



NSSC Travel

www.nssc.nasa.gov/travel

NSSC Travel Newsletter

From the Customer Relationship Management Team

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Resources



NSSC Travel Team

Welcome

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

Calendar Year (2016) Privately Owned Vehicle Mileage Reimbursement Rates

Effective January 1, 2016 General Services Administration (GSA) implemented the changes below:

Privately Owned Automobile: \$.54

Privately Owned Automobile when Government-furnished automobile is available: \$.19

Privately Owned Motorcycle: \$.51

Privately Owned Airplane: \$.17

Fiscal Year 2016 per diem rates are now available:

<http://www.gsa.gov/portal/content/104877>

What is per diem?

Per diem is the allowance for lodging (excluding taxes), meals and incidental expenses. The GSA establishes per diem rates for destinations within the Continental United States (CONUS). The Department of Defense (DOD) establishes non-foreign rates such as Alaska, Hawaii, Puerto Rico and Guam. However, Foreign areas, lodging taxes have not been removed from foreign per diem rates established by the Department of State. Separate claims for lodging taxes incurred in foreign areas are not allowed. See Federal Travel Regulations (FTR) 301-11.27

What determines my maximum per diem reimbursement rate?

Your Temporary Duty (TDY) location determines your maximum per diem reimbursement rate. See FTR 301-11.7

What is the maximum per diem rate I will receive if lodging is not available at my TDY location?

If lodging is not available at your TDY location, NASA may authorize the maximum per diem rate for the location where lodging is obtained. If NASA does not authorize the maximum per diem rate for the location where lodging is obtained, you will receive the lodging amount for your TDY location. See FTR 301-11.8 and NID 301-11.8

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. Travel vouchers must be submitted within 5 working days after completion of trip (FTR 301-52.7)
3. Separate claims for Laundry/Dry Cleaning expenses incurred in foreign and non-foreign areas are not allowed. This expense has not been removed from the per diem rate. (FTR 301-11.31)

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