

# **Policy Statement on Contractor Use of the FAA Air Shuttle Service**

- **FAA contractors, who are reimbursed by the FAA for travel costs incurred under their contract, can travel on the FAA Air Shuttle Service between the Technical Center and Washington, D. C. Included are cost reimbursement contracts or fixed price contracts which contain a line item for reimbursable travel costs. Any questions on whether a particular contract is included should be directed to the contracting officer responsible for the contract.**
- **Contractors of agencies outside of FAA may also utilize the Shuttle, but must have a reimbursable agreement in place with the Technical Center prior to use. Consult your sponsoring agency financial organization to arrange a reimbursable agreement.**
- **A Contractor Authorization Data Sheet is required in lieu of travel orders. The Contracting Officer's Representative (COR) must approve this travel authorization. The form is provided below.**
- **Reservations are on a first-come first-serve basis for all official travelers (DOT/FAA/Contractors).**
- **For information and any questions about the shuttle services, call Shuttle Reservations at 609-485-9812.**

**ACY/DCA AIR SHUTTLE SERVICE  
CONTRACTOR AUTHORIZATION DATA SHEET**

The following contract employee is authorized to utilize the shuttle service for travel between the William J. Hughes Technical Center and Washington, DC. The authorized itinerary and approving signatures are provided below:

(PLEASE PRINT)

Name of Contract Organization: \_\_\_\_\_

Contract Number: \_\_\_\_\_ Task Number: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Trip Itinerary:           Departure date: \_\_\_\_\_           Time: \_\_\_\_\_

                                  Return date: \_\_\_\_\_           Time: \_\_\_\_\_

As the COR for the above contract, I certify the above mentioned contract to be a COST REIMBURSEMENT type contract and the above named contract employee to, thereby, be eligible to utilize the shuttle. I will ensure that the shuttle charges are not invoiced by the contractor as this travel is funded directly by the Gov't.

Government COR name: \_\_\_\_\_

Government COR signature: \_\_\_\_\_

Government COR routing symbol: \_\_\_\_\_ Date: \_\_\_\_\_

\* If your sponsoring Gov't organization is not FAA, your sponsoring agency must have a reimbursable agreement with the Technical Center to fund shuttle use.

**NOTE: THIS IS NOT A RESERVATION SHEET. TO MAKE RESERVATIONS FOR THE SHUTTLE, CALL (609)485-9812.**

This sheet **MUST** be presented prior to boarding the aircraft.