



NSSC Quarterly Travel Tips

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), as well as preparing all ETDY Travel Authorizations and Vouchers.

Domestic Travel:

Within how many calendar days after I submit a proper claim must my agency reimburse my allowable expenses?

FTR 301-52.17

Your agency must reimburse you within 30 calendar days after you submit a proper travel claim to your agency's designated approving office. Your agency must ensure that it uses a satisfactory recordkeeping system to track submission of travel claims. For example, travel claims submitted by mail, in accordance with your agency's policy, could be annotated with the time and date of receipt by your agency. Your agency could consider travel claims electronically submitted to the designated approving office as submitted on the date indicated on an e-mail log, or on the next business day if submitted after normal working hours. However, claims for the following relocation allowances are exempt from this provision:

- ⇒ Transportation and storage of household goods and professional books, papers and equipment;
- ⇒ Transportation of mobile home;
- ⇒ Transportation of a privately owned vehicle;

- ⇒ Temporary quarters subsistence expense, when not paid as lump sum;
- ⇒ Residence transaction expenses;
- ⇒ Relocation income tax allowance;
- ⇒ Use of a relocation services company;
- ⇒ Home marketing incentive payments; and
- ⇒ Allowance for property management services.

Foreign Travel:

Should I keep itemized records of my expenses, while on Travel?

FTR 301-52.13

Yes. You will find it helpful to keep a record of your expenses by date of the expense to aid you in preparing your travel claim or for tax purposes.

Extended TDY Travel:

Are individuals required to receive a Travel Card?

NPR 9730.1, Sec.2.1.1

NASA employees authorized official travel shall use their travel card for all official travel expenses as the method of payment, unless exempted in accordance with 41 CFR § 301-51.3. This applies to all forms of travel, including Temporary Change of Station (TCS) and Permanent Change of Station (PCS).

NPR9730.1, Sec 3.5.1

In accordance with OMB Circular A-123, Appendix B, NASA mandates the use of split disbursement for all Government travel charge cardholders.

Change of Station / Relocation Travel:

May the 1-year time limitation for completing all aspects of a relocation be extended?

FTR 302-2.12

Yes, the 1-year time limitation for completing all aspects of a relocation may be extended by your Agency for up to 1 additional years [sic], but only if you have received an extension under FTR 302-11.22.

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 Quarterly Travel Tips:

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. Split disbursement divides a travel voucher reimbursement between the NASA Government charge card vendor and the traveler. When used correctly for the direct payment of common carrier, lodging, rental car, and other authorized miscellaneous expense transactions charged directly to the card, split disbursement reduces the cardholder's burden in making personal payments and assists in reducing delinquencies. *NPR 3.5.1.1*
2. You may call the NSSC Contact Center at 1-877-NSSC-123 to request a review of your travel voucher. Please give the travel authorization number as well as the specific details of the expenses in question. NSSC Travel will review the travel voucher and provide feedback on the issue. If required, the NSSC will request the Office of the Chief Financial Officer (OCFO) to review the travel voucher and make a final decision.
3. You must submit any unused tickets, coupons, or other evidence of refund to your agency in accordance with your agency's procedures. *FTR 301-52.16*

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.