



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, Extended Temporary Duty (ETDY), and Change of Station (COS).

Must I have authorization to travel?

Yes, See FTR §301-2.1. Refer to NPD 9710.1, Delegation of Authority - To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters, for more information on who is empowered to authorize TDY travel.

NASA Centers' Deputy Chief Financial Officers (DCFOs) shall establish a matrix outlining approving officials by position and authority. NASA-wide approving officials shall include the appropriate levels of management and financial review.

Is a travel authorization required for travel beyond 50 miles when per diem will not be authorized since the official travel is 12 hours or less?

A. No, a travel authorization is not required when a POV is used. A local voucher may be used to claim mileage expenses, tolls,

and parking.

B. Yes, a travel authorization is required when a Government vehicle is used. A local voucher may be used to claim tolls and parking.

C. Yes, a travel authorization is required when air transportation, including Government provided is used. A TDY travel voucher may be submitted for mileage expense, tolls, and parking.

Must my Agency pay an allowance (either a per diem allowance or actual expenses)?

Yes, unless you are attending a training event under the Government Employees Training Act for which you "agree not to be paid per diem expenses," or you are traveling to a pre-employment interview and the interviewing agency does not authorize payment of per diem expenses. (See FTR §301-11.3).

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 or approve the maximum per diem rate for the location where lodging is obtained. If NASA does not authorize or approve the maximum per diem rate for the location where lodging is obtained, you will receive the lodging amount for your TDY location.

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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. You are required to use the Government contractor issued charge card for all official travel expenses, unless you have an exemption FTR 301-51.1
2. Travel vouchers must be submitted within 5 working days after completion of trip (FTR 301-52.7)
3. Incidental expenses—fees and tips given to porters, baggage carriers, hotel staff, etc. (FTR 301-11.18)
4. Your TDY location determines your per diem rate (FTR 301.11.7)

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