

ADMINISTRATIVE SUPPORT TEAM MEMORANDUM



Vientiane, Laos

Number 74-002

July 16, 1973

SUBJECT: Per Diem for Travel Within and Outside Laos for FSL and TCN Personnel

I. This Memorandum prescribes the maximum per diem allowances for official travel within and outside Laos by FSL and TCN personnel of the Agencies of the U. S. Mission and sets forth the procedures with respect to per diem payments. Effective July 16, 1973, employees will be reimbursed at the following rates for travel expenses incurred while on temporary duty away from post of assignment. The rates of per diem are maximum rates. The authorizing officer may, when unusual conditions justify it, set lower rates than the maximum when it is known that expenses will be less than normal.

The rates do not apply to personnel enrolled in training courses or to RLG personnel. The individual elements of the AST will establish rates for these personnel.

A. Travel Within Laos

<u>Locality</u>	<u>Employee Groups and Per Diem Rates</u>	
	<u>FSL F-1 and 2</u>	<u>FSL/TCN 7 thru 10</u>
Ban Houei Sai	K2, 300	K2, 000
Luang Prabang	K5, 000	K4, 000
Fakse	K2, 200	K2, 000
Savannakhet	K2, 600	K2, 200
Vientiane	K4, 500	K3, 500
Other Locations	K2, 000	K1, 800

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DISTRIBUTION:

Embassy - 100	ARMA/AIRA - 60	Air America - 10
USAID - A, E, E ₁	USIS - 15	CASI - 10 AHI - 5

In the event that a senior FSL or TCN employee must incur expenses similar to those borne by American officers because of the nature of the service, the appropriate Administrative or Executive Officer may approve adjustment of rate for locations within Laos not to exceed the kip equivalent of the rate for American personnel. A written justification for an exceptional per diem rate for the travel or portions of the travel is to be processed with the travel authorization which will bear the notation: "Per Diem: Exceptional Rate." An employee covered by blanket travel order is to be issued a separate travel authorization for such exceptional rate.

B. Travel to Thailand - All Grades

Thailand except Bangkok - \$ 6.00 per day (Baht equivalent)
 Bangkok ----- \$10.00 per day (Baht equivalent)

Pursuant to criterion and procedure contained under paragraph A of this Memorandum, the Administrative or Executive Officer may approve adjustment of per diem rate for travel in Thailand of a senior FSL or TCN employee not to exceed the Baht equivalent of the applicable rate for American personnel.

C. Travel to Other Countries - All Grades

The Administrative or Executive Officer may authorize, as circumstances warrant, per diem for locations outside Laos and Thailand at rates not to exceed those specified in Standardized Government Travel Regulations.

II. Restrictions to Payment of Per Diem

A. Per diem will not be paid when the period of TDY is 10 hours or less during the same calendar day, except when the travel period is 6 hours or more and begins before 6:00 a. m. or ends after 8:00 p. m.

B. When an employee commutes daily to his official duty post, per diem is not allowed either at his permanent duty station or at his place of abode.

C. USAID hourly hire local personnel who are directed to work sites non-commutable from their duty posts are eligible for the away-from-post supplemental payment in lieu of per diem as provided in USAID Action Memo 71-78 dated June 4, 1971.

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III. Reductions in Per Diem Rate

A. Per diem will be reduced by 25 percent after 21 days and eliminated after 60 days of TDY assignment at one location, unless otherwise authorized in exceptional circumstances by the Administrative or Executive Officer. Absences of 30 consecutive calendar days or less from the TDY location for any purpose will not affect the TDY assignment with regard to reduced and discontinued per diem. Leave taken by an employee does not constitute a break in the assignment.

B. The rate for personnel who utilize quarters provided by USG or RLG will be reduced by 50 percent. Employees who do not utilize Government quarters are required to provide the following certification on the travel voucher: "I certify that I did not utilize quarters provided by USG or RLG." When both meals and quarters are provided, the total reduction of rate will be 85 percent.

IV. Receipts for Travel Vouchers

The attachment to vouchers of receipts from commercial lodging facilities (hotels and rooming houses) will be required as evidence of eligibility for full per diem rates only if the individual elements represented on the AST require them.

V. This Memorandum and the accompanying Memorandum covering rates for American personnel (ASTM 74-001) cancel ASTM 68-015 dated June 28, 1968, ASTM 70-019 dated February 24, 1970, and ASTM 73-020 dated January 26, 1973.

Maurine Crane
Acting Chairman