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**This AAPD is archived.**

**Section 731.205-46 Travel Costs; and Clause 752.7032 International Travel Approval and Notification Requirements, were incorporated into the AIDAR.**



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# Acquisition & Assistance Policy Directive (AAPD)

From the Director, Office of Acquisition & Assistance Issued: April 23, 2014

## AAPD 14-01

### Revised AIDAR 731.205-46 Travel Costs and AIDAR 752.7032 International Travel Approval and Notification Requirements

Subject Category: Acquisition Management  
Type: POLICY

AAPDs provide information of significance to all agency personnel and partners involved in the Acquisition and Assistance process. Information includes (but is not limited to): advance notification of changes in acquisition or assistance regulations; reminders; procedures; and general information. Also, AAPDs may be used to implement new requirements on short-notice, pending formal amendment of acquisition or assistance regulations.

AAPDs are EFFECTIVE AS OF THE ISSUED DATE unless otherwise noted in the guidance below; the directives remain in effect until this office issues a notice of cancellation.

This AAPD:  Is New

Applicable to:

- Existing awards;  Modification required
  - No later than
- As directed in Required Actions and Guidance sections
- RFPs, RFAs and APSs issued on or after the effective date of this AAPD
- Other or N/A

Precedes change to:

- AIDAR Part **731.205-46** and **752.7032**
- USAID Automated Directives System (ADS) Chapters 303
- Code of Federal Regulations
- Other
- No change to regulations

New Provision/Clause Provided Herein

(signed copy on file)

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Aman S. Djahanbani  
Director

**1. PURPOSE:**

The purpose of this AAPD 14-01 is to announce the revision of AIDAR 731.205-46 Travel Costs and AIDAR clause 752.7032 International Travel Approval and Notification Requirements.

**Required Actions:**

Contracting Officers (COs) must insert the attached revised AIDAR clause 752.7032, in all new solicitations and awards.

**2. BACKGROUND:**

The revision of AIDAR 731.205-46 and AIDAR Clause 752.7032 will allow COs to delegate international travel approvals not included in the award, to the Contracting Officer's Representative (COR).

As an interim step in the rulemaking process, class deviation # OAA-DEV-14-01c, authorizing this revisions to AIDAR 731.205-46 and AIDAR 752.7032, was approved by the Procurement Executive simultaneously with the issuance of this AAPD.

**3. GUIDANCE:**

COs must include the attached AIDAR clause 752.7032 International Travel Approval and Notification Requirements (APRIL 2014), as prescribed above in "Required Action."

If a CO decides to delegate international travel approvals to a COR in an existing contract, then the CO must modify the contract to include the revised clause and reissue the COR designation letter to reflect this delegation.

Engagement by both the CO and the contractor in required approvals during the solicitation and negotiation phase of the acquisition process can reduce the workload associated with post-award administrative approvals. In the instructions to offerors, the CO must provide detailed information necessary to facilitate CO approval of international travel at the time of award. Similarly the contractor must provide the details required in AIDAR 752.7032 for as much of the international travel as possible at the pre-award stage. International travel that has not been identified and approved at the time of the award will require subsequent approval in accordance with AIDAR 752.7032 International Travel Approval and Notification Requirements.

The delegation of international travel approvals can be made at the CO's discretion depending on the level of experience of the COR and the contractor. The CO may place limitations around the delegation (e.g. up to a certain number of trips, up to a certain threshold, etc.). In all cases, the COR must provide the CO with a copy of any approvals for inclusion in the contract file.

In no event can the COR approve international travel that results in an increase in the amount of funding available under the award, or a change in the scope, budget, period of performance or other terms, or conditions of the award.

The highlighted text shows the revisions to AIDAR 731.205-46 Travel Costs. "It is USAID policy to require prior written approval of international travel by the Contracting Officer, or the Contracting Officer's Representative (COR) if delegated in the Contracting Officer's Representative Designation Letter. See AIDAR 752.7032 for specific requirements and procedures."

**4. POINT OF CONTACT:** Any questions concerning this AAPD may be directed to Anne Sattgast, M/OAA/P, at [asattgast@usaid.gov](mailto:asattgast@usaid.gov).

**ATTACHMENT A –**

**AIDAR 752.7032 INTERNATIONAL TRAVEL APPROVAL AND NOTIFICATION  
REQUIREMENTS (APR 2014)**

(Class Deviation OAA-DEV-14-01c)

Prior written approval by the Contracting Officer (CO), or the Contracting Officer's Representative (COR) if delegated in the Contracting Officer's Representative Designation Letter, is required for all international travel directly and identifiably funded by USAID under this contract. The Contractor shall therefore present to the CO or the COR, an itinerary for each planned international trip, showing the name of the traveler, purpose of the trip, origin/destination (and intervening stops), and dates of travel, as far in advance of the proposed travel as possible, but in no event less than three weeks before travel is planned to commence. The CO's or COR's (if delegated by the CO) prior written approval may be in the form of a letter or may be specifically incorporated into the schedule of the contract. At least one week prior to commencement of approved international travel, the Contractor shall notify the cognizant Mission, with a copy to the CO or COR, of planned travel, identifying the travelers and the dates and times of arrival.