



**UNITED STATES DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
Office of the Chief Financial Officer  
Finance Office

MEMORANDUM FOR: ALL NOAA Employees

FROM: Nuthan Kamat Deodhar  
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 21-3  
Paying for COVID Testing When  
Performing Official TDY Travel

DATE: December 17, 2020

The purpose of this advisory is to provide guidance to employees who are required to be COVID tested in order to perform official temporary duty (TDY) travel. Employees who are not able to obtain testing through a Federal Dispensary, or free through their medical insurance may use their Citibank Government travel card to pay for the testing and claim it as a miscellaneous expense via a travel voucher. Employees should have the testing approved on their travel authorization by their authorizing official prior to travel.

Employees may be authorized to use the Citibank Government Purchase Card (GPC) in cases where the travel card is not an option and they cannot be tested through a Federal Dispensary or provided free testing through their medical insurance. Prior to utilizing the GPC to pay for COVID testing, Line Offices (LOs)/Staff Office (SOs) are required to contact the NOAA Acquisition and Grants Office (AGO) Policy and Oversight Division, NOAA BankCard Center (NBC), Agency Program Coordinator (APC), Michael McConnell at [mike.mcconnell@noaa.gov](mailto:mike.mcconnell@noaa.gov) or by telephone at 816-823-3851.

For further guidance using the purchase card, please contact Michael T. McConnell:  
E-Mail: [mike.mcconnell@noaa.gov](mailto:mike.mcconnell@noaa.gov) or phone (816-823-3851)

For further travel policy guidance, please contact Chasity Grimm:  
E-Mail: [Chasity.N.Grimm@noaa.gov](mailto:Chasity.N.Grimm@noaa.gov) or phone (301) 444-2129  
Or Rachael Wivell:  
E-Mail: [Rachael.S.Wivell@noaa.gov](mailto:Rachael.S.Wivell@noaa.gov) or phone: (301) 444-2136.

Please use this [decision tree](#) to determine if NOAA will pay for COVID-19 testing.