to be provided by appropriate transportation offices of the foreign affairs agencies. Temporary storage for household effects authorized under these regulations will be for 90 days.

6 FAM 149.4-8 Nontemporary Storage of Household Effects

(CT:GS-125; 05-07-2004)

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

(Foreign Service)

6 FAM 177 applies whenever nontemporary storage of household effects is required.

6 FAM EXHIBIT 147.2-2 FORM DS-3031, CERTIFICATION FOR USE OF FIRST-CLASS AIR ACCOMMODATIONS

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)



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 (mm-dd-yyyy)

I certify that on _____ while accompanying diplomatic pouches, and in
Date (mm-dd-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

6 FAM EXHIBIT 147.2-4 FREQUENTLY ASKED QUESTIONS (FAQS)

*(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)*

1) **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.

2) **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.

3) **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 the 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 the 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 & Administration (MOA), directive PART IV, Section 636.3 Business-Class Travel Exceptions.

Continuation—6 FAM Exhibit 147.2-4

4) **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.

5) **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.

6) **FAQ:** I'm traveling for more than 14 hours to attend training at NFATC. 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.

7) **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).

Continuation—6 FAM Exhibit 147.2-4

8) **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.

9) **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.

10) **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.

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

Continuation—6 FAM Exhibit 147.2-4

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.

6 FAM EXHIBIT 148.2-1 EXAMPLE OF A COMPUTATION OF CHARGES FOR UNACCOMPANIED AIR BAGGAGE (UAB)

*(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)*

[EXAMPLE: Washington, DC to Damascus, Syria]

**(Shipment costs based on an entitlement of
600 lbs. gross weight)**

Transportation Service	Cost per 100 lbs
Origin Packing Charges	\$65.00
Freight Forwarding Charges (origin airport to destination airport)	<u>\$112.00</u>
	Total cost per 100 lbs. \$177.00
Total Cost for UAB Shipment (600 lbs. allowed = 6 x \$177.00 =	\$1062.00)

NOTE: The cost listed above is only an example. The employee's actual UAB entitlement is stated on the employee's travel authorization. Only the authorized weight will be shipped at U.S. Government expense. If the UAB exceeds the employee's entitlement, the Transportation Advisory Section will assist the employee in identifying the additional costs that the employee will have to incur to ship the excess UAB weight. The employee must obtain all excess transportation costs for his or her transportation.