



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, ETDY, and Change of Station (COS).

Telephone calls while on TDY

The approving official may authorize reimbursement for long-distance telephone calls while a traveler is in official travel status. Employees are expected to use the most practical and cost effective method for making telephone calls and should ensure that costs are minimized. Calls made using personal wireless services may be reimbursed if they increase the overall cost of the traveler's service charges and when they are authorized by the approving official as cost effective to the government. Additional cost factors that may arrive in foreign countries, including the country's telephone carrier system and additional tariffs, may be reimbursable. The traveler will only be reimbursed for out of pocket expenses for personal reasons with supporting

documentation.

Reimbursement for airport parking while on Temporary Duty

NASA may reimburse your parking fee as an allowable transportation expense not to exceed the cost of taxi fare to/from the terminal. As a prudent traveler, you should use satellite parking facilities rather than daily or valet parking facilities per NID 301-10.308 and FTR 301-10.308.

Extended TDY Counseling

NSSC offers Extended TDY (ETDY) Counseling to all Extended Travelers. Please contact the NSSC at 1-877-677-2123 to request ETDY counseling or you may follow the link to the NSSC website <https://www.nssc.nasa.gov/extendedtdy> and complete and submit the Extended TDY Questionnaire to the NSSC Customer Contact Center, in addition, ETDY travelers can view the NSSC Extended TDY Video for additional information.

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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. 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)

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