



NATIONAL AERONAUTICS AND SPACE
ADMINISTRATION

NASA SHARED SERVICES CENTER
STENNIS SPACE CENTER, MS 39529-6000

Travel Receipt Cover Sheet

Fax To: (866) 779-6772

(866-779-NSSC)

DATE _____

PAGE _____ OF _____

COMPLETE FORM ONLINE. TYPE (**DO NOT HANDWRITE**) INFORMATION IN SPACES PROVIDED. USE DROP-DOWN MENUS WHERE INDICATED. PRINT COMPLETED FORM. ATTACH RECEIPTS & FAX TO **(866) 779-6772 (866-779-NSSC)**.

Employee Information

NASA Center Travel Authorization # - _____

Travel Type Voucher Type

Employee Last Name _____ First Name _____ M. I. _____

Employee Phone No. _____

Point of Contact Information

Point of Contact (*If different than employee*) _____ Phone No. _____

****WARNING****

A separate Travel Receipt Cover Sheet must be completed for each voucher.

Comments

PRINTED DOCUMENTS MAY BE OBSOLETE. VALIDATE PRIOR TO USE