Accounts Payable
The NSSC assembles, reviews, processes, records, reports, and reconciles commercial and government invoices and government purchase card invoices. The Financial Management (FM) team issues payments, processes contract letters of credit payables, and ensures PSC 272 Federal Cash Transaction Reports are accurately processed.

NASA is committed to the expedient and accurate payment of invoices. On the Vendor Payment Information Web page you will find information about invoice payment, tips to avoid delayed payments and answers to questions about payment of invoices.

Accounts Receivable
The NSSC provides consolidated billing and collection for reimbursable and non-reimbursable Accounts Receivable. NSSC Accounts Receivable does not process checks for returned funds from Grantees. Grantees should refer to Health and Human Services Web site for instructions on returning funds. Online payments to NASA can be made through the Pay.Gov Web site accessible through the NASA Online Payment link only. Customers should use the following instructions for Pay.Gov that meet their payment requirements:

1. Reimbursable customers requesting to make an advance payment should refer to *Instructions for Pay.Gov (Advance)* and make their payment by accessing *NASA Online Payments via Pay.Gov (Advances).*

2. Direct customers (non-reimbursable) requesting to make a payment on a Bill of Collection should refer to *Instructions for Pay.Gov (Direct)* and make their payment by accessing *NASA Online Payments via Pay.Gov (Direct).*

Fund Balance with Treasury
The NSSC consolidates NASA's collections, disbursements and related adjustments. The NSSC also:

- Performs daily and monthly reconciliation;
- Initiates Financial Management System (FMS) 224 transmission;
- Performs cumulative FBWT reconciliation; and,
- Produces reports.

Payroll and Time Attendance Processing
The NSSC delivers time and attendance data to the Department of the Interior (DOI) using NASA's WebTADS program. The NSSC:

- Performs the review and validation activities regarding employee salary and benefits payments;
- Provides general information services to employees and serves as liaison between employees and the DOI; and,
- Performs the review and validation activities of time and attendance information for all NASA employees for submission to DOI.

Conference Reporting
The NSSC performs conference reporting support to the NASA OCFO, Center Determination Teams, and conference attendees. The NSSC acts as system moderator and performs administrative functions in the NASA Conference Tracking system (NCTS) including:

- Performing data entry of reportable conferences into NCTS including information requiring research on conference Web sites and brochures; and,
- Monitoring of NCTS entries to ensure no duplicate entries are made.

Contact Us

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General Fax: 1-866-779-6772
Fax all Invoices to: 1-866-209-5415
E-mail: nssc-contactcenter@nasa.gov

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NASA Shared Services Center
ATTN: Financial Management
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National Aeronautics and Space Administration

Wondering where to turn for FM support?

NSSC
NASA Shared Services Center

quick reference guide

NSSC-SD-0021 Rev. 2

Customer Focused

August 2010

financial management

Travel Services

The NSSC provides travel reimbursement services for all authorized Agency travel, including domestic, foreign, local, Extended Temporary Duty (TDY) and Change of Station (COS); additionally, the NSSC:

- Processes travel vouchers for all authorized NASA travel from receipt of the voucher to final payment;
- Examines and processes COS travel vouchers for payment; and,
- Provides Extended TDY and relocation counseling and COS travel authorization processing.

Domestic Travel Process

If you are planning to travel on official NASA business anywhere in the United States, then follow the process described in the steps below:

1. Submit and receive an approved Travel Plan via FedTraveler.com according to your Center's process.
2. Prepare and submit a Travel Expense Report via FedTraveler.com within five (5) working days after completion of travel.
3. Ensure receipts are attached to the Expense Report prior to submission. Access the FedTraveler.com Travel Expense Report, print the fax cover sheet and fax to the number indicated on the front cover sheet.
4. Travel Expense Report is received and reviewed by the NSSC.
5. Payment is submitted to Treasury.
6. You are notified via e-mail that payment has been made to Treasury.
7. You receive payment via your designated account.
8. Random Travel Expense Report audits are performed on a monthly basis.

Foreign Travel Process

If you are planning to travel on official NASA business outside of the United States, then follow the process described in the steps below:

1. Submit and receive an approved Travel Plan via FedTraveler.com
2. Prepare and submit a Travel Expense Report via FedTraveler.com within five (5) working days after completion of travel.

Foreign Travel Process (cont.)

3. Ensure receipts are attached to the Expense Report prior to submission. Access the FedTraveler.com Travel Expense Report, print the fax cover sheet and fax to the number indicated on the front cover sheet.
4. NSSC audits the Travel Expense Report and receipts once all necessary documentation is obtained.
5. Travel Expense Report is routed to Center Management for approval.
6. NSSC disburses Travel Expense Report and submits to Treasury for payment.
7. You are notified via e-mail that payment has been made to Treasury.
8. You receive payment via your designated account.

Extended TDY

If you are planning on going on Extended TDY with NASA, follow the process described below:

1. Notify your Center Travel Office of your upcoming extended travel.
2. Complete the NSSC Extended TDY Questionnaire. and watch the NSSC Extended TDY Video.
3. Attend Extended TDY Orientation via SATERN.
   a. Once you have logged into SATERN, click on “Catalog” then “Simple Catalog Search".
   b. In the keyword box type “Extended TDY” and click search.
4. Receive assistance on Extended TDY policies, procedures, and entitlements.
5. Submit and receive an approved Travel Plan via FedTraveler.com according to your Center’s process.
6. Prepare and submit a Travel Expense Report via FedTraveler.com monthly.
7. Ensure receipts are attached to the Travel Expense Report prior to submission. Access the FedTraveler.com Travel Expense Report, print the fax cover sheet and fax to the number indicated on the front of the cover sheet.
8. The NSSC completes an audit of your Travel Expense Report and receipts once all necessary documentation is obtained.
9. NSSC disburses the Travel Expense Report and submits to Treasury for payment.
10. You are notified via e-mail that payment has been made to Treasury.
11. You receive payment via your designated account.

The **NSSC’s video on Extended TDY** can be viewed at www.nssc.nasa.gov/etdyvideo.

Change of Station

If you are planning a change of station with NASA, then follow the process described below:

1. Review NASA's Guide to a Successful Move.
2. The NSSC receives notification from your Center HR Office that you have been authorized to relocate.
3. **DO NOT** start any part of your change of station move prior to receiving the approved Travel Authorization (TA).
4. The NSSC issues a TA number.
5. A Relocation Counselor will contact you and provide counseling on all entitlements associated with your relocation.
6. Relocation Counselor completes forms on your behalf.
7. Review, sign, and return forms to your Relocation Counselor.
8. The NSSC will contact you to inform you that your forms have been received and forwarded for approval.
9. Relocation Counselor provides relocation services.
10. Submit a separate voucher for each relocation expense.
11. Voucher is received and audited by the NSSC.
12. NSSC disburses the Travel Expense Report and submits to Treasury for payment.
13. You will receive an e-mail that payment has been made to Treasury; you will receive an e-mail with a scanned copy of the voucher and worksheets showing payment calculation within 2-3 business days of payment.
14. You receive payment via your designated account.

Relocation Services Contract Administration and Support

The NSSC provides relocation services contract administration and support for all NASA employees, Centers, and associated facilities; the NSSC:

- Performs contract management;
- Reconciles invoices;
- Assesses contractor performance; and,
- Resolves problems with relocation vendor.

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