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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Authority:**  5 U.S.C. 301, Departmental Regulations; 5 U.S.C. Ch. 57, Travel, Transportation, and Subsistence; 22 U.S.C. Ch. 32, Foreign Assistance, Subchapter I, International Development; and 22 U.S.C. § 4081, Travel and Related Expenses.  **Purpose:** To manage requests for non-contract air carrier travel for USAID direct-hires and their dependents, Personal Services Contractors (PSCs), consultants and personnel from other government agencies on detail to USAID.  **Routine Uses:**The personal information requested on this form will be used by USAID travel officers to determine eligibility for travel accommodations through a non-contract air carrier.  Pursuant to Privacy Act System of Records Notices USAID-19 and USAID-34, USAID will disclose this information only to external entities that have the legal authority to maintain the information such as members of Congress, federal law enforcement agencies, the U.S. Department of State, the U.S. Treasury for payments, and U.S. Despatch Agents for shipment and clearance of effects. USAID may also share the information with commercial travel, transportation, and shipping companies for making travel, transportation, and shipping arrangements as well as with foreign governments and international agencies as appropriate. **Disclosure:**  Disclosure of your personal information is voluntary, but failure to provide certain information may result in the denial of your request for travel accommodations through a non-contract air carrier. Please refer to ADS 522 for guidance. | | | | | | | |
| **Name of Traveler:** | | | **Office/Bureau:** | | | **Phone** **#:** | |
| **Origination Point:** | | | **Destination Point:** | | | | |
| **CONTRACT CARRIER INFORMATION (*Mandatory*) OR DIRECT AIR CARRIER (14 FAM 585.1)** | | | | | | | |
| **Carrier:** | | | | **Flight:** | | | |
| **Departure Date: (MM-DD-YYYY)** | | | | **Departure Time:** | | | |
| **Arrival Date: (MM-DD-YYYY)** | | | | **Arrival Time:** | | | |
| **Fare Code:** | | | | **Price:** | | | |
| **Routing:** | | | | | | | |
| **NON-CONTRACT INFORMATION (*Proposed*) OR INDIRECT CARRIER (14 FAM 585.2)** | | | | | | | |
| **Carrier:** | | | | **Flight:** | | | |
| **Departure Date: (MM-DD-YYYY)** | | | | **Departure Time:** | | | |
| **Arrival Date: (MM-DD-YYYY)** | | | | **Arrival Time:** | | | |
| **Fare Code:** | | | | **Price:** | | | |
| **Routing:** | | | | | | | |
| **JUSTIFICATION**  **Forms submitted without justification details will be returned.** | | | | | | | |
| **Refer to 14 FAM 543. Contract Carriers for exceptions to the mandatory use of contract carriers. Provide the applicable 14 FAM 543 exception reference and specifics in this space. In markets that do not have a contract fare, provide justification for not using the lowest cost direct fares as required by Department Policy.** | | | | | | | |
| **Select one of the following exceptions on page (2) two and PROVIDE SPECIFIC DETAILS BELOW: (Mandatory)**  **(Maximum 200 Characters)** | | | | | | | |
| **COMPLETE THIS SECTION ONLY IF USING PET MOVEMENT AS THE JUSTIFICATION** | | | | | | | |
| **If pet movement is the determining factor for nonuse of the contract carrier because there is no ability to move the pet(s) as checked baggage on the same flight as the traveler under 14 FAM 543.A (1), the traveler and not the USG is responsible for travel cost exceeding the most economical and direct travel routing and for the airline cost of moving the pet. The increased cost due from the traveler(s) is:** | | | | | | | |
| ***Travel Authorization Number*** | | ***Difference in Price of each Ticket*** | | | ***Number of Tickets*** | | ***Total Due***  ***$*** |
| **Date: (MM-DD-YYYY)** | **Print Name: (TMC Agent)** | | | | **Signature: (TMC Agent)** | | |
| **Date: (MM-DD-YYYY)** | **Print Name: (Traveler)** | | | | **Signature: (Traveler)** | | |
| **Date: (MM-DD-YYYY)** | **Print Name & Title: (Supervisor)** | | | | **Signature: (Supervisor)** | | |
| **Date: (MM-DD-YYYY)** | **Print Name: (M/MS/TTD APPROVING OFFICIAL)** | | | | **Signature: (M/MS/TTD APPROVING OFFICIAL)** | | |

**14 FAM 543 CONTRACT CARRIERS**

*(CT:LOG-191; 04-17-2015)  
(State/USAID/Commerce/Agriculture)*

a. The use of contract air carriers offering discount (city-pair) fares between certain cities, contracted for by the General Services Administration (GSA), are considered advantageous to the U.S. Government, and their use by travelers and procurement officials is mandatory for authorized air travel between the city-pair except when:

(1) Space on a scheduled contract flight, including a confirmed space for pet(s) as checked baggage, is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip. (**NOTE**: When pet movement is the determining factor for nonuse of the contract carrier because there is no ability to move the pet as checked baggage on the same flight as the traveler under this exception, the traveler and not the U.S. Government is responsible for travel costs exceeding the most economical direct travel routing and for the airline cost of moving the pet(s));

(2) The contractor's flight schedule is inconsistent with the provisions of [14 FAM 581.1](https://fam.state.gov/fam/14fam/14fam0580.html#M581_1) with regard to scheduling travel during the employee's regularly scheduled workweek;

(3) A noncontract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the U.S. Government, to include the combined costs of transportation, lodging, meals, and related expenses. (**NOTE**: This exception does not apply if a contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to U.S. Government and military travelers on official business and may only be purchased with a Form ***SF***-1169, U.S. Government Transportation Request (GTR), contractor-issued charge card or centrally billed account (e.g., YDG, MDG, ODG, VDG, and similar fares));

(4) Rail service is available, and such service is cost effective and is consistent with mission requirements; or

(5) Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the passenger.

b. If a noncontract carrier flight meets the criteria in paragraph a (1), (2), or (3) of this section and is selected for travel, the traveler is required to complete Form AID 522-4, Justification Certificate for Using a Noncontract Air Carrier. See [14 FAM 543.1](https://fam.state.gov/fam/14fam/14fam0540.html#M543_1).

c. If the contract carrier offers a lower cost, capacity-controlled, coach-class contract fare (e.g. MCA, QCA, VCA, etc.), or a lower-cost, unrestricted coach-class fare, in addition to the unrestricted coach class contract fares (YCA), the traveler *must*use the lower-cost fare when it is available and *meets*mission requirements.

d. When departing from or arriving at a U.S. metropolitan area with multiple airports:

(1) For U.S. domestic travel, the city-pair contract is airport specific and the traveler may use the airport that best suits the travelers needs and is cost effective;

(2) For international travel, the city-pair contract is city specific and generally only one airport is identified for contract use. Should contract carriers provide service to/from multiple city airports, the traveler may transit the airport of choice; however, the traveler must use the least costly fare basis available for the authorized class of service for travel to/from the metropolitan area; and

(3) Cities with multiple airports include Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco, and Washington, DC. The GSA city-pair fare contract does not classify Miami/Ft. Lauderdale as a single metropolitan area. However, travelers should use the least costly fare basis available for the authorized class of service in conjunction with the most economical ground transportation costs for travel to/from the Miami/Ft Lauderdale area.

e. Absent contract air carriers offering international city-pair fares to/from U.S. metropolitan areas, travelers will use the least costly fare basis available for travel to/from the U.S. metropolitan area.

f. In all cases, the traveler is expected to use good judgment in minimizing costs to the U.S. Government consistent with accomplishing the mission in a timely manner.

g. Travelers are not authorized to use U.S. Government contract rates when conducting indirect travel.