

**Functional Series 500 - Management Services**  
**ADS 526 – USAID Guest House Services**

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## **ADS 526 - USAID Guest House Services**

### **526.1 OVERVIEW**

Effective Date: 11/22/1996

This chapter provides the policy and procedures for establishing and operating a guest house at overseas posts. The purpose of a guest house is to provide **temporary quarters** to U.S. Government (USG) employees and their families while they are on official travel status. It also provides a safe, comfortable, and cost-effective alternative to hotels and other temporary residences when such facilities are nonexistent, limited, unsafe, or excessively overpriced.

### **526.2 PRIMARY RESPONSIBILITIES**

Effective Date: 11/22/1996

- a.** The USAID Mission Director at each post is responsible for ensuring that the guest house is managed within the guidelines established at post and as set forth in this chapter.
- b.** The USAID Executive Officer (EXO) is responsible for providing administrative direction and oversight of the guest house.
- c.** The USAID Controller is responsible for providing advice and assistance on financial matters.
- d.** The Bureau for Management, Office of Administrative Services, Overseas Management Staff (M/AS/OMS) is responsible for providing Agency guidance on the establishment of a USAID guest house.
- e.** The Regional Security Officer (RSO) is responsible for approving the location of the guest house and for clearing its staff.

### **526.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

#### **526.3.1 Determining the Need for a Guest House at Post**

Effective Date: 11/22/1996

The USAID Mission Director, or his/her designee, after appropriate consultation with heads of other agencies at post and M/AS/OMS, determines the need for and the economic feasibility of establishing a USAID guest house.

A guest house may be set up for the following reasons:

- Adequate (in terms of safety, cost, and/or sanitation) lodging facilities are not available at post; and

- Adequate facilities are not available from other agencies or an employee association.

### **526.3.2 Security Considerations**

Effective Date: 11/22/1996

Before establishing any facility as a guest house, the Regional Security Officer (RSO) must approve the location and clear its staff.

### **526.3.3 Who Can Use USAID Guest Houses?**

Effective Date: 03/05/2001

The following people can use USAID guest houses:

- a. USAID Direct-Hire employees, U.S. Participating Agency Service Agreement (PASA) employees, internationally recruited U.S. Personal Service Contractors (USPSCs), Technical Advisors in AIDS, Child Survival, and Population (TAACS) employees, Third Country Nationals (TCNs), and their authorized dependents, while they await housing assignments following their arrival or prior to their permanent departure from post.
- b. USAID Direct-Hire employees on [temporary duty \(TDY\) assignment](#).
- c. USAID Foreign Service National (FSN) and TCN employees on temporary duty (TDY) assignment.
- d. USAID U.S. Government (USG)-affiliated personnel, such as Personal Services Contractors, WAE consultants, and TAACS and PASA employees, involved in developing and/or implementing USAID activities on a temporary basis.
- e. U.S. citizen, FSN, and TCN employees of USAID-financed contractors and grantees on official travel status for USAID/Mission programs.
- f. Dependents of USAID Direct-Hire employees traveling independently on official orders, e.g., educational or medical travel.
- g. Other Direct-Hire USG personnel on TDY and their authorized dependents.
- h. USG Direct-Hire and Personal Services Contract employees not on official travel status on a space-available basis.

The Mission Director must establish a priority ranking policy for occupancy when demand exceeds guest house space.

Exceptions to the above must be authorized by the Mission Director, or his or her designee, on a case-by-case basis.

#### **526.3.4 Services Provided by USAID Guest Houses**

Effective Date: 11/22/1996

The Executive Officer decides which services are to be provided at guest houses. The USAID Guest House Manager must regularly consult with the Executive Officer to review the costs of the services provided at the facility.

#### **526.3.5 Rates Charged for the Use of USAID Guest Houses**

Effective Date: 11/22/1996

##### **a. Rates When the Guest House Is Operated by USAID**

When the guest house is operated by USAID, its use is authorized only on a lodging/plus basis. This means

- (1) Only the standard meals and incidental expenses (M&IE) portion of the per diem will be reimbursed to the traveler.
- (2) When meals are furnished without charge, the M&IE portion of the per diem rate is reduced in accordance with [6 FAM 153, Exhibit 153.2](#).
- (3) When meals are furnished at a nominal cost, the reductions are offset by the amount actually paid by the traveler.
- (4) When USG employees use the guest house while awaiting their housing assignment after arriving at or prior to final departure from post, they are not charged for lodging as long as the period of occupancy does not exceed the limitations specified in the [Standardized Regulations](#). (See Mandatory References, Standardized Regulations, Section 120, Temporary Quarters Subsistence Allowance, available on the State Department web site at: <http://www.state.gov/www/perdiems/dssr/regs199.html> - 120; and Section 925, Maximum Rates of Per Diem Allowances for Travel in Foreign Areas, available on the State Department web site at: <http://www.state.gov/www/perdiems/index.html>) This accommodation is provided to the employee in lieu of a temporary lodging allowance.

##### **b. Rates When the Guest House Is Operated by a Contractor**

Travelers claim the cost of lodging and meals charged by the contractor on their travel vouchers. Special per diem rates have been established for those countries with contractor-operated guest houses that charge travelers directly for their lodging and meals. Travelers must contact individual posts for those rates.

\*An asterisk indicates that the adjacent information is new or substantively revised.

### c. Controls to Prevent Overclaim on Vouchers

Missions with USAID guest houses must set up appropriate controls to help prevent employees and contractors from overclaiming on vouchers. (See Mandatory Reference, [ADS 522](#), Performance of Temporary Duty Travel in the U.S. and Abroad) Employees and contractors must be warned that intentional claims on travel vouchers for amounts to which they are not entitled are subject to criminal, civil, or administrative action being taken against them. A warning notice must also be issued to all guests on official orders as a reminder, and must be prominently displayed in the guest house.

For more details on these guidelines see the following mandatory references:

- See [6 FAM 153](#), Reductions in Per Diem Rates When Appropriate
- See [ADS 522](#), Performance of Temporary Duty Travel in the U.S. and Abroad
- See [ADS 523](#), Foreign Service Assignment Travel
- See Federal Travel Regulations, Section 301, Temporary Duty (TDY) Travel Allowances (available at: <http://policyworks.gov/org/main/mt/homepage/mtt/FTR/ch301tc.html>)

### 526.3.6 Financial Procedures for Operating USAID Guest Houses

Effective Date: 11/22/1996

These procedures apply only to USAID-operated guest houses. USAID guest houses operated by recreation associations or local contractors under contractual arrangements are not subject to the financial procedures outlined in this section. Employee-operated associations are governed by [ADS 532](#), Employee Operated Services and Facilities, and [6 FAM 500](#), Employee Associations, which permit them to engage in activities for a profit and do not require them to remit profits or revenues to the USG.

- a. **Revenues.** Revenues generated by the USAID guest house must not be retained by the post or USAID/W. Revenues must be deposited into the U.S. Treasury Department's Miscellaneous Receipts account.
- b. **Allocation and Reimbursement of Funds.** Under the authority of Section 632(b) of the Foreign Assistance Act of 1961, as amended, the USAID Controller can credit the Operational Expense (OE) account with reimbursements from the program accounts that fund USAID contractors who stay at USAID guest houses. (See Mandatory Reference, [FAA section 632\(b\)](#))
- c. **Trust Funds.** Revenues and profits attributable to trust funds must be handled in accordance with the trust agreement, e.g., credited to the trust fund account.

**d. Advance of Funds.** The USAID Controller must advance to the Guest House Manager funds in amounts determined by the Executive Officer or the Mission Director to meet guest house operating expenses. These funds must be used for the following purposes:

- (1) Emergency building maintenance and repair;
- (2) Purchase of expendable operating supplies;
- (3) Staff salaries and wages;
- (4) Medical examination and treatment for on-the-job injuries not covered by Worker's Compensation insurance;
- (5) Purchase, cleaning, and repair of employees' uniforms;
- (6) Premiums for locally bonded employees;
- (7) Expenditures relating to mess operation, including food and drink purchases;
- (8) Other miscellaneous related expenses.

**e. Mode of Payment.** Guests must be billed in dollars for services provided by the guest houses. Guests must pay the bills either in U.S. dollars or in local currency at the current official exchange rate. Dollar payments must be made in cash or by personal check. Local currency payment must be made in cash. Guests must pay their bills before leaving the guest house.

**f. Deposit of Collected Funds.** Funds collected by USAID guest houses must be turned in once a week to the USAID Controller. USAID guest houses in a location that prevents deposits being made electronically may remit their funds to the USAID Controller once a month.

**g. Replenishment of Funds.** In order to obtain replenishment of funds from the USAID Controller, the Guest House Manager must submit the following forms to the Controller:

- (1) Statement of Operating Cash Advance and Replenishment Voucher, Optional Form (OF) 205, in an original and four copies, approved by the Executive Officer or the Mission Director, or designee. (See Mandatory Reference, [OF-205](#))
- (2) Public Voucher for Purchases and Services Other than Personal,

Standard Form (SF) 1034, in an original and four copies, itemizing expenditures in detail. (See Mandatory Reference, [SF-1034](#))

(3) Vendors' invoices and receipts in support of each item in the statement of expenditure in (2) above. Such invoices and receipts must be signed by the USAID Guest House Manager to the effect that the goods/services were received.

Upon receipt of the above, the Controller reimburses the USAID Guest House Manager for the expenses less any amounts not accounted for with a receipt.

**h. Custody of Cash.** The cash in the guest house must be placed in a properly secured container. The Guest House Manager is responsible for locking the container. A duplicate key to the container must be placed in a sealed, signed, unopened, and dated envelope for retention by the Controller.

**i. Inventory.** The Manager must maintain an inventory and cost accounting of all food and perishable items.

**j. Profit and Loss Statement.** At the end of each month, the Manager must prepare a statement of the ending inventory and send it to the Controller. One copy is kept in the guest house files for audit purposes and one copy is forwarded to the Executive Officer.

**k. Internal Accounting Procedure.** The Manager must maintain a Daily Cash Disbursement Ledger and a Daily Cash Receipt Ledger. Cash receipts and cash reimbursement funds for guest houses must be kept separately. Cash receipts are not to be used for expenses, but must be deposited.

### **526.3.7 Administrative Procedures for Operating USAID Guest Houses**

Effective Date: 11/22/1996

**a.** On arrival, each guest must fill out a Guest House Registration Card.

**b.** A ledger or log book containing pertinent data on guests must be maintained to facilitate the Controller's review of operations. The ledger must provide the following information:

- (1) Guest's name;
- (2) Arrival and departure dates;
- (3) Where the guest is arriving from and departing to;
- (4) Type of employment (direct-hire, personal services contractor, PASA, consultant);

- (5) Name of employer/contractor;
- (6) Contract number, if applicable;
- (7) Activity assigned to;
- (8) Activity number;
- (9) Permanent duty station; and
- (10) Amount paid for lodging and other services.

The Controller must regularly review this ledger to ensure that procedures and fiscal operations are being maintained.

- c.** Guests and staff will be charged for lost or damaged property, excluding normal wear and tear.
- d.** Guest house employees must be covered by Worker's Compensation Insurance, pursuant to the laws of the host country, for injury or death in the course of employment.
- e.** The Manager must conduct an annual inventory of all government property in the guest house. The Manager must also conduct an inventory any time there is a change in management.
- f.** A Record of Long-Distance Telephone Calls must be filled out for each long-distance call placed through guest house telephones. Guests will be billed for personal calls. Official calls may be itemized for reimbursement on Public Voucher for Purchases and Services Other than Personal - Continuation Sheet, SF-1035. (See Mandatory Reference, [SF-1035](#))
- g.** All business records must be retained and made available for audit and inspection. These records may not be disposed of except as authorized by the applicable records disposition regulations in ADS 502, The USAID Records Management Program. (See Mandatory Reference, [ADS 502](#), The USAID Records Management Program)
- h.** Guest house rules must be prominently displayed throughout the guest house, preferably on the bulletin board in the dining room and in each room.

The guest house rules notice must include the following statement:

“Claims for Losses of Personal Property from Guest Houses

Claims for the loss of a guest's personal property are processed in accordance with 6 FAM 310, Claims for Private Personal Property Losses. The Claims Act of



1964 places stringent requirements on USAID personnel to safeguard personal property. Claims for losses from a guest house are not automatically reimbursed under governing regulations.”

(See Mandatory Reference, The Claims Act of 1964, [31 U.S.C. 3721](#))

i. USAID Missions must issue a Mission Order regarding the policies and procedures governing the operation of the guest house consistent with the guidelines set forth in this chapter. Staff notices are issued as necessary to provide information on changing lodging rates and guest house rules.

## 526.4 MANDATORY REFERENCES

### 526.4.1 External Mandatory References

- a. [The Claims Act of 1964, codified as 31 U.S.C. 3721](#)
- b. [6 FAM 153, Reductions in Per Diem Rates When Appropriate](#)
- c. [6 FAM 500, Employee Associations](#)
- d. Federal Travel Regulations, Section 301, Temporary Duty (TDY) Travel Allowances, available on the GSA web site at:  
<http://policyworks.gov/org/main/mt/homepage/mtt/FTR/ch301tc.html>
- e. [Foreign Assistance Act \(FAA\) of 1961, as amended, Section 632\(b\), Agreements](#)
- f. Standardized Regulations, Section 120, Temporary Quarters Subsistence Allowance, available on the State Department web site at:  
<http://www.state.gov/www/perdiems/dssr/regs199.html - 120>
- g. Standardized Regulations, Section 925, Maximum Rates of Per Diem Allowances for Travel in Foreign Areas, available on the State Department web site at: <http://www.state.gov/www/perdiems/index.html>
- h. [OF-205, Statement of Cash Operating Advance and Replenishment Voucher](#) [This is a scanned document. Please see the State Dept. Infoforms CD for the electronic version]
- i. [SF-1034, Public Voucher for Purchases and Services Other Than Personal](#)
- \*j. [SF-1035, Public Voucher for Purchases and Services Other Than Personal \(Continuation Sheet\)](#) [Form SF-1035A was canceled by Treasury on May 29, 2002, and has been removed from the External Mandatory References list for ADS 526]

\*An asterisk indicates that the adjacent information is new or substantively revised.

**526.4.2 Internal Mandatory References**

- a. [ADS 502, The USAID Records Management Program](#)
- b. [ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad](#)
- c. [ADS 523, Foreign Service Assignment Travel](#)
- d. [ADS 532, Employee Operated Services and Facilities](#)

**526.5 ADDITIONAL HELP****526.6 DEFINITIONS**

Effective Date: 03/05/2001

The terms and definitions listed below have been included into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

**Standardized Regulations (Government Civilians in Foreign Areas)**

A publication of the Department of State's Allowances section, covering the various support allowances applicable to U.S. Government employees traveling or posted overseas. Allowances are also applicable to PASA/RSSA and contract employees as provided for by the agreement or the contract provisions. (Chapters 306, 526)

**Temporary Duty (TDY) Assignment**

An assignment whereby an employee provides assistance on a short-term basis at a place other than the employee's post of assignment. (Chapters 306, 522, and 526)

**Temporary Duty Employees**

Employees who provide assistance on a short-term basis at a place other than their post of assignment. Employees on TDY normally are concerned with overall activity direction or provide advice on specific problems, rather than broad assistance over an extended period of time. (Chapters 306, 522, and 526)

**Temporary Quarters**

Quarters allowed under the authority of 5 U.S.C. 5993 and Section STR 120 or STR 130 of the Standardized Regulations. (Chapter 526)

**Temporary Quarters Allowance (TQA)**

A subsistence allowance granted to an employee for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the employee and/or family members during a specific period of time. (Chapter 526)

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