

3 FAH-1 H-4880 GAINSHARING AWARD PROGRAMS PROCEDURE

*(TL:POH-095; 09-23-2003)
(Office of Origin: A/LM/OPS/TTM/TR)*

3 FAH-1 H-4881 FREQUENT FLYER GAINSHARING AWARD PROGRAM PROCEDURES

3 FAH-1 H-4881.1 Application Process

*(TL:POH-095; 09-23-2003)
(State Only)
(Foreign Service, Civil Service, and Foreign Service National Employees)*

a. A traveler seeking to participate in the Frequent Flyer Gainsharing Award Program set forth in 3 FAM 4881 should consult with the funding bureau or post's executive, financial management, and/or personnel office for guidance regarding Frequent Flyer Gainsharing Award Program eligibility criteria and prospective award amounts before initiating travel arrangements involving use of frequent flyer benefits.

b. An award may be claimed after travel is completed.

c. In order to claim an award under the Frequent Flyer Gainsharing Award Program, an eligible employee (as described in 3 FAM 4881.2) must complete Form DS-4051, *Frequent Flyer Award Request*, which is available from either the Directive Management intranet website or at 3 FAH-1 H-4881 Exhibit H-4881A. For purposes of completing the form:

(1) The "lowest available authorized unrestricted airline tariff" must be ascertained in consultation with the traveler's post travel office or travel management center (TMC). U. S. Government contract (city-pair) fares must be used when available. Enter this amount in Section 1 block 7.

(2) One-half of the "lowest available authorized unrestricted tariff" is the amount that can be claimed for the award. Enter this amount in Section 1 block 8 entitled "Amount of Award".

(3) Sign the form following the certification statement.

(4) Obtain the signature of the traveler's immediate supervisor.

(5) Submit the original of the completed form DS-4051, *Frequent Flyer Award Request*, along with a copy of the ticket(s)/e-tickets to the funding bureau and/or post's executive office, to resource management, and the Human Resource office for review and clearance.

d. The traveler should retain copies of the completed form DS-4051 form and the airline ticket(s) for his or her personal files.

3 FAH-1 H-4881.2 Bureau or Post and Regional Finance Center Processing

(TL:POH-095; 09-23-2003)

(State Only)

(Foreign Service, Civil Service, and Foreign Service National Employees)

a. Funds for Frequent Flyer Gainsharing Award Program awards are to be paid out of the funding bureau or post's travel budget from the funds saved. Funding should not be shifted from the bureau or post travel budget to the awards budget until after the travel has been completed. Funding should remain in the travel budget in case of unforeseen emergencies that could occur on the official TDY travel that make the "free" ticket unusable.

b. The funding post or bureau executive office Resource Management and Human Resource office are responsible for reviewing the form DS-4051 to verify the accuracy of the information, with particular attention to airfare information used for purposes of computing the award. Following such review and verification, the post's management officer or the bureau's executive officer will sign the completed form and submit it to the Regional Finance Center for payment (see section VI of form DS-4051).

c. The Regional Finance Center shall pay the award amount, minus applicable withholding taxes, by depositing the award amount, minus applicable withholding taxes, to the employee's financial institution. Awarded amounts are considered taxable income.

d. The 1156 budget-object code must be used when processing payment of the award. This code has been established to track payment and savings achieved through the Frequent Flyer Gainsharing Award Program on a worldwide basis (see 4 FAH-1 H-614).

3 FAH-1 H-4882 THROUGH H-4889 UNASSIGNED

3 FAH-1 H-4883 Exhibit H-4883A

Frequent Flyer Award Request Form



U.S. Department of State
FREQUENT FLYER GAINSHARING AWARD REQUEST

APPLICATION PROCESS:

- a) Consult with the funding bureau of post's executive, financial management, and/or personnel office for guidance regarding the Frequent Gainsharing Award Program (3 FAM 4883) eligibility criteria and prospective award amounts BEFORE initiating travel arrangement involving use of frequent flyer benefits.
- b) In order to claim an award under the Federal Flyer Gainsharing Award Program, an eligible employee (as described in 3 FAM 4883.2) must complete this form.
- c) An award may be claimed only AFTER travel is completed.

Explanation of Required Information:

- a) Section I, block 7 - "Identification of the Lowest Available Authorized Unrestricted Airline Tariff". An employee MUST ascertain this information in consultation with the post travel office and/or travel management center. This is to be done BEFORE travel commences. The post travel office or TMC MUST request a rate quote for the travel identified as if the Department is paying for the ticket.
- b) Identify one-half of the Lowest Available Authorized Unrestricted Airline Tariff as shown in Section I, block 7. This amount is then entered into Section I, block 8 "Amount of Award". The amount of the award claimed is one-half of the amount shown in Section I, block 7 up to a maximum of \$5,000.

SECTION I. IDENTIFICATION OF TRAVELER AND AWARD CLAIMED

| | | | |
|--|--|--|---------------------------|
| 1. Name (Last, First MI) | | | |
| [REDACTED] | | | |
| 2. Position Title | | 3. Grade and Salary | 4. Social Security Number |
| 5. Bureau/Organization/Location | | 6. Identification of Complete Travel Itinerary (To include Departure and Arrival Information) | |
| 7. Identification of Lowest Available Authorized Unrestricted Airline Tariff (Report in US dollars) | | 8. Amount of Award (Report in US dollars) | |

SECTION II. TRAVELER CERTIFICATION STATEMENT

I certify that I am an eligible employee (as described in 3 FAM 4883.2) and travel was conducted via applicable provisions of the Federal travel regulations and 6 FAM

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| Traveler's Signature |
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SECTION III. SUPERVISOR'S APPROVAL

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|---------------------------|-------------------|--|
| 1. Supervisor's Signature | 2. Position Title | 3. Amount of Award (Report in US dollars) |
|---------------------------|-------------------|--|

SECTION IV. ACCOUNTING CLASSIFICATION/OBLIGATION OF FUNDS

| APPROPRIATION | ALLOTMENT | OBLIGATION | ORGANIZATION /FUNCTION | OBJECT CLASS | SUB- OBJECT | AMOUNT |
|---------------|-----------|------------|---------------------------|-----------------|----------------|--------|
| | | | | | | |

SECTION V. CERTIFICATION OF FUNDS AVAILABILITY

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|-----------------------------------|-------------------|--|
| 1. Certifying Officer's Signature | 2. Position Title | 3. Amount of Award (Report in US dollars) |
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SECTION VI. POST ADMINISTRATIVE OFFICER OR BUREAU EXECUTIVE OFFICER APPROVAL

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|---|-------------------|-------------------------------|
| 1. Post or Bureau's Officer's Signature | 2. Position Title | 3. Date (<i>mm-dd-yyyy</i>) |
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