

TRAVEL INFORMATION – December 2018 Furlough Guidance

Only Excepted employees on the JSC List may travel to support Excepted functions during a furlough.

CI Travel will be available during the furlough to assist employees requiring adjustments to official travel plans.

CI Travel 1-855-896-7941

Travel Cancellations for Non Excepted Travel

Employees are responsible for cancelling travel (air fare, hotel, rental car, etc.) in the event a travel cancellation is required due to a furlough.

Contact CI Travel to cancel reservations if you are scheduled to travel and are not an Excepted employee on the JSC List and traveling to support an excepted function.

If travel arrangements were made outside of CGE for air, hotel, or car rentals please contact the providers directly to cancel the reservation. **It is important to obtain a cancellation number** and keep it for your records. This is critical to ensure appropriate credit is received.

Once the furlough is suspended, upon return to work, please ensure the respective authorization is cancelled in CGE.

Employees Currently on Temporary Travel (TDY)

- Only **Excepted (Full Time, Part Time, On Call) employees** may remain on travel to perform Excepted functions
- Employees classified as Non Excepted should return to their duty station as expeditiously as possible and in a manner consistent with an orderly shutdown of operations (during work hours and at approved, not premium, fares)

Important Travel Information & Points of Contact

General Travel Information

- ✓ If you are listed as an Excepted employee on the JSC list, and are required to travel during a furlough to perform excepted functions, please contact CI Travel directly at 1-855-896-7941 to make or change reservations.
 - ✓ After the furlough, upon return to work, ensure the respective authorization is completed and submitted in CGE
 - ✓ Travel Vouchers will NOT be processed during a furlough
 - ✓ You are responsible for payment of your travel card on the due date. The following link contains information regarding government travel cards through GSA
 - ✓ <https://smartpay.gsa.gov/content/smart-bulletins-news-events#sa582>

Points of Contact

For assistance with urgent travel needs, not resolved by calling CI Travel, the following Office of Chief Financial Officer's Travel Office personnel are Excepted On-Call.

Domestic Travel	Rene Sanchez Cell # 281-222-3881	Rene.sanchez-1@nasa.gov
Foreign Travel	Barb McMillan Cell # 281-433-9002	Barb.mcmillan@nasa.gov
Alternate	Patti Caballero Cell # 281-309-8870	Patricia.a.caballero@nasa.gov
General Questions or Ticketing Requests:	JSC-DL-Domestic-Travel-Office@mail.nasa.gov	