



## NSSC Official Travel Guidance

### Roles

*Traveler:* The traveler initiates a Travel Request Form and e-mails the completed form to [NSSC-TravelPreparers@nasa.gov](mailto:NSSC-TravelPreparers@nasa.gov). A link to the form can be found on the NSSC Internal Web Page on the Business and Administration tab.

The traveler must be specific in describing the purpose of travel. If the traveler is authorized the use of a rental car, the traveler should exercise prudence when purchasing gasoline in determining whether to purchase from the contractor's lot or a commercial gas station. Due to rising gas prices, the determination should be based upon the best interest of the government. The traveler should not get auto insurance to cover the rental car. Also, if two travelers are sharing one rental car, the name of the additional traveler should be included in the Justifications section of the Travel Request Form.

The traveler should initiate a travel expense report (voucher) within 5 days after returning from travel. Travelers should maintain receipts for all of their lodging and any other expenses in excess of \$75.00. Receipts should be faxed to EDS at 1-866-350-5995 so that they can be attached to the expense report per FTR 301-11.25.

*Preparer:* The NSSC's Administrative Assistants will act as a travel preparer and use the completed Travel Request Form to create an authorization in FedTraveler.com on behalf of the traveler. The travel preparer will make reservations for airline, rail, hotel, and rental car using the Online Booking Engine within FedTraveler.com.

*Management Authorizer (pre-travel)/Management Approver (post-travel):* Management/Supervisor of the traveler's organization. The Approving official(s) should review the vouchers and ensure that expenditures are reasonable and necessary. Refresher Web-based Training for Approvers is available in FedTraveler.com. To find it go to the Help and Support section on the Organizer page. The full FedTraveler.com tutorial is available by visiting the FedTraveler.com Login page.

Supervisors can only authorize/approve travel for individuals below the supervisor's organization level.

*Funds Certifier and Travel Approver:* The NSSC Business and Administration Office will ensure funding availability, WBS accuracy, and compliance with Federal Travel Regulations.

*FedTraveler.com* - FedTraveler.com is NASA's new travel system. It is a web-based system for managing Federal employees' official travel. Federal Travel Regulations are built into the FedTraveler system. FedTraveler.com satisfies the President's E-Gov Travel Services initiative.

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Travelers should use the IdMAX electronic access request tool to obtain a user ID and password

- IdMax can be accessed at <https://idmax.nasa.gov/idm/user/dashboard/home.jsp>
- Click Access Management
- Under NAMS Request, select request or modify application
- Make sure sponsor name is correct
- In the “Find Your Application” section select “All Centers” and in the keyword box type IEM3100
- Click “Add to Request” and complete required information
- Choose “Traveler” as the role
- In the Business Justification box, type Required NASA travel and submit
- Review confirmation page and submit/continue

*Government Travel Charge Card* – The Travel and Transportation Action of 1998 authorizes the General Services Administration to require that federal employees use a government issued travel charge card for all payments of expenses for official Government travel. If you do not currently have a government travel charge card, you can apply for a card and subsequently obtain an ATM PIN by submitting an application. Information and forms regarding the Government Travel Charge Card should be directed to your [Agency Program Coordinator](#) for NSSC. The employee is responsible for the safekeeping of the card and the payment of the card purchases from travel reimbursements.

All employees should read JP Morgan Chase's Government Cardholder Agreement, and retain it for their files. By using the government card (for an ATM advance or other signed transaction), you acknowledge that you understand and agree to the terms and conditions of the Cardholder Agreement.

*Electronic Data Systems Corporation (EDS)*-EDS is the vendor for FedTraveler.com. For assistance with use of FedTraveler.com or for password resets please call the EDS FedTraveler.com Help Desk at 1-888-353-5873, option 1.

*CI Travel*-CI Travel is the commercial travel service used to issue tickets and assist with reservations for complicated travel, emergency travel, after-hours travel reservations and assistance with changing existing reservations made through FedTraveler.com. For assistance with reservations please call the EDS FedTraveler.com Help Desk at 1-888-353-5873, option 2.

For additional information see the Federal Travel Regulations (FTR) under Policies & Programs on the FedTraveler.com Login Page. Please call Barbara Harriel at 228-813-6105 if you have questions regarding any of these references.