


REQUEST FOR TRAVEL EXCEPTION FORM – COVID-19

Submission Date:		NASA Traveler Information	
		Traveler Name:	
Center:		TDY Location:	
Program/Office:		Trip Dates:	
Activity			
Travel/ Conference Name:			
Project/Activity Background Description:			
Project/ Activity Funding Source(s): (e.g., mission directorate(s), reimbursable, WBS, name of the company, other)		Resources Required to Continue During Travel:	# of FTE: # of WYE: Access to Center (generally) Access to NASA Facility: Other:
Center Director:			

Exceptions may be granted for travel that falls into one of two categories:

1. Mission Essential Work

- The travel must be necessary to continue critical mission/project work that cannot be performed remotely/virtually.
- The work must be performed to maintain mission/project operations or schedules.

- or -

2. Protection of Life or Property

- There must be a reasonable and articulable connection between the function to be performed, physically onsite, and the safety of human life or the protection of property, and
- There must be a reasonable likelihood that the safety of human life or the protection of property would be compromised, in some significant degree, by delay in the performance of the function in question.

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After review and concurrence from Center Director, please submit to:

nestor.a.tezna@nasa.gov



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Please identify and describe the human life, property, or mission impact that would be threatened were the travel to be halted:

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Please identify the function that requires the person(s) to travel:

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Is there any other information you think relevant to this request?

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EXECUTIVE COMMITTEE DETERMINATION

Determination by NASA EXECUTIVE COMMITTEE
Decision:

Date:	Request No:
Name:	Signature: