



# NOAA Travel Justification Checklist

for Upcoming Travel (Updated: 07/27/2020)

Employee Trip ID:

All agencies shall review their travel policies and begin to reduce non-essential travel as appropriate. Employees who are ordered to perform official TDY travel must complete **Section A**. The employee’s Line/Staff Office CFO must then fill out **Section B** and attest that travel is “**Mission Critical**”. The checklist and a copy of the unapproved TA must be sent for DUS/UnSec approval in **Section C**.

## Section A: Employee Information and LO/SO Approval

- Fill out the following information:

**NOAA LO/SO & Program Office:** \_\_\_\_\_

**Proposed Destination(s):** \_\_\_\_\_

*(Include any layover/stopovers)*

**Dates:** \_\_\_\_\_

to \_\_\_\_\_

**Traveler Name(s):** \_\_\_\_\_

**Estimated Cost:** \_\_\_\_\_

**Trip Objective:** \_\_\_\_\_

**Employee’s Role:** \_\_\_\_\_

## Section B: Line/Staff Office CFO Approval

- Verify, by checking the box below, that this travel is “Mission Critical”; cannot be deferred; cannot be rescheduled; and that there are no Video/Tele-Conference capabilities that will satisfy this requirement, per OMB travel guidance M-20-14.

***I have reviewed the OMB travel guidance M-20-14 dated March 14, 2020 and approve this travel.***

- Line/Staff Office Chief Financial Officer (CFO) Approval:

\_\_\_\_\_  
CFO Name

\_\_\_\_\_  
CFO Signature

\_\_\_\_\_  
Date

## Section C: Under Secretary/Deputy Under Secretary for Operations Approval

- Download an unapproved copy of the Travel Authorization (TA) using the ‘Printable Authorization’ option on the left side of the E2 interface. Send the UNAPPROVED TA and this Travel Justification Checklist to [michael.weiss@noaa.gov](mailto:michael.weiss@noaa.gov) and [christiaan.vanwestendorp@noaa.gov](mailto:christiaan.vanwestendorp@noaa.gov) for UnSec/DUSO approval.

APPROVAL	
<input type="checkbox"/>	<b>APPROVED</b>
<input type="checkbox"/>	<b>DISAPPROVED</b>

\_\_\_\_\_  
Deputy Undersecretary for Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Secretary of Commerce for Environmental Observation and Prediction

\_\_\_\_\_  
Date

Performing the Duties of Under Secretary of Commerce for Oceans and Atmosphere

- Once the checklist is signed by UnSec/DUSO, it will be emailed back to the employee or admin support point of contact, regardless of whether it was approved or disapproved. If the checklist is approved **and** is signed by the UnSec/DUSO, upload the checklist into E2 as an attachment and continue routing the TA to the Authorizing Official for final approval.