

12 FAH-3 H-200 TRAVEL PROCEDURES

12 FAH-3 H-210 TRAVEL PROCEDURES

(TL:FOMH-1; 12-04-1995)

12 FAH-3 H-211 TRAVEL ORDERS

(TL:FOMH-1; 12-04-1995)

- a. The Administrative Services Division (DS/OA/ASD) maintains six blanket travel authorizations for the specific use of special agents traveling during assigned duties. DS/DSS/FLD must authorize all other travel separately. The seven categories of authorized official travel are:
 - (1) Protection of the Secretary of State;
 - (2) Protection of foreign visiting and U.S. dignitaries;
 - (3) Foreign resident dignitary protection;
 - (4) Criminal and counterterrorism investigation;
 - (5) Personnel security investigation;
 - (6) Mobile security; and
 - (7) Diplomatic courier.
- b. Special agents assigned to the field offices most often will use travel orders in connection with protection and investigation duties. DS/OA/ASD issues all blanket travel authorizations at the beginning of each fiscal year and subsequently will amend them at the beginning of each quarter. Agents will cite the latest obligation number in the appropriate space on the voucher form and attach a copy of the blanket authorization to each voucher that they submit.

12 FAH-3 H-212 TRAVEL REQUESTS

(TL:FOMH-1; 12-04-1995)

Agents, whose travel does not fall under one of the six blanket authorizations, must submit a Travel Request Authorization (see 12 FAH-3

Exhibit H-212) to the appropriate office director prior to travel. After approving, the director will forward the request to DS/OA/ASD for preparation and issuance of the appropriate travel authorization.

12 FAH-3 H-213 AMERICAN EXPRESS CREDIT CARD

(TL:FOMH-1; 12-04-1995)

- a. U.S. Government employees traveling more than once a year are required in accordance with section 4 FAM 463.3-2 and the Department's American Express Government Charge Card Program policy and procedures to request issuance of a American Express credit card. The agent must use the card solely for U.S. Government-related expenses. The individual agent is responsible for the accountability of the card. Each agent should submit a credit card application to DS/OA/ASD.
- b. Once agents have received their American Express credit card, they should use them to charge official travel, lodging, and restaurant expenses. It is the agent's responsibility to promptly pay his or her monthly bill when it is received. The agent should experience no hardship in paying the bill, if the agent submitted the travel vouchers immediately upon completion of the trip or an interim travel voucher if the trip is lengthy. If problems do occur and a time extension is necessary, the agent should contact DS/OA/ASD.
- c. Agents outside of Washington, DC are eligible to receive personal identification numbers (PINs) which will permit them to withdraw limited cash advances from automatic teller machines (ATMs). American Express will bill the amount of the advance, plus a fee, to the agent. Agents in the Washington, DC area may obtain traveler's checks from the Department's cashier upon presentation of their travel authorization and their American Express card. American Express will bill the agent for the face value of the traveler's checks, plus a fee.

12 FAH-3 H-214 AMERICAN EXPRESS TRAVEL SERVICE

(TL:FOMH-1; 12-04-1995)

- a. An agreement between the Department and the American Express Travel Service provides travel-related services to the field office system. Field agents may call American Express (1-800-752-2320) to obtain travel tickets which can be delivered within hours to airports, field offices, or residences. DS/DSS/FLD provides American Express with each quarterly

set of blanket travel orders, which covers most official travel. Travel other than on blanket travel orders requires a separate and specific travel order in the traveler's name, which must be transmitted to American Express before tickets can be issued.

- b. The SAC of each field office is responsible for keeping American Express apprised of agents under their supervision who are authorized to travel on the blanket orders.
- c. This travel system supersedes the requirements for the issuance of Government Travel Requests (GTRs).

12 FAH-3 H-215 TICKET REFUND

(TL:FOMH-1; 12-04-1995)

SACs must forward immediately all unused tickets under cover of an unused ticket memorandum (see 12 FAH-3 Exhibit H-215) to DS/OA/ ASD. The allowed time limitation for obtaining a refund on unused tickets is outlined in 6 FAM.

12 FAH-3 H-216 VOUCHERS

(TL:FOMH-1; 12-04-1995)

DS/OA/ASD requires agents to submit travel vouchers within five days of completing travel. Agents should complete such vouchers during and immediately following their official travel to help ensure accuracy. Agents must submit travel vouchers to their supervisors for approval upon return to their permanent duty station. Agents may submit vouchers directly to the USDA—National Finance Center with a copy to the Office of the Comptroller, Financial Operations Division (FMP/OFO), Travel Voucher Section. The original voucher should include the following supporting documents:

- (1) A copy of any passenger receipt or airline ticket;
- (2) A copy of travel orders;
- (3) Receipts for lodging; and
- (4) A second copy of the voucher package.

12 FAH-3 H-217 THROUGH H-219 UNASSIGNED

12 FAH-3 EXHIBIT H-212 TRAVEL REQUEST AUTHORIZATION

(TL:FOMH-1; 12-04-1995)

TRAVEL REQUEST AUTHORIZATION																																									
BUREAU OF DIPLOMATIC SECURITY																																									
REQUESTS SHOULD BE SUBMITTED TO DS/OA/ASD AT LEAST 5 WORKING DAYS BEFORE TRAVEL ORDERS ARE NEEDED																																									

Traveler Information																																									
NAME: _____	SSN: _____																																								
FS GS OTHER																																									
CONTACT PERSON: _____	TELEPHONE: _____																																								
OFFICE SYMBOL: _____	DATE SUBMITTED: _____																																								

PROGRAM MANAGER APPROVAL: _____																																									
FUNDS SOURCE: <input type="checkbox"/> 1038 <input type="checkbox"/> 7-2048 <input type="checkbox"/> X-2048 <input type="checkbox"/> 1052 <input type="checkbox"/> Other: _____																																									
ORGANIZATION CODE: _____ FUNCTION: _____ ACTIVITY: _____																																									

TRAVEL PURPOSE: _____																																									

Itinerary																																									
BEGINNING: _____	ENDING: _____																																								
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SPECIAL AUTHORIZATIONS (Justify below)																																									
<input type="checkbox"/> Car Rental	<input type="checkbox"/> Taxi	<input type="checkbox"/> Privately Owned Vehicle _____ Pounds Excess Baggage																																							
<input type="checkbox"/> Government Quarters	<input type="checkbox"/> Business Class (must complete reverse)	Security Clearance _____																																							
JUSTIFICATION: _____																																									

TRAVEL ADVANCE: <input type="checkbox"/> YES <input type="checkbox"/> NO	AIR FARE: _____																																								
HAS AMERICAN EXPRESS CARD: <input type="checkbox"/> YES <input type="checkbox"/> NO																																									
I certify that I do _____ do not _____ have frequent flyer mileage which can be applied to this travel: _____																																									
		Signature																																							

JUSTIFICATION FOR BUSINESS CLASS TRAVEL

See 6 FAM 146.3

Business class travel for any segment must fall into one of the following categories; please check the appropriate category:

- Coach-class air accommodations not available.
- No space available in coach-class air accommodations.
- Security or exceptional circumstances
- Inadequate foreign carrier coach-class air accommodations.
- Overall cost savings.
- Travel in excess of 14 hours and a rest stop cannot, because of urgency of mission, be taken.

Detailed Explanation: _____

Approval: _____
DAS or Office Director

Approval: _____
Executive Director

12 FAH-3 EXHIBIT H-215 UNUSED TICKET MEMORANDUM FORMAT

(TL:FOMH-1; 12-04-1995)



United States Department of State
Washington, D.C. 20520

UNCLASSIFIED
MEMORANDUM

Date

TO: DS/ASD/GLS
FROM:
SUBJECT: Unused Airline Tickets/Refund Coupons

Attached is/are unused ticket(s)/refund coupon(s), for refunding action:

GTS Number: _____

Issuance Date: _____

Fiscal Data: _____
(or attach copy of orders)

Validating Carrier: _____

Issued by: _____

TICKET NUMBER	COUPON NUMBER	UNUSED TICKET(S)	
		From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MISCELLANEOUS CHARGES ORDER	COUPON NUMBER	VALUE
_____	_____	_____
_____	_____	_____
_____	_____	_____

FLIGHT COUPONS WILL NOT BE ACCEPTED FOR REFUND BY THE AIRLINE IF THEY ARE SEPARATED FROM THE PASSENGER COUPON (last page of ticket(s) listing full itinerary). TRAVELER IS TO MAKE PHOTOCOPIES TO SUPPORT VOUCHERS OR OTHER DOCUMENTS.

Received by: _____
DS/

Date: _____

NOTICE TO TRAVELERS:
photocopies of this signed receipt showing accountability for unused tickets/flight coupons must be attached to one of your "original" travel claim and all photocopies of travel claim.