

Detail Foreign Travel Process

The following steps detail the foreign travel process:

1. Submit and receive an approved Travel Authorization via Concur Government Edition (CGE) at <https://cge.concursolutions.com/portal.asp> according to your Center's process.
 - a. If you encounter problems completing your authorization in CGE, please contact your Center Travel Office.
 - b. Approved authorizations must be received prior to travel.
2. Submit a travel voucher via CGE within five (5) working days after completion of travel.
 - a. If you encounter problems completing your voucher in CGE, please contact your Center Travel Office.
 - b. Ensure receipts are attached to the voucher prior to submission.
 - i. Access your voucher in CGE and attach the pdf document
 - ii. If you cannot attach a pdf, you can print the fax receipt cover sheet and fax to the number indicated.
 - iii. You are required to maintain your receipts for 6 years per the eCFR located at <https://www.ecfr.gov/current/title-41/subtitle-F/chapter-301/subchapter-C/part-301-52/section-301-52.4>
3. Voucher reviewed by the NSSC.
 - a. Your voucher is received at the NSSC once it has been approved by the Fund Certifier in CGE.
 - b. The NSSC completes a review of the voucher and all receipts prior to disbursement.
 - c. Once the voucher has completed the review process it will be approved in CGE.
 - d. If errors are encountered during the review, the following will occur:
 - i. The NSSC will return the voucher to the traveler/preparer.
 - ii. The NSSC will email a correction template to the traveler/preparer describing the changes needed to correct the voucher.
 - iii. The traveler will resubmit the voucher.
 - iv. The NSSC will review the voucher again.
4. Center Management will approve the voucher.
5. NSSC will disburse the voucher (provided funding is available). If funding or accounting code errors are encountered, the NSSC will return the voucher to the traveler/preparer to work with the Fund Certifier to correct the problem.
6. Payment is made by Treasury. You will receive notification via e-mail once payment has been made.
7. Traveler receives payment in appropriate account.