

QUICK REFERENCE GUIDE Extended Temporary Duty

This guide is for employees preparing to take an Extended Temporary Duty trip within the continental United States (CONUS). It contains helpful information to assist you during your Government-authorized travel.

This guide outlines the allowances and expense reimbursements you are entitled to under the Federal Travel Regulation (FTR) and the NASA Procedural Requirements (NPR) 9700.1 Appendix A. However, it is important to note that this guide is not a copy of the FTR/NPR. Therefore, if there are any discrepancies between this guide and the FTR/NPR, the FTR/NPR overrides any information contained herein.

Extended TDY Definitions

Extended TDY: Travel longer than 30 days

Reduced Rate: The flat rate allowed for each full day at extended TDY locations. Individuals that are on extended TDY assignments will be reimbursed as follows under the current policy:

- 65% of per diem for assignment location
- The reduced rate of reimbursement will begin at 12:01 A.M. on the day after arrival at the Extended TDY location.

Fixed Cost: Those expenses other than meals authorized in the extended TDY per diem rate. The fixed rate is given when an employee is on a home trip, secondary travel, or on annual leave. The rate received at the extended TDY location in these situations is 65% of the lodging portion of the per diem rate.



Customer Focused

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National Aeronautics and
Space Administration



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NASA Shared Services Center

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Domestic Extended TDY
QUICK REFERENCE GUIDE

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Prior to going on Extended TDY

Note: The Traveler is encouraged to review the NASA Extended TDY Video located at <http://www.nssc.nasa.gov/etdyvideo> for information regarding ETDY.

1. Authorizing Official must determine whether assignment is in the best interest of the Government.
2. Center DCFO should develop a cost comparison to determine if assignment should be authorized as an ETDY assignment or as a Permanent or Temporary Change of Station (for assignments greater than 180 days).
3. Traveler should plan arrangements for lodging prior to the ETDY assignment.
4. Traveler will notify the NSSC of the assignment by completing the ETDY Questionnaire located on the NSSC ETDY website.
5. NSSC will assign a caseworker to assist the traveler with ETDY questions.
6. NSSC will provide the traveler a link to SATERN to complete ETDY training.
7. NSSC will contact traveler to discuss any questions on ETDY allowances.
8. Traveler/Preparer will create a Travel Plan and have it routed for approval.

Advance of Funds

Government-Issued Travel Card Cash Advances

NASA travelers can only receive ATM travel advances through the Government-issued travel card. Domestic cash advances are not to exceed \$300 in a 7-day rolling period. Repayment of ATM travel advances is due in full in the next 30 day credit card billing cycle.

EFT Cash Advances

Travelers without a Government-issued travel card may receive an EFT cash advance for up to 45 days at the reduced rate. EFT cash advances must be authorized on the travel plan. Repayment of the EFT cash advance will be made in equal deductions to reclaim the advance amount.

Latest Per Diem Rate

To review the latest domestic per diem rate, go to:

www.nssc.nasa.gov/extendedtdy

Choose "Domestic Per Diem Rates" listed under References at the bottom of the page.

Tax Information

IRS Publication 463 (Travel, Entertainment, Gift and Car Expenses) 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.

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. Per IRS Memorandum 200026025 "...it is reasonable to treat a break of at least seven months as significant, thereby treating two work segments separated by a seven-month break as separate periods of employment for applying the one-year limitation". Travelers are required to include in their income any travel reimbursements they receive when the ETDY becomes an indefinite assignment.

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 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.

EXTENDED TDY ALLOWANCES	
Expenses included in reduced per diem rate:	
One bedroom or efficiency apartment (furnished)	
Necessary rental furniture (if apartment is not furnished)	
Basic telephone usage (no long distance or installation)	
Basic cable TV service (no premium channels)	
Internet service	
Miscellaneous lodging deposits and fees	
Meals and incidentals	
Reasonable cleaning fees (if not included in lodging fee)	
Utilities (connection, use and disconnection)	
Miscellaneous & Other expenses:	
Dry cleaning, Automated Teller Machine (ATM) fees	
Fare/mileage from lodging to TDY location (if rental car is not authorized)	
Baggage (not to exceed 350 lbs.) shipped in most effective method to the Agency	
Trips to home Center (every 3 weeks, if authorized) not to exceed 17 trips per a one-year assignment	
Fees incurred as a result of breaking a lease (only when Extended TDY is cancelled by NASA)	

Expense Report Information

Expense reports should be filed monthly.

Attach a copy of the following to your Fedtraveler.com expense report:

1. Signed lease agreement with the first monthly expense report
2. Receipts for items over \$75.00

Please note that payments are not made during the last three business days of the month or on the first business day of the following month for month end close out purposes.

The NSSC must have the required receipts in order to audit the expense report for payment. **NOTE:** Expense reports may be returned in order for receipts to be attached.

Expense reports with errors will be returned to the traveler/preparer for correction. Fedtraveler.com does not allow the NSSC to make changes to expense reports.

Tips for ETDY Travelers

1. Ensure that travel plans are updated to accommodate expenses claimed (rental car, POV, actual expenses, etc.)
2. Verify the reduced per diem rate is calculated correctly on your expense report.
3. Do not claim shipment of furniture on your Extended TDY expense report. This is not an allowable expense under temporary duty. (GSBCA 16699-TRAV)
4. Ensure you notate the dates of leave taken in the comments section of your expense report.
5. Do not list lodging deposits/fees as a separate miscellaneous expense. This is part of your reduced per diem rate.

<http://www.nssc.nasa.gov/customerservice>

NSSC Web site

CONTACT INFO

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