



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
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MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Russell T. Vought  
Acting Director

SUBJECT: Updated Federal Travel Guidance in Response to Coronavirus

As the situation concerning the coronavirus disease 2019 (“COVID-19”) continues to evolve, the Administration wants to ensure that agency travel attendance policies adapt accordingly, in order to prioritize the health and safety of the workforce – and of Americans broadly.

The guidance below is in addition to guidance and restrictions currently applicable to international travel for Federal workers. For the most recent information on international travel considerations, please continue to monitor announcements from the [Centers for Disease Control and Prevention \(CDC\)](#) and the [U.S. Department of State](#).

Only mission-critical travel is recommended at this time. Heads of all Executive Departments and agencies are authorized to determine what travel meets the mission-critical threshold. When evaluating whether or not travel is mission-critical, agency heads should consider such factors as whether:

- the purpose of travel is to perform essential duties related to the protection of life and property;
- the travel is required by statute or contract;
- the travel is for systems or equipment inspections if those systems or equipment are integral to security, safety, or proper functioning of the mission;
- the travel is to meetings or trainings required by a grant or to maintain grant funding;
- the travel is for training to meet certification or licensing requirements or to maintain critical functional or occupational competencies; or
- the travel is for activities essential to national security.

Agency leadership also should strongly consider whether:

- the meeting can alternatively be conducted by phone or video conference;
- the travel is to attend training for the purposes of professional development as opposed to maintaining existing accreditation that cannot easily be postponed;
- the travel is not time-sensitive but can be performed at a later date;
- the travel is for the sole purpose of giving a presentation; and
- the travel can be postponed, canceled, or handled remotely.

## **Specific Health Concerns**

In making travel-related decisions, consideration should be given to any health and safety guidance being given by local health authorities and CDC. Consideration should also be given to whether a Federal employee who would be traveling falls within a population(s) at [higher risk for serious complications from COVID-19](#). Travel by any Federal employee to or within areas where there is community spread of COVID-19 should only be undertaken when there is an urgent need, such as to protect life and property.