



NSSC Travel

www.nssc.nasa.gov/travel

NSSC Travel Newsletter

From the Customer Relationship Management Team



NSSC Travel Team

Welcome

The NSSC Travel Office provides travel reimbursement services for all authorized Agency travel including: domestic, foreign, local, ETDY, and Change of Station (COS).

Teleworking and Travel

As NASA supports the Work from Anywhere program, there is one thing NASA travelers should know. If an employee teleworks, the employee is not authorized to claim travel expenses at his/her telework location. If you have questions on telework, please contact your Center Human Capital Office for information on telework agreements. For travel related questions, please contact the NSSC Travel Office by calling 877-677-213 or emailing nssc-contactcenter@nasa.gov.

Did you know that POV and Rental Car Regulations have changed?

The General Services Administration (GSA) has revised federal travel policy regarding travelers' use of their own vehicles on official travel. The law requires car rental as the "default" option for travelers who must drive during TDY. If a

federal employee instead seeks to use their own vehicle during official travel, the agency must conduct a cost-comparison between the POV and a rental car, including rental costs, fuel, taxes, parking, and any other associated costs, the proposal specifies.

The changes to the Federal Travel Regulations (FTR) specify that travelers who choose to use their own vehicles on official travel will be reimbursed at the applicable POV mileage rate up to the constructive cost of the authorized mode of transportation plus per diem. The change establishes new rules regarding authorized car rental. The law requires travelers to choose the least expensive compact car available. The rule gives agencies some room to grant exemptions; for example, an agency would be able to authorize rental of a larger vehicle in order to accommodate a medical disability, to accommodate multiple employees traveling in the same vehicle, or to allow travelers to carry large amounts of government material as needed by their agency. However, such exemptions need to be granted by the agency before the travel begins, and the exemption cited on the travel authorization.

GSA also prohibits agencies from reimbursing travelers the cost of pre-paid fuel provided by car rental companies. Last, the FTR states agencies may not reimburse surcharges that arise when rental car companies purchase miles from airlines and provide those miles to their vehicle customers. Specifically, it states: "Travelers will not be reimbursed for fees associated with rental car loyalty points or the transfer of points charged by car companies."

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Resources

Contact and Information:

NASA Shared Services Center
Attn: NSSC Travel Office
Building 1111, Jerry Hlass Road
Stennis Space Center, MS 39529

NSSC Customer Contact Center
Phone: 877-677-2123
Email: nssc-contactcenter@nasa.gov
Web: <https://www.nssc.nasa.gov>

For concerns or suggestions regarding NSSC Travel Newsletter:
Call: 1-877-677-2123 Or **email:** nssc-contactcenter@nasa.gov Attn: NSSC Travel Office

NSSC Travel Website:
<https://www.nssc.nasa.gov/travel>

Concur Login:
<https://cge.concursolutions.com/portal.asp>

Did you know?

1. NASA will reimburse up to 15% tip on authorized business taxi transportation reimbursements. See NID 301-10.421
2. Reimbursement for airport parking while on temporary duty is limited to the cost of a taxi to and from airport terminal. See FTR §301-10.308b. You can check the maximum reimbursement by utilizing <http://www.taxifarefinder.com/>.
3. Travel vouchers must be submitted within 5 working days after completion of trip (FTR 301-52.7)

Click [here](#) to access General Services Administration's Federal Travel Regulations or type: <http://www.gsa.gov/portal/category/21222>

Disclosure: NASA Travelers must comply with Agency guidance and policy