Instructions for Completing [SF3881](https://www.gsa.gov/Forms/TrackForm/33015) Form for issuing International Treasury System (ITS) travel payment which will be issued to international/foreign banks by the NASA Shared Service Center

Please fill out the following Sections of the form.

1. **Agency Information Section:**

* Federal Program Agency: Input the NASA Center paying for the travel claim such as
  1. Armstrong Flight Research Center
  2. Ames Research Center
  3. Glenn Research Center
  4. Headquarters/NSSC
  5. Johnson Space Center
  6. Kennedy Space Center
  7. Langley Research Center
  8. Marshall Space Flight Center
  9. NASA Management Office
  10. Stennis Space Center
* Contact Person Name: Input the Point of Contact at the Center
* Telephone Number: Input the Point of Contact phone number here
* Additional Information: Input the traveler Travel Authorization number here

1. **Payee/Company Information**

* Name: Input the invitational travelers name as it appears on his/her bank account here
* SSN NO. or Taxpayer ID No.: Input the invitational traveler vendor number here
* Address: Input the invitational traveler address in the foreign country

1. **Financial Institution Information**

* Name: Input the invitational traveler bank name (*this is the bank name that the traveler funds will go into*)
* Address: Input the invitational traveler bank address (*this is the bank address that the traveler funds will go into*)
* ACH Coordinator Name: Input the Swift number here (*this is required information to make the deposit*)
* Depositor Account Title: Input the IBAN number here (*this information is required if the traveler doesn’t provide a bank account number*)
* Depositor Account Number: Input the recipient bank number that the funds are to be deposited in (*this information is required if the traveler doesn’t provide a IBAN number*)
* Type of Account: Select the checking box (*ITS payments are only deposited into checking accounts*)
* Signature and Title of Authorized Official: Input signature of approving official which be the same as the ACH Coordinator.

Please fax 866-779-6772 or email the completed form to the [NSSC@NASA.gov](mailto:NSSC@NASA.gov) with the Subject “Travel ITS Payments”