

Coordination and Clearance of International Travel

Travel Request

Anticipated international travel associated with Innovate activities will normally be included in the annual work plan as a travel matrix approved annually by the USAID agreement officer. The travel matrix is considered part of the work plan, but information for it may be solicited by the ME in advance of deadlines for the text of the annual work plan. Likewise, it may be compiled and submitted to USAID as a separate document. The coordinator at each consortium institution is responsible for sending the ME travel destination information for the coming fiscal year by 1 August each year.

The travel matrix provides USAID the opportunity to pre-approve the trips being requested for implementing the project. In the course of implementation, the ME must approve the individual trips before expenditures (e.g. ticket purchases) can be made. These requests are submitted using the International Travel Request form posted on the project website. For international travel to be approved by the ME, travel expenses must be included in the annual program budget and the destination and number of trips must have been submitted for inclusion in the annual travel matrix.

Because Innovate is designed to respond to the needs of USAID missions and bureaus, it is likely that some international trips will need to be undertaken to service the project even though they were not anticipated during the preparation of the annual travel matrix. Requests for these trips shall be submitted to the ME using the International Travel Request form. However, these trips cannot be approved by the ME until the ME has received USAID agreement officer approval. The ME will make these requests through the AOR on behalf all Innovate personnel.

Travelers should submit International Travel Request to the ME no later than 30 days prior to departure. Upon submission of the form, the ME checks the requested trip against the approved travel matrix. Upon approval, the trip is assigned an International Travel Authorization Number. Each trip should have a narrative that describes the purpose of the travel and expected outcomes. Prior notification of the relevant field office of USAID by the traveler is required. USAID offices in some countries require prior “country clearance” and, in some cases approval by the U.S. ambassador. The ME will assist travelers in understanding and complying with any such additional country-specific rules, if the ME is informed of the travel sufficiently in advance.

A trip report should be submitted to the ME within three weeks of completion of travel. A trip report comprises a brief yet informative description of discussions, decisions, and accomplishments during a trip.

The ME issues an International Travel Authorization Number for each approved trip. Invoices submitted by subawardees must include these numbers in order to receive reimbursement.

Fly America Act

Participants must follow their respective institution's rules and regulations for both domestic and international travel. However, there is a federal travel regulation that also must be taken into account- the "Fly America Act".

The term "international travel" means travel to all countries outside of the country of residence of the traveler. Under the Fly America Act (Section 301-3.6 of the Federal Travel Regulations), all international air travel and shipments into and out of the United States are required to be made on U.S. flag air carriers to the extent service by such carriers is available. American carriers are also required for transportation between countries outside the U.S. when such services are available. Flights that are code shared between a foreign and U.S. carrier are considered to be U.S. carrier flights if the tickets show the U.S. carrier flight numbers. For more information on the Fly America Act, see <http://www.tvlon.com/resources/FlyAct.html>.