



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).

Are laundry, cleaning and pressing of clothing expenses reimbursable?

Per FTR 301-11.31—Your agency may reimburse for laundry, cleaning and pressing of clothing as a miscellaneous travel expense for TDY within CONUS. However, you must incur a minimum of four consecutive nights lodging on official travel to qualify for this reimbursement. Laundry and dry cleaning expenses have not been removed from foreign per diem rates established by the Department of Defense. Separate claims for laundry and dry cleaning expenses incurred in foreign areas and non-foreign areas are not allowed.

Automated-Teller-Machine (ATM) services - Government contractor-provided ATM services that allow cash withdrawals from participating ATMs to be charged to a Government contractor-issued charge card. ATM fees can be reimbursed as miscellaneous expenses if the fee is incurred by utilizing Government contractor issued charge card.

How must I use the Government Contractor-issued travel charge card? You are required to activate the Government contractor-issued travel charge card once you receive it, and then use it as the method of payment for all official travel expenses unless exempted under 301-51.2 (FTR 301-51.1)

Are there any official travel expenses that are exempt from the mandatory use of the Government contractor-issued travel charge card? Per FTR 301-51.2 Expenses for which payment through the Government contractor-issued travel charge card is impractical (e.g., vendor does not accept credit cards) or imposes unreasonable burdens or cost (e.g., fees are charged for using the card) are exempt from use of the travel charge card. Your agency may also exempt an official travel expense when it is necessary in the interest of the agency (FTR 301-51.4)

Who are exempt from mandatory use of the Government contractor issued travel card? Per FTR 301-51.3 The Administrator of General Services exempts the following classes of employees from mandatory use of the Government contractor-issued travel charge card:

- any employee who has an application pending for the Government contractor-issued travel card
- any employee, when issuance of the Government contractor-issued travel charge card would adversely affect the mission or put the employee at risk
- any employee who is not eligible to receive a government contractor-issued travel charge card.

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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