National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS 39529-6000

TRAVEL REQUEST

Traveler Information

Date of Request	Traveler Name (Official / Legal Name)*	Type of Request *

Travel Request Form Instructions

Please complete this Travel Request Form and click the e-mail record button on the last page to submit to NSSC-TravelPreparer@nasa.gov. This form will assist our travel preparers in completing your travel reservations and authorization in FedTraveler.com.

Items marked * are required fields.

If you are unable to complete the form entirely and need to save your entries, you can save the form on your desktop and then return later to complete and e-mail.

Once your form is received and in process, a Travel Preparer will contact you to confirm your travel plans.

After your travel authorization has been approved in FedTraveler.com, you will receive an e-mail notification. You will receive your travel itinerary once your reservations are confirmed.

National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS 39529-6000

TRAVEL REQUEST

Traveler Information

Date of Request

Traveler Name (Official / Legal Name)*

Type of Request *

Email Address *

Org Code

Phone Number (Digits Only)

After Hours Contact Number

Purpose of Trip / Description (Meeting, Presentation, Site Visit, Conference, Training, Other) *

Annual Leave in Conjunction with Travel? (If So, When & How Many Days)

TDY Locations *

Accounting / Charge Code *

Transportation Information

Mode of Transportation *

Destination *

Preferred Airline

Preferred Airport

Departure Date *

Departure Time

Return Date *

Preferred Return Time

Transportation Comments / Instructions (Second Choice, If Above Dates / Times Are Not Available)

Rental Car Information

Preferred Rental Car Company

Second Choice (If Preferred Not Available)

Rental Car Comments / Instructions

National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS 39529-6000

TRAVEL REQUEST

Traveler Information

Date of Request

Traveler Name (Official / Legal Name)*

Type of Request *

Lodging Information

Preferred Hotel

Second Choice (If Preferred Not Available)

Arrival Date (If Different From Above)

Departure Date (If Different From Above)

Lodging Comments / Instructions

Expenses (Please Check All Expected Expenses)

- ☐ ATM Surcharge _____
- ☐ Parking at Airport _____
- ☐ Taxi / Shuttle / Metro _____
- ☐ Parking at Hotel _____
- ☐ Excess Baggage (Justification Required) _____
- ☐ Toll Roads / Bridges _____
- ☐ Gas For Rental Car _____
- ☐ Tips _____
- ☐ Internet Access _____
- ☐ POV To / From Airport _____
- ☐ Laundry / Dry Cleaning _____
- ☐ Personal Calls _____
- ☐ Lodging Tax _____
- ☐ Other _____

Justification / Remarks (Please provide specific justification for expenses not normally allowed, e.g. Larger than intermediate rental car is requested because of multiple travelers will be sharing the vehicle).

☐ Has the Center Agency Program Coordinator (APC) Been Contacted?

APC List

Clear Record | Print Record | Email Record