



United States  
Department of  
Agriculture

Food Safety  
and Inspection  
Service

FSIS Directive  
3840.1

# Temporary Duty Travel Outside CONUS

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**UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC**

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<b>FSIS DIRECTIVE</b>	3840.1	10/28/88
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**PART ONE--BASIC PROVISIONS**

**I. PURPOSE**

This directive provides supplemental rules and regulations pertaining to all employees traveling on temporary duty outside the conterminous United States.

**II. CANCELLATION**

Cancel FSIS Directive 3800.8, dated 4/21/81.

**III. REASON FOR REISSUANCE**

This directive has been extensively rewritten and reorganized to simplify procedures and to update requirements for obtaining passports. Also, per diem computation rules have been revised in accordance with recent changes to the Federal Travel Regulations.

**IV. REFERENCES**

FSIS Directive 3800.1, Temporary Duty Travel Within CONUS  
FSIS Directive 3805.1, Travel Authorizations

DM 2300-1, Agriculture Travel Regulations

**V. FORMS AND ABBREVIATIONS**

The following will be referred to in their shortened form in this directive.

ATR	Agriculture Travel Regulations
CONUS	Conterminous United States
FAS	Foreign Agricultural Service
FASTO	Foreign Agricultural Service Telegram (Outgoing)
FSRB	Fiscal Services and Reviews Branch, Budget and Finance Division
M&IE	Meals and Incidental Expenses
TDY	Temporary Duty

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**DISTRIBUTION:**

All Offices (Except Area Offices  
and Below)

**OPI:**

BFD – Fiscal Services and Review  
Branch

DSP-11	Application for Passport
DSP-82	Application for Passport by Mail
AD-121	Passport Request
AD-125	Personnel Questionnaire for Proposed Official Foreign Travel
AD-202	Travel Authorization
AD-206	Authorization--Amendment (Travel)
AD-750	Foreign Travel Itinerary
SF-1164	Claim for Reimbursement for Expenditures on Official Business
FSIS Form 4732-1	FSIS Request for Action in Connection with Security Program Requirements

## VI. DEFINITIONS

- A. **United States.** The 50 States and the District of Columbia.
- B. **CONUS.** The 48 contiguous States and the District of Columbia. Alaska and Hawaii are excluded.
- C. **Nonforeign Areas.** The States of Alaska and Hawaii and the territories and possessions of the United States outside CONUS, including the Commonwealths of Puerto Rico and the Northern Marianas Islands, American Samoa, Guam, and the American Virgin Islands.
- D. **Foreign Travel.** Travel to areas which are outside CONUS and nonforeign areas and which are not under the sovereignty of the United States.

## VII. POLICY

All meat and poultry products brought into or shipped out of the United States must be inspected for wholesomeness as human food. To aid in accomplishing this goal, a number of FSIS employees travel to nonforeign and foreign areas on temporary duty.

## VIII. RESPONSIBILITIES

- A. USDA employees who are United States citizens are required to have properly validated official passports (with appropriate visas) when traveling or on assignment in foreign countries. PAS has been delegated authority by the Department of State to supervise the issuance and control of official passports.
- B. FSRB has been delegated as the liaison with FAS for the issuance and control of official passports.
- C. Personnel Division processes requests for appropriate travel security clearances requested on FSIS Form 4732-1. (See Part Two, paragraph III.)
- D. Supervisors must initiate passport requests within the time frames indicated in Part Two.

**+ [PART TWO--OBTAINING OFFICIAL PASSPORTS**

**I. PASSPORT REQUEST**

As soon as a trip is planned (tentative or otherwise), an AD-121 should be issued. This allows sufficient time for the orderly issuance of new passports and the obtaining of visas.

**A. Official Passport Not Issued.**

1. Submit an AD-121 to FSRB as prescribed below. (Amend the AD-121 if the travel dates or itinerary is changed or the trip is cancelled. Prepare a new AD-121 and mark it "AMENDMENT." Circle in red the amended items.)

a. **Employees in the Washington, D.C., Area.** Submit the AD-121 to FSRB 45 days before departure. FSRB will inform employees by telephone as to when they may call FAS to make an appointment to apply for the official passport.

b. **Field Employees.** Send the AD-121 to FSRB 60 days before departure. FSRB will return the approved AD-121 to the employee. The employee may then apply with a Department of State agent, usually a clerk of a Federal court, some State courts, or main post offices. Be sure to specifically ask for an official Government passport, not a personal passport.

2. In all cases, the employee must furnish the following items when applying in person for the passport:

a. A completed DSP-11. (FSRB will provide appropriate form.)

b. Proof of citizenship. This is usually an original certified birth certificate. (See the reverse of the DSP-11 for other acceptable evidence if no birth record exists.)

c. Two recent identical 2" x 2" passport quality photographs, made without a hat or dark glasses, in color or black and white. They must be able to withstand a mounting temperature of 225 degrees F.

**B. Expired Personal or Official Passport.** Employees may use Form DSP-82 if their passport was issued within the last 12 years, if they were 16 years of age or older when the passport was issued, and if they can turn in the old passport with the DSP-82.

**C. Official Passport on File with FAS.** File the AD-121 with FSRB at least **15 working days** before the departure date listed on the AD-121. If not filed within this timeframe, enter a justification statement explaining the reason for the delay on the first carbon copy of the AD-121.]+

## II. TRAVEL ITINERARY

An AD-750 must be prepared by the traveler in order to obtain the proper travel clearance from FAS and the American embassy in the foreign country to be visited and to provide required information on the proposed itinerary. A travel clearance must be obtained from the Department of State. The AD-750 must be issued and cleared through FAS before the official passport will be released by FAS for the trip. (See Attachment 2-2.)

## III. SECURITY CLEARANCE

An administrative security clearance is required for certain types of foreign travel. Administrative officials should initiate an FSIS Form 4732-1 (Attachment 2-3) within the time frames prescribed below. Travelers will not be given their passports before the proper security clearances have been completed.

### A. Types of Travel Requiring Security Clearance.

1. All travel by nonemployees accredited to USDA must be cleared before each trip.
2. Travelers to Sino-Soviet bloc and risk-area countries must be cleared before each trip. (See Attachment 2-4 for a list of the countries.) **NOTE:** Employees may travel to free-world countries on official business without clearance from the USDA Security Officer. Supervisors who designate employees to perform foreign travel should be satisfied that each employee is fit for travel and that the potential for misconduct is at a minimum.

### B. Submission of Request.

1. **For the first trip of the employee**, submit FSIS Form 4732-1 and an AD-125 at least 90 days in advance of the scheduled departure date.
2. **For subsequent trips**, submit FSIS Form 4732-1 at least 45 days before the trip is to begin. (An AD-125 is not required for subsequent trips. However, a new AD-125 should be submitted at least every 5 years or if there have been any significant changes in items previously reported (e.g., address or marital status).)

## IV. MEDICAL CLEARANCES

A. **Requirement.** FSIS divisions and staffs are responsible for assuring that employees are medically fit for travel in foreign countries. The following types of travel REQUIRE medical clearance. (See ATR supplement 1-16).

1. Travel of more than 90 days or for permanent assignment. Medical clearances must be arranged through the Department of State.
2. Travel of high-altitude locations. (These are listed in the ATR's.) Travelers must have a physical examination before departure and every 6 months, as long as repeated travel is performed to a high-altitude location.

**B. Payment for Examination.**

1. FSIS may be billed for the cost of a medical clearance examination when the employee uses:

- a. A U.S. Public Health Service facility or a local public health facility.
- b. A Veterans' Administration hospital.
- c. A private physician.

2. If the billing procedure is not accepted by the provider of the examination, the employee may be required to use personal funds to pay for the examination. To obtain reimbursement for reasonable and customary charges for the examination, submit an SF-1164 to:

FSIS-BFD  
Accounting Operations and System Branch  
Room 0313, South Building  
Washington, DC 20250

**V. TRAVEL AUTHORIZATIONS**

An AD-202 must be prepared in accordance with FSIS Directive 3805.1 for every trip to a foreign area whether for TDY or for permanent duty. Each AD-202 shall be sent through FSRB for technical clearance.

**A. Travel Approved by the Administrator.** If the travel is based on a trip approved by the Administrator in a quarterly travel plan, the AD-202 may be signed by the appropriate deputy administrator provided that it is accompanied by a copy of the approved quarterly travel plan.

**B. Transfers and Entitlement Travel.** AD-202's for transfers to foreign areas or for allowable entitlement travel for employees stationed in foreign areas shall be prepared for signature of the Deputy Administrator, Administrative Management.

<p>U.S. DEPARTMENT OF AGRICULTURE FOREIGN AGRICULTURAL SERVICE</p> <p><b>PASSPORT REQUEST</b></p> <p><i>(Submit original and five copies to FAS)</i></p>	<p>1. DATE <b>(FAS USE)</b></p> <p>2. ACTION REQUESTED  <input checked="" type="checkbox"/> ISSUANCE OF OFFICIAL PASSPORT  <input type="checkbox"/> REVALIDATION OF PASSPORT</p> <p>3. DATE OF DEPARTURE FROM U.S.A. <b>10/20/87</b></p> <p>4. DATE OF RETURN TO U.S.A. <b>10/27/87</b></p>								
<p>TO</p> <p>DIRECTOR, PASSPORT OFFICE DEPARTMENT OF STATE WASHINGTON, D.C. 20524</p>									
<p>3. NAME OF TRAVELER  <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span> <b>John Samuel Smith</b> GM-14</p>									
<p>6. TITLE AND AGENCY  <b>Director, Food Division, Food Safety and Inspection Service</b></p>									
<p>7. KIND OF OVERSEAS ASSIGNMENT  <input type="checkbox"/> NEW POSITION      <input type="checkbox"/> REPLACEMENT FOR (Name) _____</p>									
<p>8. COUNTRIES TO BE VISITED</p> <p>United Kingdom France Hungary</p> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; width: fit-content; margin: 10px auto;"> <p><span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span> Enter name as it appears on passport. Include grade level for new passport.</p> <p><span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span> Use for dependents traveling on official passports.</p> </div>									
<p>9. PURPOSE OF TRIP</p> <p>To consult with officials of the EEC and attend FAO meeting in Budapest, Hungary.</p>									
<p>10. Dependents to Accompany Traveler</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">NAME</th> <th style="width: 25%;">RELATIONSHIP</th> <th style="width: 25%;">PLACE OF BIRTH <i>(City and State or Country)</i></th> <th style="width: 25%;">DATE OF BIRTH <i>(Month, Day &amp; Year)</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		NAME	RELATIONSHIP	PLACE OF BIRTH <i>(City and State or Country)</i>	DATE OF BIRTH <i>(Month, Day &amp; Year)</i>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>			
NAME	RELATIONSHIP	PLACE OF BIRTH <i>(City and State or Country)</i>	DATE OF BIRTH <i>(Month, Day &amp; Year)</i>						
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>									
<p>11. REMARKS</p> <p>Block 2 - Action Requested-Issuance for new passport only; Check revalidation of passport for trips subsequent to initial issuance.</p>									
<p>12. REQUESTED BY (TITLE)</p> <p style="text-align: center;"><b>(FAS USE)</b> <i>Assistant Administrator, Management</i></p>	<p>12A. SIGNATURE</p> <p style="text-align: center;"><b>(FAS USE)</b></p>								

<b>TO: DEPUTY ASSISTANT ADMINISTRATOR AGRICULTURAL ATTACHES FOREIGN AGRICULTURAL SERVICE AGRICULTURAL ATTACHES AND OTHER INTERESTED PARTIES</b>		<b>Foreign travel itinerary for:</b> Richard R. Roe		Revision No.
Area Officer's Initials (FAS USE)		Date Received (FAS USE)		Title Director, Microbiology Division, Science
Agency FSIS			Telephone No. 447-1426	

PLACE	DATE	HOUR	CARRIER	CONFIRMED
Leave Washington, DC	10/01/87	5:30 pm	PA	
Arrive London, England, U.K.	10/02/87	8:00 am	PA	
Brief purpose of visit: To consult with EEC officials				
Leave London	10/03/87	4:00 pm	Air France	
Arrive Paris	10/03/87	6:00 pm	Air France	
Brief purpose of visit: To consult with French EEC officials on 10/3-6/87				
Leave Paris	10/06/87	5:00 pm	Air France	
Arrive Budapest	10/06/87	8:00 pm	Air France	
Brief purpose of visit: To attend FAO CODEX meeting 10/7-9/87				
Leave Budapest	10/10/87	7:00 am	Air France	
Arrive Paris	10/10/87	8:30 am	Air France	
Brief purpose of visit: Stopover-Change planes				
Leave Paris	10/10/87	10:30 am	PA	
Arrive Washington, DC	10/10/87	11:00 pm	PA	
Brief purpose of visit:				

9/10/87      DATE AGRICULTURAL ATTACHE(S) WERE NOTIFIED OF PROPOSED TRAVEL.  
 CABLE       LETTER

I HEREBY ACKNOWLEDGE THAT IT IS MY RESPONSIBILITY TO KEEP THE DEPUTY ASSISTANT ADMINISTRATOR FOR AGRICULTURAL ATTACHES, AND THE AGRICULTURAL ATTACHE(S), FOREIGN AGRICULTURAL SERVICE, ADVISED OF ANY CHANGES IN THE ABOVE ITINERARY AND TO IMMEDIATELY CONTACT THE AGRICULTURAL ATTACHE UPON ARRIVAL IN THE ATTACHE'S COUNTRY(IES) OF RESPONSIBILITY.

Traveler's Signature (TRAVELER SIGNS HERE)	Date (DATE SIGNED)
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AD-750 (5-78) FOREIGN TRAVEL ITINERARY	Travel Arrangements Made By: Heritage Travel	Telephone No. 863-4250
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**FSIS REQUEST FOR ACTION IN CONNECTION WITH SECURITY PROGRAM REQUIREMENTS**

**INSTRUCTIONS FOR ORIGINATING OFFICE:** Complete all items (1 thru 20) which relate to the action requested. Submit to appropriate servicing personnel office with attachments as required — see FSIS Directive 4732.1, FSIS Personnel Security Program. Submit all carbons intact.

1. FULL NAME <b>Richard R. Roe</b>	2. CHECK ONE <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Applicant	3. DATE OF BIRTH <b>July 1, 1946</b>	4. PLACE OF BIRTH <b>Omaha, Nebraska</b>
5. POSITION TITLE <b>Director</b>	6. POSITION NO.	7. GRADE <b>GM-15</b>	8. DIVISION <b>Microbiology Division, Science, FSIS</b>
9. DUTY STATION <b>Washington, DC</b>	10. BRANCH OR OTHER ORGANIZATIONAL SUBDIVISION		

**ACTION REQUESTED (Check appropriate block(s))**

- 11. Addition of a position to the Sensitive Position list. (Give justification in item 17.)
- 12. Deletion of a position from the Sensitive Position list. (Give justification in item 17.)
- 13. Security clearance of an employee (or applicant) for:

A. Occupancy of (Check one)

- CRITICAL-SENSITIVE POSITION
- NONCRITICAL-SENSITIVE POSITION

B. Access to classified material up to and including (Check one)

- TOP SECRET
- SECRET
- CONFIDENTIAL
- NO ACCESS TO CLASSIFIED MATERIAL

If need exists for interim clearance to occupy sensitive position and/or interim clearance for access to classified information, so indicate in item 17 with justification.

Indicate the type of service requested (i.e., Expedite, Preplacement, Post-Placement) in item 17 if the employee (or applicant) will occupy a critical-sensitive position.

- 14. Complete the billing information requested below only if the security clearance is requested for: (1) occupancy of a critical-sensitive position, (2) security clearance update, or (3) an employee (or applicant) has previously been cleared to occupy a sensitive position.

A. APPROPRIATION CODE <b>830000</b>	B. MAILING ADDRESS OF OFFICE TO BE BILLED	C. (SIBAC) NUMBER
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15. SECURITY CLEARANCE FOR FOREIGN TRAVEL—OR ATTENDANCE AT INTERNATIONAL OR FOREIGN MEETINGS.

A. ITINERARY (Indicate countries to be visited in sequence, i.e., from -to -to) <b>United Kingdom to France to Hungary</b>	B. INCLUSIVE DATES OF TRAVEL	
	DEPARTURE DATE <b>10/01/87</b>	RETURN DATE <b>10/10/87</b>
C. NAME & LOCATION OF FOREIGN OR INTERNATIONAL MEETING <b>Budapest, Hungary</b>	D. DURATION OF MEETING <b>3 days</b>	E. DEPARTURE DATE <b>10/10/87</b>

16. CANCELLATION OF CLEARANCE:

A. Occupancy of (Check one)

- CRITICAL-SENSITIVE POSITION
- NONCRITICAL-SENSITIVE POSITION

B. Access to classified material up to and including (Check one)

- TOP SECRET
- SECRET
- CONFIDENTIAL
- NO ACCESS TO CLASSIFIED MATERIAL

17. REMARKS (If additional space is needed use a separate sheet)

To consult with UK Agriculture officials on 10/2/87  
To consult with French officials on 10/3-6/87  
To attend FAO CODEX meeting in Budapest on 10/7-9/87

18. SIGNATURE OF REQUESTING PROGRAM OFFICIAL	19. TITLE	20. DATE REQUESTED
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**TO BE COMPLETED BY SPO**

21. IS SECRETARIAL CERTIFICATE AUTHORIZING OCCUPANCY OF THIS POSITION PRIOR TO COMPLETION OF FULL INVESTIGATION REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	22. WILL EMPLOYEE NEED INTERIM CLEARANCE FOR ACCESS TO CLASSIFIED INFORMATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
23. ATTACHMENTS (Check as appropriate)	
<input type="checkbox"/> SF-85-A, Data for Nonsensitive or Noncritical-Sensitive Position	<input type="checkbox"/> SF-87, USCSC Fingerprint Chart
<input type="checkbox"/> SF-88, Security Investigation Data For Sensitive Position	<input type="checkbox"/> OPM 329, Authority for Release of Information
<input type="checkbox"/> AD-125, Personnel Questionnaire	<input type="checkbox"/> OPM 329-A, Authority for Release of Information
<input type="checkbox"/> Official Personnel Folder	<input type="checkbox"/> OPM 329-B, Authority for Release of Information and Redisclosure
	<input type="checkbox"/> OPM 329-C, Authority for Release of Financial Information
	<input type="checkbox"/> IAP-10, Foreign Residence Data
	<input type="checkbox"/> AD-491, Security Debriefing Secrecy Agreement
24. SIGNATURE OF SUBMITTING OFFICIAL IN SPO	25. TITLE
	26. DATE

## CLEARANCE FOR OFFICIAL USDA TRAVEL

These procedures are designed to reduce the burden on U.S. embassies and consulates servicing a growing number of U.S. Government visitors. The system also keeps our agricultural counselors and attaches informed of official USDA travel in countries under their responsibility and identifies possible post assistance limitations and personal safety problems.

### I. NOTIFYING POSTS AND CLEARING TRAVEL

A. Notify the agricultural counselor or attache of the travel particulars (name, arrival and departure dates, purpose, assistance needed, and in-country travel plans) by letter or by FAS or State Department cable. When required, add the words "post clearance is requested." All such outgoing communications must be initialled by the appropriate FAS area officer (Attachment 2-5). FSIS is responsible for obtaining timely prior post clearances when required. Travel messages are mandatory and should be timed to arrive at the post **no later than 2 weeks** before travel. Such timing will avoid last-minute disapproval and allow time for embassy clearances.

B. Submit an original and one copy of Form AD-750 (Attachment 2-2) to the appropriate FAS area officer for initialling. The AD-750 must include purpose, flight itinerary, and the date of post notification. Official passports will not be released by the FAS travel office until the area officer has initialled the AD-750 and the pre-clearances have been received.

### II. SECURITY CLEARANCE REQUIREMENTS

The following Sino-Soviet and risk area countries require prior security clearance **before each trip** to the country:

Afghanistan	Hungary
Albania	Iran
Angola	Iraq
Bulgaria	Laos
Cambodia	Lebanon
Chad	Libya
China, Peoples Republic of	Nicaragua
Cuba	North Korea
Czechoslovakia	Poland
El Salvador	Romania
Ethiopia	Southern Yemen
German Democratic Republic (East Ger.)	Soviet Union (USSR)
Guyana	Syria
	Vietnam
	Yugoslavia

### III. TRAVEL CLEARANCE CATEGORY

**Category 1: Advance Notification.** Forward a FASTO, State cable, or letter through appropriate FAS area officer to the respective embassy, notifying the agricultural counselor or attache of intent to travel to a country under their responsibility.

#### A. Western Hemisphere.

Argentina	Eastern Caribbean	Surinam
Aruba	Islands	Trinidad and Tobago
Barbados	Mexico	Uruguay
Bolivia	Netherlands Antilles	
Canada	Paraguay	

#### B. Western Europe.

Austria	France	Norway
Belgium	Greece	Portugal
Denmark	Ireland	Spain
United Kingdom	Israel	Sweden
Federal Republic Of Germany	Italy	Switzerland
	Netherlands	Turkey

#### C. Eastern Europe. See Category 3.

#### D. Near East, South Asia, and Africa.

Algeria	India	Pakistan
Bahrain	Iraq	Saudi Arabia
Bangladesh	Morocco	Tunisia
Egypt	Nigeria	United Arab Emirates

#### E. Southeast and East Asia and Pacific.

Australia	Japan	New Zealand
Hong Kong	Korea	Philipines
Indonesia	Malaysia	Singapore and Thailand

**Category 2: Prior Embassy Clearance.** Forward a FASTO, State cable, or letter through appropriate FAS area officer requesting clearance from embassy. Address cable to the agricultural counselor or attache.

**A. Western Hemisphere.**

Belize	Dominican Republic	Honduras
Brazil	Ecuador	Jamaica
Chile	El Salvador	Nicaragua
Colombia*	Guatemala	Panama
Costa Rica	Haiti	Venezuela

\*Request via State Department cable marked LIMITED OFFICIAL USE.

**B. Western Europe.** Not required.

**Category 3: State Department Clearance.** Originator forwards through FAS a State Department clearance request form.

**A. Western Hemisphere.**

Cuba--The Office of Cuban Affairs at the State Department must be contacted to arrange for visas and required clearances.

**B. Western Europe.** None required.

**C. Eastern Europe.**

Bulgaria	Hungary	USSR
Czechoslovakia	Poland	Yugoslavia
German Democratic Republic	Romania	All other Eastern European dependencies

**D. Near East, South Asia, and Africa.**

Cote d'Ivoire	Lebanon	South Africa
Kenya	Senegal	Sudan

**E. Southeast and East Asia and Pacific.**

China	Taiwan
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**FAS AREA OFFICES**

**Area 1--Europe**

**Non-EEC Countries**

Austria,  
German Democratic Republic,  
Poland, Sweden,  
Switzerland, Turkey,  
USSR, Yugoslavia

**EEC Countries**

Belgium, Denmark,  
United Kingdom  
France, Federal  
Republic of Germany,  
Greece, Ireland,  
Israel, Italy,  
Netherland, Norway,  
Portugal, Spain

(447-2144; Rm 5080, South)

**Area 2--Western Hemisphere**

**North and South America**

Canada, Mexico, Argentina,  
Brazil, Chile, Ecuador,  
Peru

**Caribbean, Central  
American, and Other  
Basin Countries**

Dominican Republic,  
Costa Rica, Guatemala,  
Columbia, Venezuela

**Area 3--Near East, South Asia, and Africa**

Bahrain, Egypt, Iraq,  
Lebanon, Saudi Arabia,  
United Arab Emirates,  
Bangladesh, India

Pakistan, Cote d'Ivoire,  
Algeria, Kenya, Morocco,  
Nigeria, South Africa,  
Tunisia

(447-7053; Rm. 5098, South)

**Area 4--Southeast and East Asia, Pacific**

Malaysia, Singapore,  
Thailand, Australia,  
New Zealand

China, Hong Kong,  
Indonesia, Japan,  
Korea, Philipines,  
Taiwan

(447-7053; Rm 5098, South)

## PART THREE--PER DIEM COMPUTATION RULES

### I. AUTHORIZED MAXIMUM LOCALITY RATES

Per diem for travel to nonforeign areas (travel outside CONUS) and to foreign areas is based on the use of flat rates instead of the "lodgings plus" system used in CONUS. Information on current rates may be obtained by contacting FSRB.

### II. COMPUTING PER DIEM.

#### A. Travel of 24 Hours or Less.

1. Per diem will not be allowed for travel of 10 hours or less during the same calendar day unless the travel is for at least 6 hours and starts before 6:00 a.m. or terminates after 8:00 p.m.

2. When the travel is for more than 10 hours for an 8-hour-a-day employee (or workday plus 2 hours for employees on a compressed work schedule who would otherwise qualify solely because of the compressed schedule):

a. The travel period is divided into 6-hour periods, starting with the actual time travel begins and ending with its completion at home, office, or other authorized point.

b. For each 6-hour period or fraction thereof, one-fourth of the applicable per diem rate for the calendar day will be allowed.

**B. Travel of More Than 24 Hours.** The calendar day (midnight to midnight) is the per diem unit. The day is divided into four 6-hour periods (quarter-days). One-fourth of the applicable per diem rate is allowed for each quarter-day.

1. The rate in effect at the beginning of the quarter-day shall continue to the end of that quarter-day.

2. When a per diem rate changes during a day, the new rate shall take effect at the beginning of the quarter-day immediately following the quarter-day in which the change in per diem rate occurred.

3. For a partial day at the beginning of or at the end of a travel period, one-fourth of the applicable per diem rate shall be allowed for each quarter-day or fraction hereof that the employee is in travel status.

**C. Thirty-Minute Rule.** When the time of arrival or departure at home, office, or other authorized point involves only a 30-minute or less fraction of a quarter-day, per diem shall not be allowed for that quarter day unless the traveler provides a statement that satisfactorily explains the necessity of the specific time of departure or arrival. This rule applies to both the beginning and ending of travel of more than 24 hours and to the end of travel of 24 hours or less.

### III. TRAVEL BEGINNING OR ENDING IN CONUS

A. **Maximum Per Diem Rate in CONUS--No TDY.** The maximum per diem rate for travel starting in CONUS shall be the standard CONUS rate. **EXCEPTION:** The rate shall be limited to the M&IE portion of the standard CONUS rate:

1. When the traveler is in an en route travel status at 12 p.m. (midnight) and no lodging is required because of the en route travel status.
2. If on the day of return there is no lodging requirement because of an en route travel status at 12 p.m. (midnight) or arrival at home or official station.

#### B. Travel Involving TDY in CONUS.

1. **Travel Begins With TDY in CONUS.** The "lodgings-plus" system will apply from the time of departure from home, office, or other authorized point through midnight of the last day lodging is required in CONUS.

2. **Travel Ends in CONUS with Additional TDY Performed Before the End of the Trip.** The "lodgings-plus" system is in effect beginning at 12:01 a.m. on the first day lodging is required in CONUS through the time of arrival at home, office, or other authorized place.

3. **Round-Trip Travel Beginning Outside CONUS.** When round-trip travel is from a duty point outside CONUS for TDY within CONUS, the "lodgings-plus" per diem system will be in effect from 12:01 a.m. on the first day lodging is required in CONUS through 12 p.m. (midnight) of the last day lodging is required in CONUS.

### IV. EN ROUTE TRAVEL

A. The maximum per diem rates for en route travel to, from, or between locations outside CONUS is based on travel time (including stopovers) as stated herein. As used in this part:

1. **Duty point** means the point of exit or entry into CONUS, or any other place outside CONUS where official travel begins or ends, including an official station outside CONUS.

2. **En route travel** means travel by airplane, train, or boat, whether between a duty point in CONUS and a locality outside CONUS or between localities outside CONUS. Includes stopovers of less than 6 hours.

B. The maximum per diem rate that may be paid (except for travel of 10 hours or less) is as follows:

1. **Same Day Return.** When a traveler departs from a duty station and returns the same day, the per diem rate applicable is the standard CONUS M&IE if the duty point is in CONUS, or the rate for the duty point outside CONUS reduced to reflect no lodging costs.

2. **En Route Travel of Less Than 6 Hours.** For travel other than that prescribed in subparagraph 1., when the en route travel time is less than 6 hours between a duty point in CONUS and a locality outside CONUS, the maximum per diem rate allowable shall be that of the destination point.

3. **En Route Travel for More Than 6 Hours.** For en route travel of 6 hours or more between a duty point in CONUS and a locality outside CONUS, the per diem rate between duty points is \$6. **EXCEPTION:**

a. For vessel travel of more than 9 successive calendar days, in addition to the fractional days of embarkation and debarkation, the per diem rate for succeeding calendar days and the fractional day of debarkation is \$2.

b. When either the \$6 rate or the \$2 rate is not commensurate with a traveler's subsistence expenses, a different per diem rate may be authorized not in excess of the maximum per diem rate applicable to the destination duty point or, in case of vessel travel, \$9. (Travel by the Alaska Ferry System shall not exceed the standard M&IE rate or CONUS.)

V. **REST STOPS**

A. **When Authorized.** A rest stop for travel outside CONUS may be allowed for a period not in excess of 24 hours when:

1. Direct travel between duty points is separated by several time zones; and
2. Air travel by less than first class is scheduled in excess of 14 hours (including stopovers of less than 8 hours) by a direct or usually traveled route.

B. **Place of Rest Stop.** The rest stop may be authorized at any intermediate point (including within CONS) provided the point is midway in the trip or as near midway as requirements for the use of U.S. flag air carriers and carrier scheduling permits.

C. **Other Provisions.**

1. **Restriction on Authorizing a Stop.** A rest stop may not be authorized when the travel time exceeds 14 hours because the employee elects to travel by an indirect route.

2. **Alternate Rest Period Before or After a Trip.** When a rest stop is precluded because of the requirements for use of a U.S. flag air carrier or a rest stop was not authorized, attempt to schedule the employee to arrive at the TDY point early enough to allow for a reasonable rest before reporting for duty.

3. **Per Diem.** The per diem rate applicable to the rest stop location shall be the per diem applicable to such stop.

## VI. **CHANGES AND REDUCTIONS IN PER DIEM RATES**

In addition to the changes and reductions listed in FSIS Directive 3800.1, the following changes and reductions apply to travel outside CONUS.

### A. **Deductions for Meals or Lodgings Furnished.**

1. When meals or lodgings are furnished without charge or at a nominal cost by a Federal Government agency, the per diem for the employee will be reduced in accordance with the schedule below:

Lodgings	50 percent
Breakfast	5 percent
Lunch	10 percent
Dinner	20 percent

2. When no lodging costs are incurred, the per diem reimbursement will be limited to 50 percent of the established locality per diem rate.

**B. Meals or Lodgings Furnished by the Government.** When there is no charge to the employee for meals or lodgings provided by the Government, the per diem rate in CONUS is \$2 and 15 percent of the locality rate when outside CONUS.

### C. **Extended Stays.**

1. The per diem rate should be reduced when travel assignments are more than 30 days at TDY locations outside CONUS and travelers are able to secure lodgings or meals at lower costs.

2. Travel authorization amendments for reduced per diem rates must be approved by the Deputy Administrator, Administrative Management. (Original TDY travel is approved by the Administrator.)

**SAMPLE COMPUTATIONS OF PER DIEM**

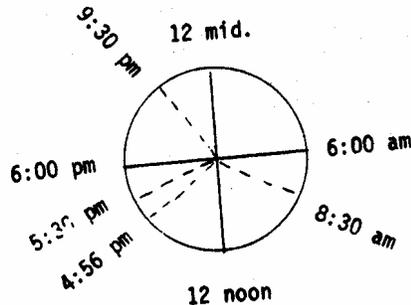
**I. TRIPS OF MORE THAN 24 HOURS**

**A. En Route Travel Time is Less Than 6 Hours.** The per diem allowable shall be that of the destination point. **EXAMPLE:**

Itinerary

Leave home for the airport  
Leave Denver (official station)  
Arrive Miami, FL  
Leave Miami  
Arrive Caracas, Venezuela

8:30 a.m.  
9:30 a.m.  
4:56 p.m.  
5:30 p.m.  
9:29 p.m.



Per Diem Allowable

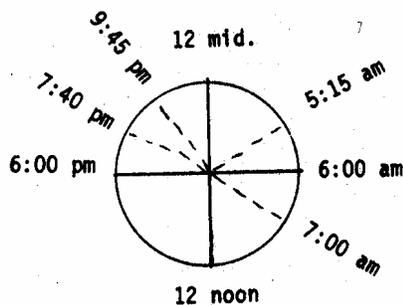
1st Qtr.	NA
2nd Qtr.	Standard CONUS
3rd Qtr.	Standard CONUS
4th Qtr.	Caras rate.

**B. En Route Travel Time Between Duty Points is 6 Hours or More.** There is a layover of 6 hours or more (2nd day), and entire trip is more than 24 hours. In this example the en route per diem rate between duty points is \$6.

1st Day Itinerary

Leave residence (Arlington, VA)  
Leave Dulles airport (direct flight-Duty point for per diem)  
Arrive London Heathrow airport  
Leave London airport

5:15 a.m.  
7:00 a.m.(local time)      En route  
7:40 p.m.(local time)      7 hrs. &  
9:45 p.m.                      40 mins.



Per Diem Allowed

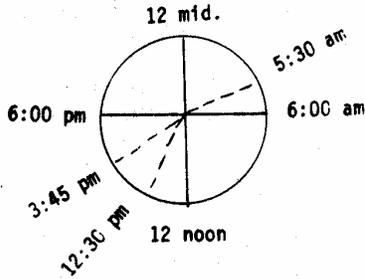
1st Qtr.	Standard CONUS	<u>1/</u>
2nd Qtr.	Standard CONUS	<u>1/</u>
3rd Qtr.	\$1.50	<u>2/</u>
4th Qtr.	\$1.50	<u>2/</u>

1/ Only the M&IE portion.  
2/ En route rate of \$6 per diem applies. Layover in London less than 6 hours.

(continued on next page)

2nd Day Itinerary

Arrive Rome, Italy 5:30 a.m. (local time)  
 Leave Rome 12:30 p.m.  
 Arrive Cairo, Egypt (Stayed in Cairo) 3:45 p.m.



<u>Per Diem Allowable</u>	
1st Qtr.	\$1.50 <u>3/</u>
2nd Qtr.	Rome rate <u>4/</u>
3rd Qtr.	Rome rate
4th Qtr.	Cairo rate

3/ En route rate of \$6 applies.  
4/ Rome rate applies since stopover was at least 6 hours.

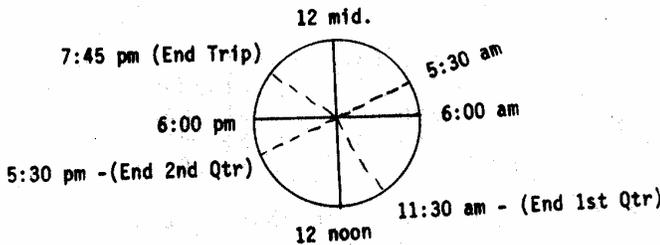
When per diem rate changes during a quarter day (at 3:45 p.m. in the example above) the rate in effect at the start of that quarter day continues until the end of that quarter day. Stopover in Rome was more than 6 hours; Rome per diem rate did not start until 6:01 a.m., beginning of next quarter day.

**II. TRIPS OF 24 HOURS OR LESS**

When an employee leaves a duty point on official travel to another duty point outside CONUS (or to CONUS if trip starts outside CONUS) and returns to the original duty point in the same calendar day, the per diem rate allowable is that of the duty point where travel began. EXAMPLE:

Itinerary

Leave Houston, TX 5:30 a.m.  
 Arrive Mexico City, Mexico 7:30 a.m.  
 Depart Mexico City 6:15 p.m.  
 Arrive Houston 7:45 p.m.



<u>Per Diem Allowable</u>	
1st Qtr.	NA
2nd Qtr.	Standard
CONUS <u>5/</u>	-5:30 a.m. to 11:30 a.m.-
3rd Qtr.	Standard
CONUS <u>5/</u>	-11:31 a.m. to 5:30 p.m.
4th Qtr.	Standard
CONUS <u>5/</u>	-5:31 p.m. to 7:45 p.m.-

5/ Only M&IE portion allowed since no lodging is involved.

In instances when travel is for 24 hours or less, per diem shall not be paid unless the travel is for more than ten hours (or if the employee is on a compressed schedule, exceeds the scheduled hours for the day plus two hours), and it is not reasonable to expect the employee to obtain both the morning and evening meals at his/her regular, temporary place or abode.

III. **INTERNATIONAL DATELINE**

When a traveler crosses the international dateline (Usually the 180th meridian except where otherwise observed by international agreement), the actual elapsed time shall be used rather than calendar days to compute the per diem allowable. Since local time is used on vouchers, the following should be used in preparing per diem claims:

A. When traveler crosses the international dateline twice:

1. Itinerary

October 22	Leave Washington, DC	12 Noon
	Arrive San Francisco	8:20 p.m.
	Leave " "	9:30 p.m.
October 23	Arrive Tokyo, Japan	7:05 a.m.
(Calendar day Oct. 24-US time)		
October 24 to November 19- in Tokyo		
November 20	Leave Tokyo	1:00 p.m.
(Calendar day Nov. 21-US time)		
November 21	Arrive San Francisco	8:30 a.m.
	Leave " "	9:00 a.m.
	Arrive Washington, DC	7:45 p.m.

2. Show per diem as follows:

10/22 noon to midnight	1/2 day at standard CONUS <u>7/</u>
10/23	1 day @ \$6
10/24 midnight to noon	1/2 day @ \$6
International dateline adjustment	
Deduct-Arrival at Tokyo considered	
as 7:05 a.m. 10/23	<u>Minus</u> 1 day @ \$6
10/24 noon to midnight	1/2 day Tokyo rate
10/25 to 11/20	27 days Tokyo rate
11/21 midnight to 6:00 p.m.	3/4 day Tokyo rate
International dateline adjustment	
Add-Lv. Tokyo 1:00 p.m. 11/21;	
San Francisco 11/22, 8:30 p.m.	
<u>Add</u>	1/4 day @ \$6
	1/2 day @ \$6
	3/4 day standard CONUS <u>7/</u>

7/ Standard CONUS limited to M&IE portion.

B. When trip is around the world, crossing international dateline only once, a 20-hour adjustment is made at end of trip. The adjustment is plus or minus depending on whether day was lost or gained on the crossing of the international dateline.

## PART FOUR--ACTUAL SUBSISTENCE EXPENSES

### I. AUTHORITY

Actual subsistence expenses for TDY outside CONUS may be authorized when such expenses are unusually high due to special or unusual circumstances or for occasional meals or lodging. This authority may be used only for individual travel assignments or specific travel situations.

A. If conditions warranting actual subsistence expenses are known in advance, they may be authorized on the AD-202 issued pursuant to approval of the trip by the Administrator.

B. If the actual subsistence expenses are requested after the trip because of unforeseen unusual circumstances, an AD-206 must be prepared for approval by the Deputy Administrator, Administrative Management.

### II. CONDITIONS WARRANTING ACTUAL SUBSISTENCE EXPENSES

A detailed explanation of the conditions allowing actual subsistence expenses may be found in FSIS Directive 3800.1. However, the following conditions should be particularly noted in processing requests for actual subsistence expenses for TDY in areas outside CONUS.

A. **Actual Subsistence Expenses Necessarily Incurred.** Actual subsistence expenses will not be authorized unless the extra expenses are caused by official necessity rather than by employee preference. The following are examples of necessarily incurred expenses:

1. Lodgings required at prearranged places because of meetings or conferences.

2. Per diem costs have escalated for short periods of time during special functions or events.

3. Based on subparagraph 2., affordable lodgings are not available or are not attainable within a reasonable commuting distance and the cost of commuting from less expensive lodgings would consume most or all of the savings achieved by using less expensive lodgings.

B. **Minimum Cost Threshold.** Generally, actual subsistence expenses will not be allowed for short trips (7 days or less) when the subsistence expenses incurred exceed the per diem rate by not more than 5 percent per day. Even when the 5 percent criterion is exceeded particular circumstances might indicate that actual subsistence expenses are not needed.

### III. **MAXIMUM RATES AUTHORIZED**

The maximum rate that may be authorized for actual subsistence expenses outside CONUS is the greater of:

A. One hundred and fifty percent of the established per diem rate for the locality involved; or

B. The established per diem rate plus \$50.

## PART FIVE -- REQUIRED USE OF AMERICAN FLAG AIR CARRIERS

### I. POLICY

The Fly America Act requires Federal employees and their dependents, consultants, and others performing foreign travel financed by the United States Government to travel by U.S. flag air carriers unless travel by a foreign carrier is necessary or a U.S. flag carrier is unavailable. Failure to properly follow the regulations may result in a claim against the employee for the dollar equivalent of the revenue loss suffered by U.S. flag air carriers because of the use of a foreign air carrier.

### II. AVAILABILITY

A. **General.** U.S. flag air carrier service is considered to be available even though:

1. Comparable or a different kind of service can be provided at less cost by a foreign carrier.
2. Foreign air carrier service is preferred or is more convenient.
3. Service by a foreign carrier can be paid for in excess foreign currency unless the U.S. flag air carrier declines to accept such currencies.

B. **Scheduling Principles.** In determining availability of U.S. flag air carrier service, the following scheduling principles shall be used unless such use results in the last or first leg of travel to and from the United States being performed by a foreign air carrier.

1. U.S. flag air carrier service available at the point of origin should be used to destination or, if no direct service, to the farthest interchange point on a usually traveled route.
2. Where an origin or interchange point is not served by a U.S. flag air carrier, foreign service may be used to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier.
3. Where a U.S. Flag air carrier involuntarily reroutes the traveler via a foreign carrier, the foreign air carrier may be used.

### III. UNAVAILABILITY

**A. Travel To and From the United States.** Passenger service by a U.S. flag carrier will be considered unavailable when travel is between a gateway airport (first or last used for departure or arrival) in the United States and a gateway airport abroad and the gateway airport is:

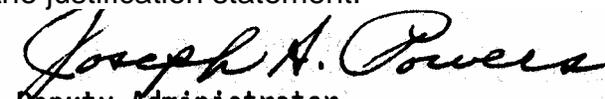
1. The traveler's origin or destination airport and use of the U.S. flag air carrier would extend the time in travel status, including delay at origin and accelerated arrival at destination, by at least 24 hours more than travel by a foreign carrier.
2. Use of an interchange point and a U.S. flag air carrier would require the traveler to wait 6 hours or more to make connections, or delayed departure from or accelerated arrival at the gateway airport in the United States would extend the time in travel status by at least 6 hours more than travel by a foreign air carrier.

**B. Travel Between Two Points Outside the United States.** For travel between two points outside the United States, U.S. flag air carrier service will not be considered reasonably available:

1. If travel by a foreign air carrier would eliminate two or more aircraft changes enroute;
2. Where one of the two points abroad is a gateway airport to or from the United States, and use of a U.S. flag air carrier would extend the time in travel status by at least 6 hours more than travel by a foreign air carrier, including accelerated arrival at foreign destination, or other interchange point abroad; or
3. Where the travel is not part of a trip to or from the United States, if the use of a U.S. flag air carrier would extend the time in travel status by at least 6 hours more than traveled by foreign air carrier including delay at origin, delay en route and accelerated arrival at destination.

### IV. JUSTIFICATION FOR USE OF FOREIGN AIR CARRIER

A justification statement must be entered on or attached to the travel voucher covering the trip involving the use of a foreign air carrier. Use the format in Attachment 5-1 for the justification statement.

  
Deputy Administrator  
Administrative Management

SAMPLE JUSTIFICATION STATEMENT

I certify that it (1s) (was) necessary for

\_\_\_\_\_ (name of traveler or agency)

to use

\_\_\_\_\_ (name of foreign flag vessel(s) or foreign flag air carrier(s))

\_\_\_\_\_ (flight identification number)

or to transport

\_\_\_\_\_ (personal effects)

\_\_\_\_\_ (freight)

between

and

enroute from

to

on

\_\_\_\_\_ (date)

for the following reasons: \_\_\_\_\_

\_\_\_\_\_ (date)

\_\_\_\_\_ (Signature of traveler or authorizing officer)

\_\_\_\_\_ (Title or position)

\_\_\_\_\_ (Organization)