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## Travel During a Shutdown

Below are questions and answers about travel during a shutdown furlough.

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### Will FAA be able to permit travel for excepted employees paid by annual appropriations, trust fund or general fund (i.e., inspectors making a site visit) and, if so, will employees receive reimbursement for travel expenses?

Yes, FAA may permit limited travel for excepted employees; however, reimbursement for the travel may not occur until after the furlough.

### Will I receive payment for my Temporary Duty up to the point of furlough?

Yes. If you have an approved travel authorization, you can complete your travel voucher and notify your manager for approval. Managers should ensure that their employees on Temporary Duty (TDY) have approved travel authorizations. Please note that payment processing may not occur until after the furlough has ended.

### What happens to employees who are away from their duty station on regular Temporary Duty when the furlough begins?

If a furlough occurs while an employee is on TDY, the employee must complete their return home within 24 hours. Prior to the furlough, the employees may remain at the TDY location until the official furlough announcement. However, managers may instruct employees to return home earlier from TDY prior to an imminent lapse in appropriations or authorization. Employees and managers must be fiscally prudent in rebooking return flights.

For example, if an employee has a refundable ticket, they must exchange that for their return trip; if an employee has a nonrefundable ticket, they need to determine the cost of the change fees and rebooking of the new ticket when choosing a return flight. If there is a flight that costs \$400 more that leaves in two hours and one that costs \$150 more leaving in five hours, then the employee should select the \$150 flight. Travelers are encouraged to contact their travel management center for assistance to ensure they select the lowest cost option. The traveler is responsible for payment of their Travel Charge Card bill. The Travel Policy Branch (AFM-120) will work with the bank to minimize impact on travelers who have not received reimbursement.

## What about nonexcepted employees on long-term Temporary Duty, students at academy training or those on international long-term assignment?

Consistent with this guidance, those nonexcepted employees, on long-term TDY or international long-term assignment should not break lease agreements. Depending on the anticipated length of the furlough, it may be more cost effective for the employee to remain at the TDY site for a reasonable number of days (typically up to five days). Employees should not return to their permanent duty station unless directed to do so by their manager. AFM-120 will work with the bank to minimize impact on travelers who have not received reimbursement.

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## Will employees on Temporary Duty continue to receive coverage under insurance and other provisions that typically cover employees on travel?

Yes. As long as the employee is on valid TDY (e.g., excepted employees performing excepted functions, nonexcepted employees traveling home within 24 hours of furlough and long term TDY or international assignments that have not been cancelled), the employee will be covered by the same provisions and insurance as they would if there had been no lapse in appropriations or authorization.

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## Do I still have to pay my individually billed travel card bill?

Yes. Employees are still obligated to make repayments on their travel card. The bank will work with individual cardholders on a case-by-case basis in the event of a governmentwide shutdown to address hardships caused by this event. Standard processes, including account aging, late fees and finance charges, would remain in force, unless it is determined by the bank that an individual cardholder has experienced a hardship related to the shutdown. Suspension and late fees do not kick in immediately on accounts that are not currently past due.

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## What are my pay entitlements when traveling on a holiday during a government shutdown?

Travel during normal tour of duty hours on a holiday, even during a government shutdown, only entitles an employee to regular holiday pay (not holiday premium pay), unless the travel meets one of the hours of work criteria. See [PRE-3.1, Overtime and Compensatory Time for FLSA Exempt Employees, paragraph 8b2–8b4](#) for these criteria. If the travel meets one of the criteria for hours of work, then holiday premium pay is appropriate for the period of travel taking place during the normal tour of duty hours on a holiday.

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## If I travel during normal tour of duty hours on a holiday during a government shutdown, am I in an excepted status or a furloughed status?

Because the employee is traveling on a holiday in this scenario, they are in furlough status. During a government shutdown, employees are either excepted (performing emergency work) or nonexcepted (furloughed). Employees recalled at some point during the shutdown are considered excepted for the duration in which recalled and working. Time spent traveling during normal tour hours on a holiday is not considered “work,” unless it meets one of the hours of work criteria found in [PRE-3.1, Overtime and Compensatory Time for FLSA Exempt Employees, paragraph 8b2-8b4](#). Travel compensatory time would not be appropriate because the employee would be otherwise compensated upon the termination of the government shutdown.

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## How do I code my timesheet when I travel during normal tour of duty hours on a holiday during a government shutdown?

1. It will depend on the specific scenario: If the shutdown is ongoing and lasts **through** the entire pay period in which the holiday and travel occurred, the time would be coded as 105 – Government Shutdown.
2. If the shutdown ends **during** the pay period in which the holiday and travel occurred, the time would be coded as:
  - a. 050 – Holiday Leave for excepted employees or those recalled immediately before or after the holiday; or
  - b. 106 – Government Shutdown (Retroactive Pay) for nonexcepted employees.

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