



National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS
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NASA DESK GUIDE
ON
DOMESTIC EXTENDED TEMPORARY DUTY (ETDY)

NSCG-9740-0001

Revision: 5.0

Effective Date: September 2, 2011
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Responsible Office: Financial Management Division

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Approved by

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October 12, 2011
Date

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SECTION 1 – INTRODUCTION

This section provides an overview of the document content, as well as how the information is arranged.

1.1 Purpose

The purpose of this desk guide is to provide guidance to National Aeronautics and Space Administration (NASA) employees who are or will be on Extended Temporary Duty (ETDY), Center Travel Offices, and to the NASA Shared Services Center (NSSC) for the purposes of counseling and paying travelers on ETDY. This document provides a consistent approach to ensure that all Agency travelers are paid by the same guidelines and that NASA adheres to the NASA Financial Management Requirements (FMR) and the Federal Travel Regulation (FTR).

1.2 Background

The need for this guide has increased as information regarding ETDY is located in multiple places and performed by multiple organizations across the Agency.

1.3 Applicability

This desk guide is applicable to NASA Headquarters and NASA Centers, including Component Facilities, the NSSC, and the Office of the Inspector General. Unless otherwise stated, the use of the word Center(s) in the text of this document includes NASA Headquarters, the NSSC, and the Office of the Inspector General, and any reference to Center Director(s) includes the Executive Director, Headquarters Operations and the Executive Director, NSSC. This desk guide is for use by NASA Center Human Resources Offices (HROs), Chief Financial Officer (CFO), NSSC, and all ETDY travelers.

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1.4 Point of Contact

The NSSC is responsible for ETDY counseling and expense report payments. The NSSC can be reached through the NSSC Customer Contact Center at:

NASA Shared Services Center
C Road, Building 1111
Stennis Space Center, MS 39529
Phone: (877) 677-2123
Fax: (866) 779-6772
E-mail: nssc-contactcenter@nasa.gov

1.5 About This Document

This document contains information on regulations, processes, and policies relating to ETDY. It also contains a listing of the acronyms and abbreviations used in this document with the applicable meanings in Appendix A, Acronyms and Abbreviations.

Note: For your convenience, this document identifies Web links when available. These links are correct as of this publishing; however, since Web links can be moved or disconnected at any time, we have also provided source information as available to assist you in locating the information.

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SECTION 2 – REFERENCES

Various regulations govern the ETDY program and its participants. This section provides references to the documents and codes identified in this document. Where there are applicable regulations or references in the body of this document, the reference may be found in parentheses after the description of the regulation and may include the applicable subparagraph.

The following references were used in the preparation of this desk guide:

- a. Federal Travel Regulation (FTR). To access the FTR electronically, go to www.gsa.gov. Click the **Home** tab; click the **About GSA** link; then under the **Reference** heading, click the **Federal Travel Regulations (FTR)** link.
- b. General Services Administration (GSA) Domestic Per Diem Rate Chart. To access this Web page, go to www.gsa.gov/perdiem.
- c. General Services Board of Contract Appeals (GSBCA) 16699-TRAV. To access this decision, go to <http://www.gsbca.gsa.gov/travel/u1669917.pdf>.
- d. Internal Revenue Service (IRS) Memorandum 20026025, Subject: Rev. Rul. 99-7 Issues, May 31, 2000.
- e. IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses.
- f. NASA Procedural Requirements 9700.1 Appendix A: FMR NASA Federal Travel Regulations Supplement (NFTRS). To access the NPR9700.1 electronically, go to <http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=9700&s=1>. On the bottom of the screen, click the Appendix A. NASA Federal Travel Regulations Supplement (NFTRS) link.

Important: All instances in this desk guide that reference the NPR are specifically for NPR 9700.1, Travel, Appendix A, FMR NASA Federal Travel Regulations Supplement (NFTRS), unless otherwise noted.

- g. NSSC Web site located at <https://www.nssc.nasa.gov/customerservice>. To access the ETDY information, click the **Travel** tab, then click the **Extended TDY** link.
- h. National Archives and Records Administration (NARA) General Records Schedule 6 Accountable Officers' Accounts Records. To access NARA electronically, go to <http://www.archives.gov/records-mgmt/ardor/grs06.html>.

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SECTION 3 – GENERAL

3.1 Definitions

a. Constructive Expense Report

Constructive Expense Report refers to an expense report that is created to show the cost of the preferred mode of travel versus traveler's preference. For example, if a traveler is authorized to fly from Kennedy Space Center (KSC) to Goddard Space Flight Center (GSFC) but desires to drive instead, a constructive expense report would be created to show the actual cost of the entire trip driving versus flying. The traveler would then be paid for whichever mode is more cost effective to the government. Travelers are responsible for expenses when taking "side trips" or incurring other expenses not associated with the ETDY.

b. Fixed Costs

Fixed Costs refers to the cost of expenses, other than meals, authorized in the ETDY per diem rate (e.g., utilities). Fixed costs are reimbursed to ETDY travelers when they are away from their ETDY location. The fixed cost rate is 65% of the lodging portion of the prescribed per diem rate.

c. ETDY

ETDY is authorized travel that lasts more than 30 days.

d. Expense Report

An expense report is a travel voucher. The term "expense report" is used in FedTraveler.com.

e. Home Center

Home Center is the Center of record for the traveler's official position. It is also called the Permanent Duty Station.

f. Interim Expense Report

The monthly expense report includes expenses for a 30 day period. The term "interim expense report" is used in FedTraveler.com.

g. Lodging Costs

Lodging costs refers to the GSA-determined rate of lodging at a specific location.

h. Meals and Incidental Expenses (M&IE)

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M&IE is the GSA-determined cost of prepared meals plus incidental expenses. This amount is based on the per diem location.

i. Nested Trips

Nested Trips refer to other travel that is performed during an ETDY assignment (e.g. secondary or home trips). The term “nested trips” is used in FedTraveler.com.

j. Per Diem

Per Diem refers to the GSA-determined rate for lodging and M&IE at a per diem location. Refer to the Domestic Per Diem Rates page on the GSA Web site.

k. Permanent Duty Station (PDS)

PDS is the Center of record for the traveler’s official position. It is also called the home Center. PDS is most commonly used and is found throughout this document.

l. Reduced Rate

Reduced rate is the rate of reimbursement that begins on the second day of travel regardless of the mode of transportation and for each full day at the ETDY location. This is a portion (specifically 65%) of the full regular Temporary Duty (TDY) per diem rate.

m. Secondary Travel

Secondary travel is business-related travel to a location other than the Permanent Duty Station that occurs while on ETDY. Personal travel while on ETDY is not considered secondary travel.

3.2 Responsibilities

3.2.1 Traveler’s Responsibilities

The traveler is responsible for the following:

- Completing the ETDY questionnaire.
- Completing ETDY training on System for Administration, Training, and Educational Resources for NASA (SATERN).
- Notifying the Center Financial Management office that an ETDY Cost Comparison is needed if trip will last longer than 180 days.
- Being a prudent traveler.

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- Ensuring FedTraveler.com contains an approved Travel Authorization for the ETDY as well as for any Nested trips prior to incurring travel expenses.
- Verifying that the Government issued travel charge card is active.
- Verifying personal enrollment of health care benefit coverage for ETDY location.
- Ensuring credit and cash limits on the travel charge card are adequate for authorized travel.
- Filing expense reports within the prescribed timeframe (NPR Appendix A 301-52.7).
- Correcting expense report if an expense report is returned by the NSSC after auditing. Traveler may coordinate with the preparer if expense report was not originally prepared by the traveler.
- Maintaining receipts.
- Discussing re-entry options with the supervisor.
- Opening and closing leases.
- Notifying the Landlord of termination and forwarding address.
- Turning on and off utilities.
- Providing deposits and obtaining refunds.
- Filing change of address.

3.2.2 NSSC's Responsibilities

NSSC is responsible for the following:

- Advising travelers on authorized expenditures for ETDY.
- Answering traveler's questions regarding entitlements.
- Auditing ETDY expense reports.
- Processing ETDY expense reports for payment.

3.2.3 Funding Center's Responsibilities

The traveler's Funding Center is responsible for the following:

- Completing a cost comparison to determine whether ETDY is more advantageous to the government and should be authorized over a Temporary

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Change of Station (TCS) or Permanent Change of Station (PCS) assignment (NPR 9700.1 Appendix A 301-11.202).

- Ensuring sufficient funding is in place and the appropriate accounting data is used (e.g., Fund, WBS, etc.).

3.2.4 Center Travel POC's Responsibilities

The traveler's Center POC is responsible for the following:

- Providing assistance with completing the travel authorization and expense report in the electronic travel system.

Note: Some Centers prepare travel documents on behalf of the employees.

3.3 When TDY Turns into ETDY

If travel of 30 days or less is extended by NASA management to exceed 30 days, the reimbursement rate change (from full per diem to the reduced rate) will be effective on the date the authorizing official makes the determination that an extension is required (NPR 9700.1 Appendix A 301-11.204).

3.4 Income Tax Reimbursement Allowance (ITRA)

Per IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses, long term assignments in excess of 1 year are considered to be income by the IRS, and NASA is obligated to report all reimbursements as income to the employee from the point it can be reasonably determined that the assignment will exceed 365 days (NPR 9700.1 Appendix A 301-11.201).

When it has been determined that travel will extend over 365 days, the NSSC should be notified by the traveler so they may begin deducting taxes from the subsequent monthly expense report. The amount of deduction is determined by the IRS for all taxable reimbursements. This information is then forwarded to the Department of the Interior (DOI) to be included on the employee's Form W-2, Wage and Tax Statement, and must also be sent to the traveler for filing of their ITRA.

3.5 ETDY Over 1 Year

If the ETDY exceeds 1 year, NASA is, as previously mentioned, obligated to report travel reimbursements to the IRS.

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Returning to the PDS and creating a new set of orders to return to the same ETDY location does not circumvent the fact that the ETDY is taxable if the total from both sets of authorizations exceeds 1 year.

If the ETDY is realistically expected to last for more than 1 year, whether or not it actually lasts for more than 1 year, the IRS considers this to be an indefinite assignment. A series of assignments to the same location, all for short periods but that together cover a long period, may be considered an indefinite assignment. Travelers are required to include in their income any travel reimbursements they receive when the ETDY becomes an indefinite assignment (IRS Publication 463).

Per NPR 9700.1 Appendix A 301-11.201 (note):

“...it is reasonable to treat a break of at least 7 months as significant, thereby treating two work segments separated by a 7-month break as separate periods of employment for applying the 1-year limitation.”

Therefore, it is NASA's procedure that the Agency will treat any assignment to a specific geographical location (within a 50 mile radius) as one continuous assignment unless there is a break in service of at least **7 months**. If the break is less than 7 months and exceeds or is expected to exceed 1 year in total duration, then the Agency will consider the travel reimbursement as taxable and will process the voucher accordingly. The intent of this practice is to mitigate any tax liability on behalf of the employee.

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SECTION 4 – PRIOR TO ETDY

Prior to authorization of an ETDY assignment, the following must be completed:

- The authorizing official must determine whether the assignment is in the best interest of the government.
- The Office of the Chief Financial Officer (OCFO) (or other office as determined by your Center) shall develop a cost comparison for ETDY's over 180 days to determine whether the assignment should be authorized as an ETDY or TCS/PCS assignment.
- The cost comparison should be attached to the travel authorization and will be used to certify funds availability and process expense reports (NPR 9700.1 Appendix A 301-11.202).

Important: All per diem figures and other examples provided in this document are for example only. The per diem figures are based on Fiscal Year (FY) 2009 calculations and are subject to change. Please always refer to the official rate charts on the GSA Web (see page 7) site when determining any calculations.

4.1 Getting Ready

After it has been determined that an employee will be going on ETDY, an employee should:

- Complete the ETDY Questionnaire located on the NSSC Web site. To access the questionnaire, go to <https://www.nssc.nasa.gov/customerservice>; click the **Travel** tab; then click the **Extended TDY** link. Under the **Welcome to Extended TDY** heading, click the **Extended TDY Questionnaire** link.
- Complete the ETDY training available on the SATERN Web site.

These two actions will notify the NSSC of the impending travel. The NSSC will then contact the traveler to answer any questions the traveler may have on the rules and regulations relating to ETDY.

Additional travel information such as the ETDY video, FAQ's, and helpful Web-links, can be found on the NSSC Web site. To access travel information, go to <https://www.nssc.nasa.gov/customerservice>; click the **Travel** tab; then click the

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Extended TDY link. Under the Welcome to Extended TDY heading, click the Extended TDY Video.

Several Web sites offer a moving checklist. The following is a partial list of Web sites where a traveler can find a moving checklist to help facilitate the move:

- Century 21: <http://www.c21amhomes.com/movingchecklist.htm> *
- U-Pack Moving, Inc.: <http://www.upack.com/moving-resources/checklist.asp> *
- Apartment Search by CORT: <http://www.apartmentsearch.com/moving-help/> *
- Move, Inc.: <http://moving.move.com/move/tools/relocationwizard.asp> *

*Referenced for convenience purposes only; implies no U.S. Government Endorsement.

4.2 Travel Authorization

FedTraveler.com travel authorization should be created by the traveler's Home Center. The travel authorization should contain the specifics about what is authorized while on ETDY. If applicable, specifically include the following:

- Approved methods of transportation (e.g., Privately-owned Vehicle (POV))
- Approval for non-contract carrier, if applicable
- Justification for excess baggage transportation
- Cash advance approval, if applicable (only for Electronic Funds Transfer (EFT) requests)

4.3 Where to Live

Deciding where to live while on ETDY is an important decision. Below are some suggestions to help travelers make an informed decision:

- The traveler should determine how much per diem will be received and keep rental payments within that amount. Refer to paragraph 5.2, Reduced Rate, for additional information.
- The traveler should talk to the ETDY supervisor (or others who live in the area) for suggestions of areas/neighborhoods in which to live.
- The traveler should conduct online research to find an area that meets his or her requirements. Many Web sites exist to help with this research, including the following:
 - Visit <http://www.greatschools.net/> to research schools in a specific area.*

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- Visit <http://www.rent.com> to find available rental units and property in a specific area.*
- Visit <http://www.apartmentsearch.com> to find available rental units and property in a specific area.*
- Visit www.citysearch.com to discover available restaurants, hotels, shopping, and more in a specific area.*
- Visit <http://www.bestplaces.net> for a general overview of cities including reviews from people who currently live or have lived in that area.
- Visit <http://www.bestplaces.net/crime/> to learn about the crime rate of a specific area.*
- Visit www.publictransportation.org to find public transportation options for a specific area. *
- Visit <http://www.opm.gov/insure/health/planinfo/index.asp> to verify your federal health benefits plan coverage at your ETDY location.

*Referenced for convenience purposes only; implies no U.S. Government Endorsement.

4.4 The Lease

Once the traveler has decided where he or she wants to live, the traveler should contact the rental property to begin the leasing process. This process will vary depending on the company, but generally involves completing an application and submitting to a credit check.

Note: The lease should be negotiated prior to arrival at the ETDY location and begin as close to the day of arrival at the ETDY location as possible. The traveler will not be reimbursed for rent prior to the beginning of the official travel. The traveler will only receive 65% of the location per diem and NASA will not pay any additional costs if the traveler chooses to stay in a hotel.

Since NASA can terminate the ETDY at any time, it is recommended that prior to signing a lease, the employee discuss with the Landlord the possibility of an early termination of the lease due to the employee's position with NASA. Some places of lodging will allow additional language to be inserted into the lease to cover this possibility. The following language, while not mandatory, is recommended for inclusion in the lease:

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“The Tenant is an employee of the U.S. Government and may terminate this lease on 30 days written notice to the Landlord if the Tenant receives a geographic assignment to a duty station more than 50 miles from the current duty station. If the Tenant terminates the lease under this clause and is in compliance with all other terms of the lease, the Landlord will refund the Tenant, within a reasonable time after the Tenant vacates, any and all security or damage deposit held.”

Note: Employees are strongly encouraged to select a lodging establishment or residential vendor that accepts the Government-issued credit card for payment. If the establishment does not accept the Government-issued credit card, the employee may be subject to large amounts of out-of-pocket expenses until the reimbursement can be processed.

4.5 Upfront Fees and Expenses

Travelers often incur expenses due to lodging and utility deposits or fees. Travelers should ask questions to determine if they will be charged for any of these types of fees. Lodging deposits/fees are considered as being included in the reduced lodging rate. They are not reimbursable as a separate miscellaneous expense. See the following:

Fees and Deposits Chart

Fees and Deposits		
Expense Type	Considered Part of Reduced Rate	Non-reimbursable
Pet Deposit Fee		X
Amenity Fee	X	
Renters Insurance		X
Lodging Deposit	X	
Utility Connection/Disconnection Deposit	X	
Furniture Delivery Fee	X	
Move-In Deposit/Fee	X	
Lodging Application Fee	X	

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Fees and Deposits		
Expense Type	Considered Part of Reduced Rate	Non-reimbursable
Required Garage Fee	X	
Apartment Storage Fee	X	
Non-refundable Security Deposit	X	

Note: Expenses indicated in the previous chart as non-reimbursable are considered personal expenses and must be paid from personal funds if required and incurred.

4.6 Transportation to/from the ETDY Location

In coordination with the funding supervisor, the traveler needs to determine how he or she will travel to and from the ETDY location. The regulations regarding traveling to and from the ETDY location differ depending on the method used. This paragraph and the following subparagraphs describe the available options.

Note: When deciding which mode of transportation to authorize, the authorizing official should consider what local transportation is available at the ETDY location (NPR 9700.1 Appendix A 301-11.208). The Travel Authorization should indicate the authorized mode of transportation per NPR 9700.1 Appendix A 301-11.208, 301-11.209 and 301-11.210.

The authorized modes of transportation, in order of preference, for travel between the PDS and the ETDY station are:

1. Common Carrier
2. POV
3. Rental Car (last resort)

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Regardless of the method used, when a travel assignment is 30 days or longer, travelers may be authorized up to 350 lbs. of excess baggage. The transportation of excess baggage must be in the manner most cost-effective to the Agency (NPR 9700.1 Appendix A 301-11.225).

4.6.1 Common Carrier

Common Carrier Travel Requirements

When traveling via common carrier (e.g., commercial airline), the traveler must use the contract carrier. If the traveler would like to use a carrier other than the contract carrier (NPR 9700.1 Appendix A 301-10.108), the following conditions must be met:

- The traveler must meet one of the exceptions listed in FTR §301-10.107 and show approval on the travel authorization to use a non-contract fare. Detailed justification is required.
- If the non-contract fare is non-refundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on his or her planned trip, that he or she will use the ticket.
- NASA must determine that the proposed non-contract transportation is practical and cost effective for the government. In addition, the Deputy CFO (Finance) or his/her designee at the respective Center must determine that the proposed non-contract transportation is practical and cost effective for the government (NPR 9700.1 Appendix A 301-10.108).
- The approval to use a non-contract carrier must be shown on the travel authorization (NPR 9700.1 Appendix A 301-10.108).

Warning: Carrier preference is not a valid reason for using a non-contract fare.

Note: Excess baggage does not include furniture.

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Per Diem while Traveling via Common Carrier

On the day of travel, the traveler will be paid 75% of M&IE portion of the per diem for the ETDY location plus lodging (Not to Exceed (NTE) the allowable lodging rate).

Example: 75% of M&IE rate for Washington DC is \$64.00 x 75% = \$48.00 plus cost of lodging NTE \$209.00 equals a maximum of \$257.00 for travel day. (See www.gsa.gov/perdiem for current Per Diem Rates.)

Note: The reduced rate of 65% reimbursement will begin on the second day of travel regardless of the mode of transportation. (NPR 9700.1 Appendix A 301-11.205).

Excess Baggage

Excess baggage is allowed up to 350 lbs when flying. A justification is required and must be included on the Travel Authorization.

Note: The GSBICA has ruled that the shipment of furniture is not an allowable expense in conjunction with temporary duty travel (GSBICA 16699-TRAV).

4.6.2 POV

Driving POV Travel Requirements

If the authorized mode of transportation is a POV, the traveler is expected to take the most direct route and must drive an average of 300 miles per day in order to receive per diem (FTR §302-4.201). If the traveler does not take the most direct route, he or she will only be reimbursed for the number of miles of the most direct route. If the traveler does not drive an average of 300 miles per day, the traveler will not receive per diem for travel days.

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Per Diem while Traveling via POV

The following chart outlines what per diem the travelers can expect when driving:

Description	Per Diem
First day of travel	75% of the M&IE plus lodging not to exceed the maximum lodging rate at the location where the traveler will spend the night. If no lodging is required on the first day of travel, the traveler will receive 75% of the M&IE of the destination location, provided the traveler was in a travel status for 12 hours or more.
Full day of travel	The reduced rate of 65% reimbursement will begin on the second day of travel regardless of the mode of transportation. (NPR 9700.1 Appendix A 301-11.205).

Excess Baggage Cost Comparison

When driving, travelers may ship (e.g., USPS, UPS, FedEx, etc.)* ground service up to 350 lbs. in addition to what they can carry in their POV.

Travelers may rent a trailer/truck (e.g., U-Haul, Ryder, Budget, etc.)* to carry any additional items to the ETDY location. However, a cost comparison is required from the traveler showing that renting a trailer/truck is more advantageous to the government than the cost of airfare plus excess baggage or POV plus shipment of 350 lbs. Additional insurance of any type is not a reimbursable expense.

* Referenced for convenience purposes only; implies no U.S. Government Endorsement.

Costs	If Traveler Rents Drivable Truck		If Traveler Rents Towable Trailer	
	NASA Will Reimburse	NASA Will <u>NOT</u> Reimburse	NASA Will Reimburse	NASA Will <u>NOT</u> Reimburse
Rental	X		X	
Gas	X			X
POV Mileage	N/A	N/A	X	
Additional Insurance		X		X
Vehicle Trailer for Towing a Car		X	N/A	N/A

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Costs	If Traveler Rents Drivable Truck		If Traveler Rents Towable Trailer	
	NASA Will Reimburse	NASA Will <u>NOT</u> Reimburse	NASA Will Reimburse	NASA Will <u>NOT</u> Reimburse
Packing Materials (e.g., boxes or tape)		X		X

Use the following chart to help develop a cost comparison:

Method of Excess Baggage Transportation	Cost	Total Cost
Airfare	\$	
Excess baggage	\$	
Total (airfare + excess baggage)		\$
OR		
POV Mileage (number of miles x mileage rate)	\$	
UPS/USPS/FedEx	\$	
Total (shipping + POV mileage)		\$
OR		
Trailer Rental	\$	
POV Mileage (number of miles x mileage rate)	\$	
Total (trailer rental + POV mileage)		\$
OR		
Truck Rental	\$	
Gas for Rental Truck	\$	
Total (truck rental + gas)		\$

Suggested Web sites to obtain cost comparison information are:

- FedEx: www.fedex.com *
- UPS: www.ups.com *
- USPS: www.usps.com *
- U-Haul: www.uhaul.com *

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Cost comparisons should contain realistic data when entering box dimensions, number of boxes, and information on content of boxes. Data should not be manipulated to favor the employee's preference.

* Referenced for convenience purposes only; implies no U.S. Government Endorsement.

Note: If POV is not authorized, but the traveler chooses to use POV, a constructive expense report is required.

4.6.3 Rental Car

Generally, travelers are not authorized the use of a rental car to travel to or from the ETDY location; but, if necessary, it is possible to do so. An employee who has been authorized use of a POV can be authorized use of a rental car. However, it must be justified as advantageous to the government and not merely a personal convenience. This applies to both the ETDY site and when the employee returns to the PDS on official business. This means that at the PDS, the employee must be performing Government business and not merely returning to the PDS for the weekend.

Note: An employee should never be authorized a rental car at the TDY site to accommodate family members who need use of the POV (NPR 9700.1 Appendix A 301-11.211).

4.7 Cash Advance

4.7.1 Obtaining Cash Advances

In some cases, an ETDY employee may require advance funding to pay for fees or other items. The two options for obtaining a cash advance are:

- **Government Charge Card Advances**

For most travelers, the cash advance can be obtained by using the Government issued charge card. NASA travelers may withdraw cash at any Automatic Teller Machine (ATM) or at a bank facility. A weekly cash limit of \$300 is established by the Agency, but this limit may be increased to \$1500 in coordination with the Center Agency Program Coordinator (CAPC) for ETDY travelers. The CAPC should be contacted prior to the employee departing on travel.

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Repayment of travel advances from a Government-issued charge card is due in full to the bank twenty five days after the statement date.

To obtain a Government-issued charge card:

- The traveler initiates a request for a Government-issued charge card through the Center APC.
- The Center APC provides the employee with instructions for completing an application.
- The traveler completes the application after they complete the Government Charge Card Training in SATERN.
- The traveler routes the application to the traveler's supervisor for approval.
- The traveler routes the approved application to the Center APC for final review and approval.
- The Center APC routes the application to the charge card provider for processing.
- The traveler receives his or her charge card and instructions from the charge card provider approximately 10 – 14 days later.

● **EFT Cash Advances**

EFT cash advances are only authorized for:

- Travelers without a Government-issued travel card. These travelers will need to coordinate with the Center's Travel Business Process Lead in OCFO.

Cash advances will be issued on a case-by-case basis only if approved by the Center Authorizing Official.

Note: The maximum amount of a cash advance is for 45 days at the reduced per diem rate (e.g., DC area \$177.45 x 45 = \$7985.25). Refer to www.gsa.gov/perdiem for current per diem rates.

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4.7.2 Repaying Cash Advances

Travel advance liquidation will begin with the first interim monthly expense report. FedTraveler.com will liquidate the advance based on the number of days covered by the interim expense report through the end of the assignment. A bill of collection will be required at the end of the extended assignment for all outstanding advance amounts (NPR 9700.1 Appendix A 301-71.305).

Note: This does not apply to travelers who receive their advance via an ATM.

Example: \$3,000 EFT cash advance issued and ETDY period is 1 year. Beginning on the 1st interim expense report, \$300 will be deducted from the reimbursement to ensure that all \$3,000 is paid by the last monthly expense report.

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SECTION 5 – WHILE ON ETDY

5.1 General

Travelers should stay connected to their PDS and supervisor while on ETDY and begin re-entry conversations early.

While on ETDY, it is important to file expense reports for reimbursement in accordance with the NPR Appendix A travel regulations. For detailed ETDY procedures, go to the NSSC Customer Service Web site at <https://www.nssc.nasa.gov/customerservice>. Click the **Travel** tab, and then click the **Extended TDY** link. Under the **Welcome to Extended TDY** heading, click the **Detailed Extended TDY Travel Process** link.

The remaining paragraphs in this section explain how to complete the ETDY expense reports correctly. The following are general things to remember about completing expense reports:

- Travelers should submit an ETDY interim expense report on a monthly basis (NPR 9700.1 Appendix A 301-52.7). Note that payments are not made during the last three (3) business days of the month or on the first business day of the following month due to month end close out purposes. For example, the last day to make payments for August 2011 would be August 26, 2011. The next payment date would be the second business day of the following month, September 2, 2011.

Note: Travelers with a restricted amount on their charge card may submit an expense report every 2 weeks.

- Travelers may submit their first interim expense report with less than 30 days in order to arrange recurring payment at a more convenient time of the month. For example, an employee may submit the first expense report for 18 days rather than 30 in order to plan for payment to be made prior to month end closing activities or for another part of the month more convenient for paying ETDY expenses.
- Secondary trips and home trips (discussed in Sections 5.5 and 5.6) are considered “nested” trips in the FedTraveler.com system and they must be submitted prior to the monthly interim expense report. This is required due to FedTraveler.com functionality. For example, if you are submitting your monthly expense report for March, you must first submit any home trip or secondary trip expense reports for the month of March.

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Note: Effective in FY 2011, home trips can be added to the monthly interim expense reports. A separate nested expense report is no longer required.

- Nested trip expense reports (secondary and home trips) must be in a “completed” status prior to submitting (signing) your monthly interim expense report.
- Be sure to work closely with your preparer to communicate all travel that took place during the month (home trips, secondary trips, etc.).
- Travelers must ensure the lease agreement signed by the traveler and the leasing agent is attached to their first FedTraveler.com expense report prior to submitting for approval.
- Travelers must ensure any receipts or bills for items or services over \$75.00 are attached to their expense report prior to submitting for approval.

Important: Expense Reports may be held until all required documentation is attached.

Expense reports will be returned to the Traveler/Preparer if any corrections are needed. The FedTraveler.com system does not allow the NSSC to edit expenses or amounts. A template with the required correction will be e-mailed to the Traveler/Preparer to indicate the exact changes that are needed.

Note: There is no authority for NASA to pay per diem expenses for any family members at the ETDY site who are not NASA employees on official business. An employee who decides to take family members along on the ETDY assignment should be prepared to pay for all their related expenses (NPR 9700.1 Appendix A 301-11.213).

5.2 Reduced Rate

While on ETDY, the traveler will receive a reduced per diem rate to cover expenses. This reduced rate begins on the second day of travel regardless of the mode of transportation and for each day after arrival at the ETDY location (NPR 9700.1 Appendix A 301-11.205). This means that if the traveler chooses to stay at a hotel

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when they first arrive at the ETDY location, they will still only receive 65% of the location per diem. NASA will not pay the actual cost of the hotel. Travelers on domestic ETDY will receive 65% of the maximum per diem rate for the ETDY location (NPR 9700.1 Appendix A 301-11.203). This calculation is valid irrespective of the daily lodging rate for the area, assuming that it does not exceed the rate of conventional lodging (i.e., hotel). Therefore, if an individual is able to secure accommodations that are less than the established per diem for a particular area, he or she may apply the difference to other expenses that occur incidental to their TDY assignment.

Example:

Location of ETDY	Maximum Per Diem Rate (Lodging + M&IE)	ETDY Reduced Rate (65% of Per Diem Rate – Lodging + M&IE)
Washington DC (HQ – Nov 1 – Jun 30)	\$273.00	\$177.45
Cocoa Beach, FL (KSC)	\$150.00	\$97.50
Houston, TX (JSC)	\$169.00	\$109.85
Huntsville, AL (MSFC)	\$128.00	\$83.20

This means that for each full day on ETDY in the Washington DC area, the traveler will receive \$177.45 to cover expenses.

This amount is intended to cover (NPR 9700.1 Appendix A 301-11.213):

- Rental of a furnished one bedroom or efficiency apartment.
- If not furnished, appropriate and necessary furniture can be rented.
- Connection, use, and disconnection of utilities.
- Basic telephone usage fee (no installation or long distance).
- Basic cable TV service (no premium channels).
- Internet service.
- Cost of reasonable fees for cleaning service if not included in lodging charge.
- Miscellaneous deposits/fees such as amenity fee, lodging deposit, move-in fee, application fee, garage fee, storage fee, etc. (Refer to paragraph 4.5, Upfront Fees and Expenses, for more details).

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- Cost of meals and incidentals.

Note: If the traveler returns to the PDS or is on secondary travel, the allowances change. For more information, refer to paragraph 5.5, Secondary Travel, and paragraph 5.6, Home Visits.

5.3 Miscellaneous Expenses

Some miscellaneous expenses may also be reimbursed, some examples are:

- Laundry/dry cleaning.
- ATM fees.
- Metro fare/mileage to TDY location from lodging if not provided by other means (e.g., fare subsidy, etc.) may be reimbursed if rental car is not authorized.
- Excess baggage (NTE 350 pounds) shipping charges or trailer/truck rental.
- Fees incurred as a result of breaking a lease as long as ETDY is cancelled by NASA and prudent efforts were made to obtain a refund (NPR 9700.1 Appendix A 301-11.16). (See paragraph 4.4, The Lease, regarding language in the lease).

Note: To determine if an expense is able to be reimbursed, please contact the NSSC. Refer to the contact information in paragraph 1.4, Point of Contact.

5.4 Fixed Costs

Fixed costs are those expenses, other than meals, authorized in the ETDY reduced per diem rate (NPR 9700.1 Appendix A 301-11.216). The fixed cost rate is applied on monthly expense report when the traveler is on annual leave (for any amount of time), returns to the PDS, or is on secondary travel (NPR 9700.1 Appendix A 301-11.215, 301-11.218). The rate received at the ETDY location in these situations is 65% of the **lodging portion** of the per diem rate (NPR 9700.1 Appendix A 301-11.226). Fixed costs are included in the 65% reduced lodging rate for the ETDY location (NPR 9700.1 Appendix A 301-11.216).

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Example:

Location of ETDY	Rate (Lodging + M&IE)	ETDY Reduced Rate (65% of Per Diem Rate – Lodging + M&IE)	Fixed Cost Rate (65% of the Lodging Portion Of Per Diem)
Washington DC (HQ)	\$273.00	\$177.45	\$135.85
Cocoa Beach, FL (KSC)	\$150.00	\$97.50	\$68.90
Houston, TX (JSC)	\$169.00	\$109.85	\$71.50
Huntsville, AL (MSFC)	\$128.00	\$83.20	\$54.60

The following items are intended to be paid by fixed costs:

- Rental of a furnished one bedroom or efficiency apartment.
- If not furnished, appropriate and necessary furniture can be rented.
- Connection, use, and disconnection of utilities.
- Basic telephone usage fee (no installation or long distance).
- Basic cable TV service (no premium channels).
- Internet service.
- Cost of reasonable fees for cleaning service if not included in lodging charge.
- Miscellaneous deposits/fees such as amenity fee, lodging deposit, move-in fee, application fee, garage fee, storage fee, etc. (Refer to paragraph 4.5, Upfront Fees and Expenses, for more details).

5.5 Secondary Travel

During the ETDY, secondary travel may occur. When a traveler is on ETDY and is requested to perform TDY at another location (other than their permanent duty station), this is considered secondary travel. The FedTraveler.com system creates the secondary trip as a Nested Trip within the ETDY expense report. However, the secondary documents will have a separate document number. While on secondary travel, the traveler will receive the full per diem for the location of the TDY, as long as the TDY location is not the PDS, and will receive fixed costs on the ETDY monthly expense report (NPR 9700.1 Appendix A 301-11.218).

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Note: If Actual Expense travel is authorized for the secondary travel, the employee must file the expense report as outlined in NPR 9700.1 Appendix A 301-11.302.

Note: It is important that you submit “nested” trip expense reports prior to submitting the monthly expense report covering that time period. The nested trip expense report must be in a “completed” status prior to submitting/signing the monthly interim expense report.

Example: If Joe is on ETDY to Headquarters (HQ) from KSC and is asked to perform secondary travel to Johnson Space Center (JSC) October 12 – 16, the per diem sections of the two expense reports will be as follows:

Date	Monthly Expense Report	Secondary Travel Expense Report
October 12	Fixed Costs	Full lodging + 75% of M&IE for JSC per diem
October 13	Fixed Costs	Full per diem for JSC
October 14	Fixed Costs	Full per diem for JSC
October 15	Fixed Costs	Full per diem for JSC
October 16	Fixed Costs	75% of M&IE for JSC per diem

5.6 Home Visits

If authorized, travelers may return to the PDS periodically. Travelers may be authorized trips home an average of every 3 weeks, NTE 17 trips per a 1-year assignment or the prorated equivalent rounded down for trips of a lesser duration (NPR 9700.1 Appendix A 301-11.221).

Example: A 6-month ETDY assignment should not be authorized for more than 8 home visits.

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For these authorized trips home, the traveler may use the Government contract city-pair fares (government negotiated rates) and travel during work hours without taking any form of leave.

Note: The traveler may always return home voluntarily more often than every 3 weeks. However, the traveler may NOT use the Government contract city-pair fares for these trips, may NOT use the Government contractor-provided charge card to pay for the expenses, and must travel on his or her time or take appropriate leave for missed duty hours.

The FedTraveler.com system creates the home trips as a Nested Trip within the ETDY Travel Authorization or it may be included on the monthly interim expense report. While at the PDS, the traveler will receive fixed costs on the monthly ETDY voucher to cover lodging expenses. The traveler will receive 75% M&IE for travel days as well as transportation expense. No per diem can be claimed once the traveler reaches the PDS.

Example: Joe is on ETDY to HQ from KSC. Joe travels to his PDS October 12 - 16. The **per diem section** of the expense report will be as follows:

Date	Monthly Expense Report	Home Trip Expense Report
October 12	Fixed Costs	75% of M&IE at ETDY Location
October 13	Fixed Costs	0
October 14	Fixed Costs	0
October 15	Fixed Costs	0
October 16	Fixed Costs	75% of M&IE at ETDY Location

Joe may, however, claim round trip airfare from the ETDY location to KSC and transportation from the airport to the Center or his home. Rental car transportation for the duration of the stay at the PDS is not allowable for home visits.

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Note: It is important that you submit nested trip expense reports prior to submitting/signing the monthly expense report covering that time period. The nested trip expense report must be in a “completed” status prior to submitting the monthly interim expense report.

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SECTION 6 – REIMBURSEMENT WHILE ON ETDY

6.1 Reimbursement While on Annual or Sick Leave

During ETDY, the traveler may take approved annual leave. If the traveler takes any amount of annual leave on any work day, he or she will receive the fixed lodging rate (65% of the lodging portion of the per diem rate) on the monthly expense report. If the traveler takes sick leave, he or she will receive the reduced rate (FTR §301-11.21).

Note: NASA will not pay an allowance for subsistence expenses for any paid or non-paid non-work status during your prescribed working hours unless **emergency travel** is involved due to an incapacitating illness or injury, in which case the rules of FTR Part 301-30 and FMR 301-11.21 govern.

6.2 Reimbursement for Weekends and Holidays

The traveler is paid the reduced rate (i.e., 65% of the full per diem for the ETDY location) for weekends as long as he or she is not in an annual leave status both Friday afternoon and Monday morning.

Example: If a traveler takes annual leave Friday afternoon **and** Monday morning, he or she will not receive the full 65% reduced rate. The traveler will only be paid fixed costs for Saturday and Sunday, which is 65% of **the lodging portion** of the per diem rate.

Sick leave is not counted against the traveler; therefore, if the traveler is on sick leave the Friday before and the Monday morning after a weekend, the traveler will receive the reduced rate, not fixed costs (NPR 9700.1 Appendix A 301-11.21).

These same principles apply for holidays as well as for weekends. If the traveler is on annual leave the afternoon of the workday prior and the morning of the workday following, the traveler will receive fixed costs for the holiday (NPR 9700.1 Appendix A 301-11.21).

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6.3 Reimbursement if Staying with Friends, Family or Private Home

If no lodging is required (e.g., the traveler is staying with friends or family), the traveler will be reimbursed 65% of the M&IE (NPR 9700.1 Appendix A 301-11.12).

Renting a room in a private home requires the relationship between the landlord and the employee to be at "arms length", meaning it cannot be a relative or personal friend. Additionally, the landlord must be in the business of renting with public advertisement and reasonable rent rates. A traveler renting a room in a private home under these conditions will receive the total reduced per diem rate of 65%.

6.4 Reimbursement if Spouse is Also on Detail

If two employees, who are spouses, are on ETDY (NPR 9700.1 Appendix A 301-11.214):

- One will receive the reduced per diem rate (65%).
- The other will receive 65% of the M&IE.

Example: Mr. & Mrs. Jones are on ETDY to Marshall Space Flight Center (MSFC) in Huntsville, AL where the Per Diem is \$128.00 (\$84.00 Lodging and \$44 M&IE). Mr. Jones would receive 65% of the per diem rate = \$84.00. Mrs. Jones would receive 65% of the M&IE (\$44 x 65% = \$29.00).

6.5 Reimbursement if Lodging in Government Quarters

You will be reimbursed, as a lodging expense, the fee or service charge you pay for use of the quarters.

6.6 Reimbursement if Lodging in a Recreational Vehicle

You may be reimbursed for expenses (parking fees, fees for connection, use, and disconnection of utilities, electricity, gas, water and sewage, bath or shower fees, and dumping fees) which may be considered as a lodging cost.

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SECTION 7 – AFTER ETDY

After the ETDY is completed, the traveler will return to his or her PDS. For allowable trip expenses, refer to paragraph 4.6, Transportation to/from the ETDY Location.

Several Web sites offer a moving checklist. The following is a partial list of Web sites where a traveler can find a moving checklist to help facilitate the move:

- Century 21: <http://www.c21amhomes.com/movingchecklist.htm> *
- U-Pack Moving, Inc.: <http://www.upack.com/moving-resources/checklist.asp> *
- Apartment Search by CORT: <http://www.apartmentsearch.com/moving-help/> *
- Move, Inc.: <http://moving.move.com/move/tools/relocationwizard.asp> *

Travelers are also responsible for ensuring that all travel expense reports are filed and all cash advances are paid back.

Note: Travelers are responsible to keep travel receipts for 6 years and 3 months in accordance with NARA General Records Schedule 6, Accountable Officers' Accounts Records.

Transitioning back into the Center culture can be challenging. Therefore, travelers are encouraged to have re-entry conversations with their supervisors and develop a re-entry strategy that will enable the use of new or enhanced skills.

* Referenced for convenience purposes only; implies no U.S. Government endorsement.

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APPENDIX A – ACRONYMS AND ABBREVIATIONS

Acronyms that are used in this desk guide are identified upon first use in this document. Thereafter, the acronym is used. In cases where the first or only instance of the use of an acronym is in a table or graphic, it may not be spelled out on first reference. Since many acronyms and abbreviations have multiple meanings, the following list includes those used in this guide and the applicable meaning:

ACRONYM/ ABBREVIATION	MEANING
ATM	Automated Teller Machine
CAPC	Center Agency Program Coordinator
CFO	Chief Financial Officer
DOI	Department of the Interior
EFT	Electronic Funds Transfer
ETDY	Extended Temporary Duty
FMR	Financial Management Requirements
FTR	Federal Travel Regulation
FY	Fiscal Year
GSA	General Services Administration
GSBCA	General Services Board of Contract Appeals
GSFC	Goddard Space Flight Center
HQ	Headquarters
HRO	Human Resources Office
IRS	Internal Revenue Service
ITRA	Income Tax Reimbursement Allowance
JSC	Johnson Space Center
KSC	Kennedy Space Center
M&IE	Meals and Incidental Expenses
MSFC	Marshall Space Flight Center
NARA	National Archives and Records Administration

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ACRONYM/ ABBREVIATION	MEANING
NASA	National Aeronautics and Space Administration
NFTRS	NASA Federal Travel Regulations Supplement
NSSC	NASA Shared Services Center
NTE	Not to Exceed
OCFO	Office of the Chief Financial Officer
PCS	Permanent Change of Station
PDS	Permanent Duty Station
POV	Privately-owned Vehicle
SATERN	System for Administration, Training, and Educational Resources for NASA
TCS	Temporary Change of Station
TDY	Temporary Duty
UPS	United Parcel Service
USPS	United States Postal Service

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APPENDIX B – EXTENDED TDY AND TAXES

Appendix B is a reference guide for Extended TDY Taxes:

IRS Publication 463 states that long term assignments in excess of 1 year are considered to be income. NASA is obligated to report all reimbursements as income to the employee from the point it can be reasonably determined that the assignment will exceed 365 days ([NPR 9700.1, Appendix A, §301-11.201](#)).

If the Extended TDY is realistically expected to last for more than 1 year, whether or not it actually lasts for more than 1 year, the IRS considers this to be an indefinite assignment. Travelers are required to include in their income any travel reimbursements they receive when the Extended TDY becomes an indefinite assignment.

When it has been determined that travel will exceed 365 days, you should notify the NASA Shared Services Center (NSSC) so that taxes may be deducted from the subsequent monthly expense reports. The amount of deduction is determined by the IRS for all taxable reimbursements. This information is then forwarded to the Department of the Interior (DOI) to be included on the employee's Form W-2, Wage and Tax Statement.

Generally, the following taxes are withheld from an employee's monthly expense report:

- Federal Tax – 25%
- Medicare (Hospital Insurance Tax – HIT) – 1.45%
- Social Security (FICA) – 6.2% (not applicable to employees under CSRS retirement system)
- State Tax for the locality of the Extended TDY assignment

To prevent you from using part of your travel reimbursement to pay Federal tax (25%), a Withholding Tax Allowance (WTA) is applied to the reimbursement amount as shown in the following example:

Amount of monthly expense report:	\$2480.00
WTA (33.3333%)	<u>x 1.333333</u>
Grossed Up Amount	\$3306.66

The "grossed up" amount is then used to calculate the taxes as follows:

Reimbursement with added WTA	\$3306.66
Less Federal (25%)	826.66
Less HIT (1.45%)	47.94
Less FICA (4.2%)*	205.01
Less State (5% as an example)	<u>165.33</u>
Amount reimbursable to employee	\$2061.72

*Note: FICA rate for calendar year 2011

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Since the original travel reimbursement was “grossed up” (i.e., the WTA was applied), the employee does not have to bear the burden of the Federal Tax.

If you are taxed for Extended TDY, you will be notified by the NSSC to file an Income Tax Reimbursement Allowance (ITRA) expense report. ITRA is an allowance to reimburse employees for substantially all of the additional Federal, state, and local income taxes they incurred as a result of the Extended TDY. The notification and further instructions will be issued by the NSSC generally during the second quarter of the calendar year.

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APPENDIX C – TIPS FOR EXTENDED TDY TRAVELERS

- Retain a copy of the Original Signed Lease Agreement.
- Retain a copy of required receipts for 6 years and 3 months in accordance with record retention standards.
- Read the Do's and Don'ts of Extended TDY Expense Report Preparation:
 1. Do verify the reduced per diem rate is calculated correctly on your travel voucher.
 2. Do not claim shipment of furniture on your Extended TDY Expense Report. This is not an allowable expense under TDY (GSBCA 16699-TRAV).
 3. Do not list lodging deposits/fees as a separate miscellaneous expense. This is part of your reduced per diem rate.
 4. Do ensure that your expense report has been created as a Long Term Travel Expense Report (Extended TDY Expense Report) in FedTraveler.com, rather than as a regular trip.
 5. Do not claim Privately-owned Vehicle (POV) mileage at the Extended TDY location other than between the lodging location and place of duty.
 6. Do ensure required receipts are attached to your expense report prior to submission.
 7. Do notify the NSSC when you know that your Extended TDY assignment will exceed 1 year for taxes to be deducted and reported for W-2 purposes.
 8. Do not claim per diem for home trips or official trips while at your Permanent Duty Station (PDS).
 9. Do ensure you notate the dates of leave taken in the comment section of the expense report.
 10. Do ensure Authorizations are updated to accommodate expenses claimed (e.g., rental car, POV, actuals, etc.).
 11. Do ensure nested trip expense reports are submitted prior to the interim expense report.