



USAID
FROM THE AMERICAN PEOPLE

MEMORANDUM

DATE:

TO: Frances Staunton, Chief, M/MS/TTD

FROM: (Approving Official, Office Director)

SUBJECT: Request for Actual Subsistence Before Travel Has Been Completed

PROBLEM: Actual expenses for lodging in (City/State/Country) on (Date to Date) is requested.

DISCUSSION: Name of Traveler(s)

Purpose of Trip:

Insert the names of at least 3 other hotels contacted that were located near the TDY site and that were within per diem rate. (PLEASE INCLUDE ADDRESSES AND TELEPHONE NUMBERS):

JUSTIFICATION: Please indicate why actual subsistence is requested (explain why another hotel could not be used that was within the per diem rate, and that was in close proximity to the TDY site).

RECOMMENDATION: Given the above circumstances actual expenses for lodging is in the best interest of the U.S. Government and is consistent with the guidelines outlined in 14 FAM 576. Thus, I request that the reimbursement of actual lodging and/or actual M&IE NTE 300% be authorized.

Approve: _____

Disapprove: _____

Date: _____