A&A²

Acquisition & Assistance
Advice & Answers

Tips for AORs: What are my responsibilities regarding international travel under assistance awards?

For new awards and any awards updated to incorporate 2 CFR 200 (revised cost principles), there is NO USAID APPROVAL for international travel.

For existing awards (that have not been updated to incorporate 2 CFR 200), recipients are required to comply with the terms of their award as written, including instruction on prior approval for international travel.

To request prior approval, the recipient must provide USAID with:

1. Number of trips;
2. Number of individuals per trip; and
3. Origin and destination

What are the appropriate methods for a recipient to seek USAID approval?

The travel can be detailed in the cost application submitted prior to award.

The recipient can make a specific request for travel approval to the AO via letter or email. If the AO has delegated this authority to the AOR, the request should be directed to the AOR.

The recipient can include all necessary travel details in the annual workplan. To meet requirements, the workplan would need to be approved by the AO, unless this authority has been delegated to the AOR.

The recipient must obtain approval for any travel charged as a direct cost to the award -- whether the traveler is a consultant, employee, or subawardee.

Exception: Travel approvals are not required for travel that is not charged as a direct cost to the award or for travel funded by cost share or program income. In addition, travel approvals are not required for international entitlement travel (ie. home leave, R&R, educational travel for dependents, medevac, etc.).

Where can I learn more?

2 CFR 200: revised cost principles

RAA 8 Travel and International Air Transportation

Have an A&A question?

Submit questions for A&A Advice and Answers to: aa2@allegrogps.com