



OFFICE OF INSPECTOR GENERAL

AUDIT OF THE MILLENNIUM CHALLENGE CORPORATION'S CONTROLS OVER THE USE OF PREMIUM CLASS TRAVEL

AUDIT REPORT NO. M-000-14-001-P
DECEMBER 17, 2013

WASHINGTON, D.C.



Office of Inspector General

December 17, 2013

Ms. Chantale Y. Wong
Vice President, Department of Administration and Finance
and Chief Financial Officer
Millennium Challenge Corporation
875 15th Street, NW
Washington, DC 20005

Dear Ms. Wong:

This letter transmits the Office of Inspector General's report on the Audit of MCC's Controls Over the Use of Premium Class Travel (Report No. M-000-14-001-P). In finalizing the report, we considered your written comments on our draft report and included those comments in their entirety in Appendix II of this report. The report contains two recommendations. Although MCC has made management decisions on those two recommendations, we disagree with them. We encourage MCC to revisit its management decisions and revise them to identify a more cost-effective solution.

We appreciate the cooperation and courtesy extended to our staff during this audit.

Sincerely,

/s/

Robert L. Fry
Acting Deputy Assistant Inspector General
for Audit
Millennium Challenge Corporation

CONTENTS

Summary of Results	1
Audit Finding.....	3
MCC Did Not Justify Domestic Premium Class Travel.....	3
Evaluation of Management Comments.....	5
Appendix I—Scope and Methodology	6
Appendix II—Management Comments	8
Appendix III—Travel Approval Forms.....	11

SUMMARY OF RESULTS

The Federal Travel Regulation (FTR) governs the use of all official government travel, including the use of premium class travel, defined as first class or business class air travel. The FTR authorizes premium class travel under certain circumstances:

- Flight time, including stopovers and plane changes, exceeds 14 hours.
- The traveler has a medical disability.
- The traveler uses nonfederal funds to pay for the flight.
- Foreign air carriers do not provide adequate health and sanitation standards.
- The government saves money on the trip.
- Security concerns rule out travel in coach class.

The Millennium Challenge Corporation (MCC) included the FTR in its *Temporary Duty Travel Policies and Procedures*, which outlines controls over the use of premium travel.

In 2007 the Government Accountability Office (GAO) issued an audit¹ of the use of premium class travel by all federal agencies, including MCC. GAO found that “although MCC employees met the FTR’s 14-hour rule, trips were not authorized or justified as required.” In addition, GAO found several internal control weaknesses and offered recommendations to strengthen MCC’s policies.

The Office of Inspector General (OIG) conducted this audit to determine whether MCC has since implemented adequate internal controls to prevent improper use of premium class travel. OIG found that MCC has implemented generally adequate internal controls over the use of premium travel. These internal controls include a comprehensive travel policy² and the segregation of duties for the review and approval of travel authorizations. Of the \$1.1 million MCC spent on air travel from October 1, 2012, to February 28, 2013, \$691,000 covered air travel that included at least one premium class segment.

OIG identified one internal control weakness: MCC did not justify using domestic premium class travel as required by the organization’s policy (page 3).

Section 5.13.2(6) of MCC’s *Temporary Duty Travel Policy and Procedures* states:

Domestic segments of an approved OCONUS [Outside the Continental United States] business class trip will be booked in...coach...when available. This [requirement] will not be applicable when the calculated difference in the segment ticket price is less than \$250 or the business class exception was granted for reasons of medical accommodation, health, sanitation, or security.

Because MCC did not verify a cost comparison, the \$102,000 it spent on flights with at least one premium class segment may not have been allowed under MCC’s travel policy.

¹ GAO, *Premium Class Travel: Internal Control Weakness Governmentwide Led to Improper and Abusive Use of Premium Class Travel*, GAO-07-1268, September 28, 2007.

² MCC, *Temporary Duty Travel Policy and Procedures*, July 17, 2012.

To address this concern, the report recommends that MCC's Vice President for Administration and Finance:

1. Revise the Millennium Challenge Corporation's Temporary Duty Travel Policy and Procedures to require its travel agents to document cost comparisons of coach and premium class tickets for the domestic legs of the trip prior to approval for travel (page 3).
2. Revise its travel approval form to document its cost comparison of coach and premium class tickets for the domestic legs of the trip prior to approval for travel (page 4).

Detailed findings appear in the following section, and Appendix I contains information on the scope and methodology. Management comments are included in their entirety in Appendix II, and our evaluation of management comments is included on page 5 of the report.

AUDIT FINDING

MCC Did Not Justify Domestic Premium Class Travel

Section 5.13.2(6) of MCC's *Temporary Duty Travel Policy and Procedures* states:

Domestic segments of an approved OCONUS [Outside the Continental United States] business class trip will be booked in...coach...when available. This [requirement] will not be applicable when the calculated difference in the segment ticket price is less than \$250 or the business class exception was granted for reasons of medical accommodation, health, sanitation, or security.

Furthermore, GAO's *Standard for Internal Control in the Federal Government* states:

transactions should be promptly recorded to maintain their relevance and value to management in controlling operations and making decisions. Record keeping covers the initiation and authorization of a transaction through its final classification in summary records. In addition, records should be readily available for examination.

Of the 39 trips made by MCC staff and reviewed by OIG, 12 included first-class segments for travel within the continental United States. MCC officials could not demonstrate that the Corporation had compared costs of coach and premium class tickets for the domestic legs of the trip. An MCC official explained that MCC's travel agency routinely does the comparison during ticket booking. The official also explained that, by combining premium class domestic segments and premium class international segments in one ticket purchase, MCC realizes savings over the use of coach domestically.

MCC does not have a policy nor a place on the travel approval form requiring its travel agents to document the compared costs of coach and premium class tickets for the domestic legs of the trip. It uses the travel approval form to document coach, premium class, or a combination of travel class options for each trip for comparison. However, forms for 12 of the 39 trips reviewed by OIG (31 percent) did not show cost comparisons of coach and premium class tickets for domestic air travel. The forms (some of which appear in Appendix III) did show numerous other comparisons: coach lowest refundable; coach refundable and upgradable; coach restricted—fee for change or refund; and coach nonrefundable—fee for changes.

Without documentation, OIG was unable to confirm that the use of premium travel complied with guidance. More than \$102,000 in flights that included premium class domestic segments may not have been allowed under MCC's policy.

For these reasons, we make the following recommendations.

Recommendation 1. *We recommend that the Millennium Challenge Corporation's Vice President of Administration and Finance revise the Millennium Challenge Corporation's Temporary Duty Travel Policy and Procedures to*

require its travel agents to document cost comparisons of coach and premium class tickets for the domestic legs of the trip prior to approval for travel.

Recommendation 2. *We recommend that the Millennium Challenge Corporation's Vice President of Administration and Finance revise its travel approval form to document its cost comparison of coach and premium class tickets for the domestic legs of the trip prior to approval for travel.*

EVALUATION OF MANAGEMENT COMMENTS

MCC provided written comments on the draft report that are included in their entirety in Appendix II. Responding to the finding, MCC stated that the cost of domestic premium class flights in question was \$4,000. However, because MCC did not provide this cost information when OIG conducted fieldwork, OIG did not audit this amount. As a result, OIG left the cost of the 12 trips totaling \$102,000 in its finding and clarified that each trip included at least one domestic premium class segment. As for the recommendations, MCC disagreed with both of them. We encourage MCC to revisit its management decisions and revise them to identify a more cost-effective solution.

Recommendation 1. MCC disagreed with OIG's recommendation to revise the *Millennium Challenge Corporation's Temporary Duty Travel Policy and Procedures* (Travel Policy) to require its travel agents to document cost comparisons of coach and premium class tickets for the domestic legs of the trip prior to approval for travel. MCC disagrees with the recommendation because MCC officials believe it would be costly to implement.

Although OIG acknowledges MCC's management decision, we disagree with it. MCC's travel policy requires that domestic premium class segments of approved business trips outside the continental United States be booked in coach unless a cost comparison shows the difference is less than \$250. OIG could not confirm MCC's compliance with this policy because MCC did not have evidence that cost comparisons had been done before premium class was approved. MCC's travel approval form could be used for this purpose if the travel policy were revised to require documentation.

Recommendation 2. MCC disagreed with OIG's recommendation to revise its travel approval form to document its cost comparison of coach and premium class tickets for the domestic legs of the trip prior to approval for travel. MCC stated that the travel approval form currently has room for additional text such as cost comparisons for coach and premium class travel tickets.

Although OIG acknowledges MCC's management decision, we disagree with it. None of the trips tested in OIG's sample included comments or showed that a cost comparison of domestic premium class segments had been completed per MCC's policy (as evidenced in Appendix III). Revising the form to require documentation of MCC's comparison would provide evidence of what MCC officials stated their travel agents do when conducting other cost comparisons.

SCOPE AND METHODOLOGY

Scope

We conducted this audit in accordance with generally accepted government auditing standards. We planned and performed the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions in accordance with our objective. We believe that the evidence obtained provided that reasonable basis.

The purpose of this audit was to determine whether MCC implemented internal controls to prevent improper use of premium class travel. We conducted this audit to follow up on findings in the 2007 GAO report that identified improper use of premium class travel by MCC. OIG audited premium class travel taken between October 1, 2012, and February 28, 2013. We conducted our fieldwork at MCC headquarters in Washington, D.C., from January 17 to August 5, 2013.

In planning and performing the audit, we reviewed premium class tickets purchased from October 1, 2012, through February 28, 2013, totaling \$1.1 million. We reviewed supporting documentation for premium class travel, including E2 travel authorization forms, MCC's travel approval forms, airline itineraries, travelers' time sheets, the Federal Travel Regulations, and MCC's *Temporary Duty Travel Policy and Procedures*.

We examined the internal control environment and reviewed relevant controls over the use of premium travel. Specifically, we reviewed MCC's travel authorization forms, E2 travel authorization history (to ensure a managing director or higher approved the forms), and controls to prevent E2 approvers' being able to approve their own transactions. We reviewed travelers' time sheets to confirm they reported to work the next day or sooner in accordance with the FTR.

Methodology

To answer the audit objective, we:

- Reviewed the Federal Travel Regulations and MCC's travel policy to determine the criteria for premium class travel.
- Interviewed MCC officials to determine what controls MCC implemented for using premium class travel.
- Judgmentally selected 40 trips from MCC's travel agent's system that included at least one leg of premium class air travel purchased between October 1, 2012, through February 28, 2013 totaling \$691,000. We subsequently removed one trip from our sample because it was for premium class travel by train. The results cannot be projected to the population.
- Analyzed trips in our sample to ensure compliance with the Federal Travel Regulations and MCC's travel policy for the use of premium class travel.

- Judgmentally selected approvers from the E2 travel system who had the capability to approve their own travel transactions. We reviewed their approval history in E2 for trips taken between October 1, 2012, through March 31, 2013, to determine if they approved their own travel transactions. The results cannot be projected to the population.

MANAGEMENT COMMENTS



Memorandum

DATE: November 4, 2013

TO: Robert Fry
Acting Deputy Assistant Inspector General
Office of Inspector General
Millennium Challenge Corporation

FROM: Eric Redmond /s/
Assistant Deputy Chief Financial Officer
Department of Administration & Finance
Millennium Challenge Corporation

RE: MCC's Management Response to the OIG draft report on the "Audit of the Millennium Challenge Corporation's Controls over the Use of Premium Class Travel"

MCC appreciates the opportunity to respond to the OIG draft report on the "Audit of the Millennium Challenge Corporation's Controls over the Use of Premium Class Travel." MCC's specific responses to the two recommendations noted in the draft report are detailed below.

Before concentrating on these recommendations, MCC would like to address the summary of results beginning with MCC's implementation of the recommendations stemming from the GAO's Report on Premium Class Travel dated September 28, 2007. As the OIG notes, the GAO issued MCC a management letter in 2008 which included 3 recommendations. MCC is disappointed by the OIG's characterization that MCC "has implemented generally adequate internal controls over the use of premium travel" when, in some instances, MCC has exceeded the GAO recommendations. For example, MCC now requires flight time in excess of 19 hours – not the 14 hours required by the Federal Travel Regulations (FTR) – in order for travelers to use Premium Class Travel.

MCC also disagrees with the OIG's assertion that not justifying "*domestic* premium class travel" is an internal control weakness. According to the GAO's *Standard for Internal Control in the Federal Government*, "Internal control should provide reasonable assurance that the objectives of the agency are being achieved in the following categories: effectiveness and efficiency of operations including the use of the entity's resources; reliability of financial reporting, including reports on budget execution, financial statements, and other reports for internal and external use; and compliance with applicable laws and regulations." Foremost, MCC's *Temporary Duty*

Travel Policy and Procedures is in compliance with FTR §301-10.123 *When may I use other than coach-class airline accommodations?* which does not distinguish between domestic and international segments. With respect to the reliability of MCC's reporting, MCC files an annual report with the GSA as required by FTR §300-70.100 *Who must report use of other than coach-class transportation accommodations?*. Finally, under the current policy, MCC's travel office reviews all travel itineraries for potential cost savings to include the booking of coach class accommodations for an approved business class itinerary. Requiring the MCC travel agency to document cost comparisons of coach and premium class will end up costing MCC \$29.50 or \$67.50 more per transaction, an inefficient use of the agency's resources. In sum, MCC feels it has implemented "a system that provides reasonable assurance that premium class travel is properly authorized and justified" per the GAO's management letter.

Finally, the OIG's statement, "flights that cost more than \$102,000 may not have been allowed under MCC's travel policy" is misleading. The OIG's focus of these recommendations is the use of premium class travel on the domestic segment of the trip. The \$102,000 reflects the total cost of each trip. A more accurate statement is "approximately \$4,000.00 in domestic premium class travel may not have been allowed under MCC's travel policy."

MCC's Comments on the Audit Findings

In preparing our response to the draft report, MCC reviewed the 12 first-class domestic segments identified by the OIG.

Class of Service	Origin	Destination	Travel Date	Premium Fare	Base Coach Fare W/O Taxes	Savings
First	Washington DC	Los Angeles	3/2/2013	\$1,088.52	\$285.00	\$803.52
First	Baltimore/Washington Intl	Atlanta	11/10/12	\$199.22	\$177.00	\$22.22
First	Washington DC	Chicago-O'Hare	3/17/2013	\$210.36	\$299.00	(\$88.64)
Business	Washington DC	Atlanta	11/11/12	\$270.38	\$187.00	\$83.38
First	Atlanta	Washington DC	11/1/2012	\$341.57	\$187.00	\$154.57
First	Washington DC	Detroit-Metro	2/15/2013	\$238.53	\$299.00	(\$60.47)
First	Atlanta	Washington DC	2/28/2013	\$322.52	\$187.00	\$135.52
Upgrade	Washington DC	Chicago-O'Hare	10/10/2012	\$200.72	\$131.00	\$69.72
First	Washington DC	Atlanta	11/3/2012	\$310.31	\$187.00	\$123.31
First	Atlanta	Washington DC	11/14/12	\$310.31	\$187.00	\$123.31
First	Detroit	Atlanta	3/4/2013	\$235.15	\$171.00	\$64.15
First	Washington	Detroit	10/20/12	\$376.83	\$299.00	\$77.83

While MCC acknowledges that a cost savings was not recognized on one leg from Washington, DC to Los Angeles, our current internal controls provide a **reasonable assurance** that MCC will

book domestic segments of an approved OCONUS business trip in coach unless the calculated difference in the segment ticket price is less than \$250 as per section 5.13.2(6) of MCC's *Temporary Duty Travel Policy*.

MCC's Management Responses to the Draft Audit

OIG Recommendation 1: We recommend that the Millennium Challenge Corporation's Vice President of Administration and Finance revise the Millennium Challenge Corporation's Temporary Duty Travel Policy and Procedures to require its travel agents to document cost comparisons of coach and premium class tickets for the domestic legs of the trip prior to approval for travel.

MCC's Management Response: MCC does not concur with this recommendation. Foremost, the OIG's recommendation is not required by the Federal Travel Regulations (FTR). Although MCC enforces stricter requirements than the FTR for the use of other than coach-class travel (e.g. 19-hour versus 14 hour trips, respectively), MCC has documented that implementing this particular OIG recommendation will cost the agency money. Furthermore, after reviewing the OIG's sample, MCC feels it has implemented internal controls that provide reasonable assurance that premium class travel is properly authorized and justified. This constitutes MCC's management decision and final action.

OIG Recommendation 2: We recommend that the Millennium Challenge Corporation's Vice President of Administration and Finance revise its travel approval form to document its cost comparison of coach and premium class tickets for the domestic legs of the trip prior to approval for travel.


MCC's Management Response: MCC does not concur with this recommendation. Section 2 of the Travel Approval Form currently has data fields available for the travel agency to "Enter" Text," including cost comparisons of coach and premium class tickets. MCC considers this recommendation closed.

This constitutes MCC's management decision and final action for recommendations 1 and 2.

If you have any questions or concerns, please contact Monique Ricker with MCC's Office of Quality Assurance at 202-521-7235 or rickermt@mcc.gov.

Travel Approval Forms

Example 1. This form does not show a cost comparison between premium and coach class airfare for the domestic segments of the trip. It only shows the cost comparison between coach, premium class, or a combination of the two classes of air travel for an entire trip.



**MILLENNIUM
CHALLENGE CORPORATION**
UNITED STATES OF AMERICA

TRAVEL APPROVAL FORM

Total Estimated
\$14,463.00

INSTRUCTIONS: A TAF is considered complete when signed by the Traveler's MD or COTR and the RCD for each destination country. Separate written justification from the traveler's MD is required for TAF's completed less than two weeks from the travel date in order to explain the delay.
 Travel submitted less than 1 week prior requires VP or DVP justification.
 Completed TAF must be emailed to MCCTravel@mcc.gov with any justification as required above.

The **coach fare** must be used for all CONUS and OCONUS flights of less than 14 hours.
Business class and/or premium coach eligibility will be determined by MCC Travel according to the MCC Cabin Class Guidelines with options provided in Section 2.

Section 1 – Trip Information and Cost Estimates

Travelers Name				Status	Employee	Fund Type	ADMIN2
Trip Details	Country 1	Country 2	Country 3	Annual Leave during TDY <input type="checkbox"/>			
Destination	Namibia	Select or Enter	Select or Enter	Leave Dates <input type="text"/>			
Department Code	13100						
Departure Date	11/10/2012						
Return Date	11/16/2012						
Airfare	\$12,385.00			<small>(Optional) Activate the International Blackberry plan(s) for my MCC issued PDA while on travel. DO NOT activate these features if you will be using a local SIM card or cell phone. Monthly rates(s), plus usage fees apply with the voice plan; contact the help desk for current rate(s) and availability. <input type="checkbox"/></small>			
Lodging	\$1220.00						
M&IE	\$558.00						
Miscellaneous	\$300.00						
Rental Car							

Section 2 – Send TAF to MCCTRAVEL@MCC.GOV for Airfare Quote

Ticket Type	Price	Requested by Traveler	Ticket by Date	Penalty - Fee(s)
Coach Lowest Refundable		<input type="checkbox"/>		
Coach Refundable and Upgradable	\$4022.00	<input type="checkbox"/>	09/28/12	None
Coach Restricted - Fee for change or refund	\$2740.00	<input type="checkbox"/>	08/31/12	\$250.00
Coach Nonrefundable - Fee for Changes	\$1913.00	<input type="checkbox"/>	08/30/12	\$250.00
Premium Coach		<input type="checkbox"/>		
Premium Coach Restricted – Fee for change or refund		<input type="checkbox"/>		
Premium Coach Nonrefundable – fee for change		<input type="checkbox"/>		
Business Class One way or round trip	12385.00	<input type="checkbox"/>	09/28/12	None

Cabin Class Outbound
 Cabin Class Mid-bound 1

Cabin Class Inbound
 Cabin Class Mid-bound 2

Justification required if ticket type requested by traveler is great than lowest quoted fare [REDACTED]

Section 3 – Certification and Approvals

Traveler Certification ☒

By checking this Traveler Certification checkbox, I certify that;

- (1) Agency mission cannot be accomplished by other means that are less expensive than travel,
- (2) Travel cannot be deferred to a later date; delay of travel is not optimal to accomplish the objectives of the trip.


Approving Official Certification

By signing this document, I certify that;

- (1) Agency mission cannot be accomplished by other means that are less expensive than travel,
- (2) Travel cannot be deferred to a later date; delay of travel is not optimal to accomplish the objectives of the trip.
- (3) If multiple travelers are included as part of a proposed trip, I have determined that the participation of each traveler is mission necessary (may not be applicable in all circumstances).

	Country 1	Country 2	Country 3
RCD Signatures			
Immediate Supervisor/COTR			
Final Budget Official (required for cross departmental funded travel only)			

Example 3. This form does not show a cost comparison between premium and coach class airfare for the domestic segments of the trip. It shows the cost comparison between coach, premium class, or a combination of the two classes of air travel for an entire trip.

TRAVEL APPROVAL FORM																																											
		Total Estimated 13106.20																																									
<small>INSTRUCTIONS: A TAF is considered complete when signed by the Traveler's MD or COTR and the RCD for each destination country. Separate written justification from the traveler's MD is required for TAF's completed less than two weeks from the travel date in order to explain the delay. Travel submitted less than 1 week prior requires VP or DVP justification. Completed TAF must be emailed to MCCTravel@mcc.gov with any justification as required above.</small>																																											
<p>The coach fare must be used for all CONUS and OCONUS flights of less than 14 hours. Business class and/or premium coach eligibility will be determined by MCC Travel according to the MCC Cabin Class Guidelines with options provided in Section 2.</p>																																											
Section 1 – Trip Information and Cost Estimates																																											
Travelers Name [REDACTED]		Status Employee	Fund Type ADMIN2																																								
<table border="1"> <thead> <tr> <th>Trip Details</th> <th>Country 1</th> <th>Country 2</th> <th>Country 3</th> </tr> </thead> <tbody> <tr> <td>Destination</td> <td>Zambia</td> <td>Select or Enter</td> <td>Select or Enter</td> </tr> <tr> <td>Department Code</td> <td>26100</td> <td></td> <td></td> </tr> <tr> <td>Departure Date</td> <td>11/10/2012</td> <td></td> <td></td> </tr> <tr> <td>Return Date</td> <td>11/17/2012</td> <td></td> <td></td> </tr> <tr> <td>Airfare</td> <td>11096.20</td> <td></td> <td></td> </tr> <tr> <td>Lodging</td> <td>\$950.00</td> <td></td> <td></td> </tr> <tr> <td>M&IE</td> <td>\$760.00</td> <td></td> <td></td> </tr> <tr> <td>Miscellaneous</td> <td>\$300.00</td> <td></td> <td></td> </tr> <tr> <td>Rental Car</td> <td>\$0.00</td> <td></td> <td></td> </tr> </tbody> </table>		Trip Details	Country 1	Country 2	Country 3	Destination	Zambia	Select or Enter	Select or Enter	Department Code	26100			Departure Date	11/10/2012			Return Date	11/17/2012			Airfare	11096.20			Lodging	\$950.00			M&IE	\$760.00			Miscellaneous	\$300.00			Rental Car	\$0.00			Annual Leave during TDY <input type="checkbox"/> Leave Dates <small>(Optional) Activate the International BlackBerry plan(s) for my MCC issued PDA while on travel. DO NOT activate these features if you will be using a local SIM card or cell phone. Monthly rates(s), plus usage fees apply with the voice plan; contact the help desk for current rate(s) and availability.</small> <input checked="" type="checkbox"/>	
Trip Details	Country 1	Country 2	Country 3																																								
Destination	Zambia	Select or Enter	Select or Enter																																								
Department Code	26100																																										
Departure Date	11/10/2012																																										
Return Date	11/17/2012																																										
Airfare	11096.20																																										
Lodging	\$950.00																																										
M&IE	\$760.00																																										
Miscellaneous	\$300.00																																										
Rental Car	\$0.00																																										
TMC Comments																																											
Section 2 – Send TAF to MCCTRAVEL@MCC.GOV for Airfare Quote																																											
Ticket Type If checked, alternate itineraries at a higher fare are available, please contact the TMC for information. <input type="checkbox"/>		Price	Requested by Traveler	Ticket by Date																																							
Coach Lowest Refundable			<input type="checkbox"/>																																								
Coach Refundable and Upgradable		\$4234.90	<input type="checkbox"/>	10/31/12																																							
Coach Restricted - Fee for change or refund		N/A	<input type="checkbox"/>																																								
Coach Nonrefundable - Fee for Changes		N/A	<input type="checkbox"/>																																								
Business Class/Coach combination		\$11096.20	<input checked="" type="checkbox"/>	10/31/12																																							
Enter or Select Text			<input type="checkbox"/>																																								
Enter or Select Text			<input type="checkbox"/>																																								
Enter or Select Text			<input type="checkbox"/>																																								
Cabin Class Outbound Business		Cabin Class Inbound Coach																																									
Cabin Class Mid-bound 1 If Applicable Select...		Cabin Class Mid-bound 2 If Applicable Select...																																									
Justification required if ticket type requested by traveler is great than lowest quoted fare Outbound travel is in excess of 17 hours and I will be reporting to work within 24 hour s of arrival. Per the travel policy, I have selected B-class outbound and coach class return.																																											
Section 3 – Certification and Approvals																																											
Traveler Certification <input checked="" type="checkbox"/> By checking this Traveler Certification checkbox, I certify that; (1) Agency mission cannot be accomplished by other means that are less expensive than travel, (2) Travel cannot be deferred to a later date; delay of travel is not optimal to accomplish the objectives of the trip.																																											
Approving Official Certification By signing this document, I certify that; (1) Agency mission cannot be accomplished by other means that are less expensive than travel, (2) Travel cannot be deferred to a later date; delay of travel is not optimal to accomplish the objectives of the trip. (3) If multiple travelers are included as part of a proposed trip, I have determined that the participation of each traveler is mission necessary (may not be applicable in all circumstances).																																											
RCD Signatures		Country 1	Country 2	Country 3																																							
Immediate Supervisor/COTR		[REDACTED]																																									
Final Budget Official <small>(required for cross departmental funded travel only)</small>		[REDACTED]																																									

Example 3. This form does not show a cost comparison between premium and coach class airfare for the domestic segments of the trip. It shows the cost comparison between coach, premium class, or a combination of the two classes of air travel for an entire trip.

MILLENNIUM CHALLENGE CORPORATION UNITED STATES OF AMERICA		TRAVEL APPROVAL FORM			
Total Estimated		13106.20			
INSTRUCTIONS: A TAF is considered complete when signed by the Traveler's MD or COTR and the RCD for each destination country. Separate written justification from the traveler's MD is required for TAF's completed less than two weeks from the travel date in order to explain the delay. Travel submitted less than 1 week prior requires VP or DVP justification. Completed TAF must be emailed to MCCTravel@mcc.gov with any justification as required above.					
The coach fare must be used for all CONUS and OCONUS flights of less than 14 hours. Business class and/or premium coach eligibility will be determined by MCC Travel according to the MCC Cabin Class Guidelines with options provided in Section 2.					
Section 1 – Trip Information and Cost Estimates					
Travelers Name		Status		Fund Type	
[Redacted]		Employee		ADMIN2	
Trip Details		Country 1	Country 2	Country 3	Annual Leave during TDY
Destination		Zambia	Select or Enter	Select or Enter	<input type="checkbox"/>
Department Code		26100			Leave Dates
Departure Date		11/10/2012			
Return Date		11/17/2012			
Airfare		11096.20			(Optional) Activate the International BlackBerry plan(s) for my MCC issued PDA while on travel. DO NOT activate these features if you will be using a local SIM card or cell phone. Monthly rates(s), plus usage fees apply with the voice plan; contact the help desk for current rate(s) and availability. <input checked="" type="checkbox"/>
Lodging		\$950.00			
M&IE		\$760.00			
Miscellaneous		\$300.00			
Rental Car		\$0.00			
					TMC Comments
Section 2 – Send TAF to MCCTRAVEL@MCC.GOV for Airfare Quote					
Ticket Type	If checked, alternate itineraries at a higher fare are available, please contact the TMC for information. <input type="checkbox"/>		Price	Requested by Traveler	Ticket by Date
Coach Lowest Refundable				<input type="checkbox"/>	
Coach Refundable and Upgradable			\$4234.90	<input type="checkbox"/>	10/31/12
Coach Restricted - Fee for change or refund			N/A	<input type="checkbox"/>	
Coach Nonrefundable - Fee for Changes			N/A	<input type="checkbox"/>	
Business Class/Coach combination			\$11096.20	<input checked="" type="checkbox"/>	10/31/12
Enter or Select Text				<input type="checkbox"/>	
Enter or Select Text				<input type="checkbox"/>	
Enter or Select Text				<input type="checkbox"/>	
Cabin Class Outbound	Business		Cabin Class Inbound	Coach	
Cabin Class Mid-bound 1	If Applicable Select...		Cabin Class Mid-bound 2	If Applicable Select...	
Justification required if ticket type requested by traveler is great than lowest quoted fare: Outbound travel is in excess of 17 hours and I will be reporting to work within 24 hour s of arrival. Per the travel policy, I have selected B-class outbound and coach class return.					
Section 3 – Certification and Approvals					
Traveler Certification <input checked="" type="checkbox"/>					
By checking this Traveler Certification checkbox, I certify that;					
(1) Agency mission cannot be accomplished by other means that are less expensive than travel,					
(2) Travel cannot be deferred to a later date; delay of travel is not optimal to accomplish the objectives of the trip.					
Approving Official Certification					
By signing this document, I certify that;					
(1) Agency mission cannot be accomplished by other means that are less expensive than travel,					
(2) Travel cannot be deferred to a later date; delay of travel is not optimal to accomplish the objectives of the trip.					
(3) If multiple travelers are included as part of a proposed trip, I have determined that the participation of each traveler is mission necessary (may not be applicable in all circumstances).					
	Country 1	Country 2	Country 3		
RCD Signatures					
Immediate Supervisor/COTR	[Redacted]				
Final Budget Official (required for cross departmental funded travel only)	[Redacted]				

**U.S. Agency for International Development
Office of Inspector General**

1300 Pennsylvania Avenue, NW
Washington, DC 20523

Tel: 202-712-1150

Fax: 202-216-3047

<http://oig.usaid.gov>