



Excepted Travel Justification During a Lapse in Appropriations

To be filled out in advance of Department of Commerce official travel during a Lapse in Appropriations:

Bureau:	Proposed Destination(s):
Dates:	Travelers:
Estimated Cost:	POC:
Travel Objective:	
Under which of the following exceptions to the Anti-Deficiency Act does it fall <u>and why</u>? The travel is in furtherance of a program/activity:	
<i>(1) with a continuing source of funding; Provide justification</i>	
<i>(2) expressly authorized by Congress to continue even without funding; Provide justification</i>	
<i>(3) necessary to prevent an imminent and significant threat to the safety of human life or the protection of property; or, Provide justification</i>	
<i>(4) necessary for the discharge of the President's constitutional duties. Provide justification</i>	
How does it achieve a core mission?	

What Bureau or Departmental Priority does this excepted travel relate to?
Employee Role in the Excepted Event:
Bureau Approving Official Name and Signature:
OGC Reviewing Official Name and Signature:
Office of the Secretary Official Name and Signature:

REMEMBER: For All Travel and Event Attendance, senior leadership and approvers should consider at least the following criteria:

- Is the proposed travel essential - or necessary (as compared to discretionary or preferable)?
- Does it contribute to the Bureau’s core mission?
- Does it advance an Administration/DOC/Bureau Priority?
- What is the employee’s role in the event? What is the type of, extent and duration of participation (speech, presentation, or panel) or attendee?
- Is the only way to participate in the event in-person attendance, or are there alternative methods such as phone, video conference, internet, or pre-recorded video message?
- Would the employee’s absence from the event break a commitment to a key stakeholder or harm carrying out the bureau’s mission?
- Other factors to consider:
 - Is the travel part of a core scientific, training, or professional conference or event?
 - Have DOC employees regularly participated in the event in the past?
 - Will the employee participate in more than one event while on travel?
 - How many DOC travelers are in the party? Can the mission be accomplished with fewer travelers?
 - How many non-federal employees will be present as compared to DOC employees?
 - Are Members of Congress involved with the event?
 - Are there any other key stakeholder issues or considerations?