

Detail Extended TDY (ETDY) Travel Process

The following steps detail the ETDY travel process:

1. Notify the NSSC via the [Extended TDY Questionnaire](#) of an impending ETDY assignment.
2. Attend ETDY Orientation via [SATERN](#).
 - a. In the “Find Learning” box key in “ETDY” then click on the course “NSSC EXTENDED TDY (ETDY)”.
3. Receive assistance on ETDY policies, procedures, and entitlements via discussions with an NSSC ETDY Caseworker.
4. Submit and receive an approved Travel Authorization via NF1850 Travel Request Form. If you encounter problems completing your NF1850 you can view the [NF1850 tutorial](#) on the NSSC webpage under Travel / Extended Travel or by contacting the NSSC Travel Office.
 - a. Authorizations must be approved prior to travel.
 - b. If ETDY is over 180 days a TCS/PCS Questionnaire will need to be completed and submitted to the NSSC. Please contact your NSSC Caseworker to obtain the questionnaire.
 - c. If ETDY is over 90 days, travel will require an OIC Approval Form.
 - d. Do Not sign a lease agreement until authorization is approved.
 - e. Include any special request (i.e., rental car, actuals, etc.) on the NF1850 Travel Request.
5. Submit a Travel Voucher via the NF1850 Travel Request Form.
 - a. Ensure a copy of your lease agreement, signed by both Leasee and Lessor, is attached to the NF1850 when submitting.
 - b. Ensure required receipts are attached to your eTravel vouchers for all expenses over \$75.
 - c. You are required to maintain your receipts for 6 years (see 41 CFR [301-52.4](#))
 - d. Ensure utility and rent receipt is attached.
 - e. If you encounter problems completing your NF1850 please contact your NSSC Caseworker.
6. Voucher is received and audited by the NSSC.
 - a. Your voucher is received at the NSSC once it has been approved by your manager in the eTravel System.
 - b. Once the voucher has completed the audit process, it will be approved in the eTravel System.
 - c. If errors are encountered in the audit process, the following will occur:
 - i. The NSSC will return the voucher to the NSSC Preparer.

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- ii. The NSSC preparer will make the corrections and notify the traveler of the necessary correction and request the traveler to sign the voucher again.
 - iii. Voucher will come back to the NSSC to be audited again.
- 7. NSSC will disburse the voucher (provided funding is available). If funding or accounting code errors are encountered, the NSSC will notify the NSSC preparer to make the adjustments to the funding to correct the problem.
- 8. Payment is made to Treasury. Traveler will receive notification via e-mail once payment has been made.
- 9. Traveler receives payment in appropriate account.