



# NSSC Travel

www.nssc.nasa.gov/travel

## NSSC Quarterly Travel Tips

From the Customer Relationship Management Team



NSSC ETDY 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.

### Extended TDY Travel:

[What is NASA's standard reduced per diem rate for ETDY Travel?](#) *NPR 9750.1, sec 3*

*NPR 9750.1, sec 3.1.2 (a)*

Consistent with 41 CFR 301-11.200, an ETDY authorization can include reasonable further reductions from this standard rate or limitations on approved lodging for unique circumstances, to the extent it can be determined in advance that such will substantially lower costs without mission impact. For example, if lodging is obtained at 50 percent per diem, the ETDY authorization should be adjusted to authorize a lower rate.

*NPR 9750.1, sec 3.1.2 (b)*

NASA will authorize the employee a per diem rate (up to 65 percent) to reasonably cover expenses for a one bedroom furnished apartment. If an employee chooses to upgrade their lodging to more than a one bedroom; the cost of the upgrade will not be reimbursed.

### Domestic Travel:

[Can a traveler take leave in conjunction with Official Travel?](#) *NPR 9710.1 sec 5*

5.3.2 Any leave in conjunction with official travel should be approved by the traveler's Approving Official prior to travel commencing, in accordance with NPR 3600.1.

### Change of Station / Relocation Travel:

[What are some allowances for Temporary Quarters Subsistence Expense \(TQSE\)?](#)

*NPR 9760.1 sec 4.3*

- ⇒ The Approving Official (AO) will determine if TQSE allowance is necessary and will authorize it on NF 1450.
- ⇒ NASA will reimburse the employee for TQSE under the actual expense method unless the employee chooses the lump sum reimbursement method. Once the employee selects the TQSE method, the selection is considered a binding decision and may not be changed. The employee shall make this determination when completing NF1449-C or NF1449-O, before his or her TA is prepared.

⇒ TQSE occupancy shall be completed within one year after the employee reports for duty at the new PDS unless that time is extended.

⇒ The lump sum reimbursement method of TQSE simplifies the budgeting process; however, NASA requires a lodging receipt to show costs were incurred. The receipt should be from a FEMA certified company that is in the business of providing lodging. For the definition of a receipt, reference the appropriate Guide to a Successful Move, Appendix C.

### Foreign Travel:

[When may I use the 14-hour rule to travel other than coach-class?](#) *FTR 301-10.125*

(a) You may use the 14-hour rule to travel via other than coach-class when:

- 1) The origin and/or destination are OCONUS
- 2) The scheduled flight time, including non-overnight stopovers and change of planes, is in excess of 14 hours; and
- 3) You are required to report to duty the following day or sooner

(b) Scheduled flight time is the flight time between the originating departure point and the ultimate arrival point including scheduled non-overnight time spent at airports during plane changes. Scheduled non-overnight time does not include time spent at the originating or ultimate arrival airports.

(c) If other than coach-class accommodation is authorized based on the 14-hour rule then you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site, in accordance with internal agency procedures pursuant to *FTR 301-70.102*. See NASA's internal policy, NPR 9710.1 sec 5.5.

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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](mailto: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](mailto: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. Dry cleaning and laundry are no longer an authorized expense at the ETDY location (NPR 9750.1 sec 3.4). However, this expense is still reimbursable on TDY travel when you incur four consecutive nights of lodging. FTR 301-11.31

2. When a voucher is amended in CGE, the original expense(s) should not be deleted or adjusted. Additional expense lines should be added to make any adjustments using payment type of Other.

3. A reasonable allowance for a reasonable cost of shipping unaccompanied baggage of personal effects (up to 350 pounds) is permitted, but personal effects does not include furniture and other household. NPR 9750.1, sec 3.3.4

4. All regular TDY trips should be coded as a "single" trip type in CGE. Selecting "Constructive" trip type will result in the document rejecting/failing.

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.**