

A ADMINISTRATIVE SUPPORT TEAM MEMORANDUM



Vientiane, Laos

Number 74-016

TO: American Employees of USAID, USIS, Embassy

October 31, 1973

SUBJECT: Rest and Recuperation Travel

PURPOSE

All United States Foreign Service employees, including AID employees of participating agencies, but excluding certain resident employees, and eligible dependents are authorized Rest and Recuperation travel when assigned to posts at which it is determined that conditions of life present distinct and significant difficulties for the employee and his family of sufficient severity to justify temporary relief therefrom during a period of assignment. These conditions include such factors as: unfavorable climatic conditions, isolation, inadequate transportation within the country, lack of adequate recreation facilities, unsuitable housing and sanitary conditions, lack of essential services, lack of medical or dental care, prevalence of communicable disease, and unusual personal hazards. Further, the cost of transportation from the post to a suitable relief area must be so great as to make it unreasonable to expect that the employee could finance his family's travel.

DESIGNATION OF RELIEF AREA

Based on recommendations by the Chief of Mission, in consultation with the principal representatives of other elements of the Mission, all posts in Laos have been designated as posts from which rest and recuperation travel may be granted. Hong Kong is the designated relief area.

ELIGIBILITY FOR REST AND RECUPERATION TRAVEL

To qualify for rest and recuperation travel, an employee must be assigned to one or more designated posts for a total period at such posts of at least two years unbroken by home leave. Authorized transportation costs will be limited to one round trip during any continuous 2-year tour of duty and two round trips during any 3-year tour of duty unbroken by home leave. Rest and recuperation travel will generally not be granted within six months of the beginning or end of an employee's tour of duty.

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ALLOWABLE TRANSPORTATION COSTS

The maximum transportation cost allowable shall be the round trip economy fare from Vientiane to Bangkok to Hong Kong to Bangkok to Vientiane (current fare is \$309.70). Rest and Recuperation travel should be scheduled to obtain the least possible cost to the Government; including utilization of military flights, other Government charter or contract flights and special excursion rates. The allowable cost shall be reduced for that portion where Government transportation is provided.

ALLOWABLE MISCELLANEOUS EXPENSES

Allowable miscellaneous expenses are limited to transportation to and from airports and airport fees that are or would be incurred for direct travel. Per diem and miscellaneous expenses other than those indicated above are not allowable.

LEAVE

An employee's absence from the post is chargeable to annual leave, sick leave, earned compensatory time or leave without pay, as appropriate.

EMPLOYEE'S CONTRIBUTION

Every eligible employee must contribute the first \$50 or \$100 of the total commercial cost for self and family with the Government paying the balance. Employees with salary level of FSO/R 6-1 or FSS 4-1 or above will be required to pay \$100; those employees below these salary levels will be required to pay \$50. The GTR or other transportation request will document the employee contribution, as prescribed in 6 FAM H-127.8 and AID M.O. 469.1. When members of the family travel separately, only one contribution will be made.

TRAVEL TO PLACES OTHER THAN HONG KONG

Actual travel may be performed to an elective destination other than Hong Kong. Cost to the Government may not exceed the transportation expenses that would have been incurred for travel between Vientiane and Hong Kong, via Bangkok, and may not exceed allowable transportation expenses actually incurred. All transportation receipts claimed by the employee for reimbursement should be turned in to the appropriate Accounting Office for processing.

GUIDELINES ON REST AND RECUPERATION TRAVEL

Because of questions which have arisen from time to time, attention is called to certain guidelines on rest and recuperation travel:

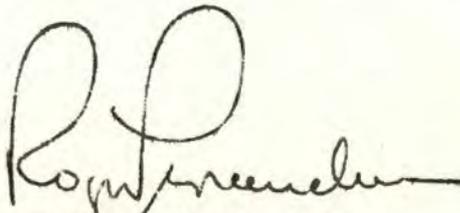
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A. In most cases, families will travel as a unit. However, if this is not possible, one or more members may travel separately or to alternate locations. In such cases, the employee contribution must be paid when the first person travels.

B. Transportation cost is defined as the fare between post and designated or elective point of travel. Travelers are cautioned that the allowable rates for transportation cited above are maximum rates that may not be exceeded. If a traveler elects to travel to a point where the transportation cost is less than the cost to the designated point, only the actual cost of such transportation may be allowed. Transportation costs which are greater than the authorized maximum rate are to be paid by the employee.

C. Employees using "Package" tours in the performance of Best and Recuperation travel will be reimbursed using the published fare between Vientiane and designated or elective point of travel as the transportation portion of the tour cost.

D. Dependents' eligibility for Rest and Recuperation travel is contingent upon the employee meeting the requirements for such travel. Rest and Recuperation travel must begin at post for employee and dependents.



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