



National Aeronautics and  
Space Administration

**NASA Shared Services Center**  
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[www.nssc.nasa.gov](http://www.nssc.nasa.gov)

## **NASA Shared Services Center Service Delivery Guide**

**NSSDG-9700-0001    Revision 13.0**

**Effective Date:    January 17, 2017**

**Expiration Date:    January 17, 2020**

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# **DOMESTIC AND FOREIGN TRAVEL**

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**Responsible Office: Financial Management Division**

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**Approved by**

\_\_\_\_\_  
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Date

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## DOCUMENT HISTORY LOG

Status (Basic / Revision / Cancelled)	Document Version	Effective Date	Description of Change
Basic	Basic	05/04/06	Basic Release
Revision	A	08/22/06	Updated to reflect changes in the process by which the NSSC will handle failed vouchers in travel manager interface.
Revision	B	04/09/2008	Updated Advance liquidation process due to SVU upgrade; added appendix for audit guide; updates to pre-payment review process and bill of collection process; updated extended TDY steps.
Revision	C	2/23/2010	Updated expiration date from 2009 to 2013 to reflect NASA 5-year expiration. NSSC SDD reviews annually. (No signature required for admin change.)
Revision	5.0	12/17/2010	Updated to add Foreign travel process; to reflect the new procedures utilized to process vouchers through eTravel System; implementation of paperless proposal process and changes due to Remedy 7.5 implementation. Document originated under NSSC-FM-SDG-0003. Renumbered on 01/19/11 to NSSDG-9700-0001 to align

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			with SDNS numbering system adopted in March 2010.
Revision	6.0	4/30/14	Update for transition of certifying officer responsibilities and Travel DEO responsibilities from NSSC Travel to NSSC AP, update of foreign for self-approver process, and update to VIP BOC process.
Revision	7.0	11/15/14	Updated to document requirement for civil servant review of improper or missing receipts and to update responsibilities based on Change Order 76.
Revision	8.0	12/15/14	To update due to eTS2
Revision	9.0	6/22/15	To update to new format
Revision	10.0	10/05/15	To update to reflect Statistical Sampling SAP report pulling credit card payments plus traveler payments. Also to clarify split funding for bills of collection
Revision	11.0	1/11/16	To update due to new work management system, ServiceNow.

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Revision	12.0	11/8/16	To change ITRA abbreviation to ETTRA, per FTR change; Update section with Remedy screenshots to ServiceNow; Move all applicable appendices into processes. Add manual process for CGE reports. Add Bill of Collection Dispute process. Add Travel Newsletter Process. Add Stat Sample import/macro steps. Update BOC payment documentation requirement. Update IBA proposal naming scheme. Update ETDY Counseling Checklist.
Revision	13.0	01/17/2017	Add the Statement, "The SP is responsible for documenting and maintaining all Macros/Scripts utilized in these processes."  Added statement that CS approval is required prior to returning a voucher for invalid receipt.  Updated Process 13 for the SP to draft Quarterly Travel Tips document.

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## 1.0 Introduction

The Domestic and Foreign Travel processes begin upon submission of a travel voucher via the eTravel System. Both Domestic and Foreign Travel may be further classified as Extended Temporary Duty (ETDY) Travel if they meet the requirements. For example, if both Domestic and Foreign Travel expenses are approved and exceed 30 days, these types of travel may be classified as ETDY Travel.

There are separate processes for disbursement of Domestic, Foreign, and ETDY Travel vouchers. Foreign and ETDY travel vouchers are fully audited prior to payment. Domestic travel vouchers are reviewed prior to payment and final approved, but not fully audited. Domestic travel vouchers less than or equal to \$2,500.00 (payments to traveler and the individually bill account (IBA) portion of the disbursement on the credit card are added together) are audited through random statistical sampling, and Domestic travel vouchers over \$2,500.00 are fully audited post-payment. Both processes take place on a monthly basis. If a travel voucher is pulled for audit, the employee is notified to attach required receipts to their travel voucher if they are not already attached. The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) audits the selected vouchers, and if adjustments are needed, a correction template is sent to the Traveler, Preparer, and Center Travel Office (CTO) requesting them to prepare and submit an amended travel voucher in the eTravel System.

The NSSC is responsible for providing payment and audit services along with required reporting for Travel and works closely with the requesting Center to ensure that payments meet federal and Agency requirements. The NSSC is required to process all travel vouchers within 30 days of receipt of complete information.

To obtain information on the External Audit Documentation Pull and Request for Extension, access the link to Financial Management Division / Internal Review Work Instructions and Procedures, NSPWI-9000-0003 or copy and paste the URL below into your Web browser:

[https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2087212&rev=\\$latest](https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2087212&rev=$latest)

## 2.0 Purpose

To outline Agency procedures followed by the NSSC related to the processing of Domestic and Foreign Travel Vouchers. The SP is responsible for documenting and maintaining all Macros/Scripts utilized in these processes.

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### 3.0 Applicability/Scope

In accordance with Federal regulations and NASA policy, the NSSC is responsible for processing Domestic and Foreign Travel Vouchers.

The NSSC shall use Core Financial Software – Services, Applications and Products (SAP) R/3 – to perform the financial management activities. Financial Management is required to use Business Object (BOBJ) for reporting, query and reconciliation activity. NSSC is required to adhere to NASA Interim Directive (NID), NASA Procedural Requirements (NPRs), NASA’s Enterprise Performance Support System (EPSS), and other applicable Federal regulations and NASA policies and procedures. The NSSC shall process Domestic and Foreign Travel Vouchers

### 4.0 Privacy Data

All participants involved must ensure protection of all data covered by the Privacy Act.

### 5.0 Records

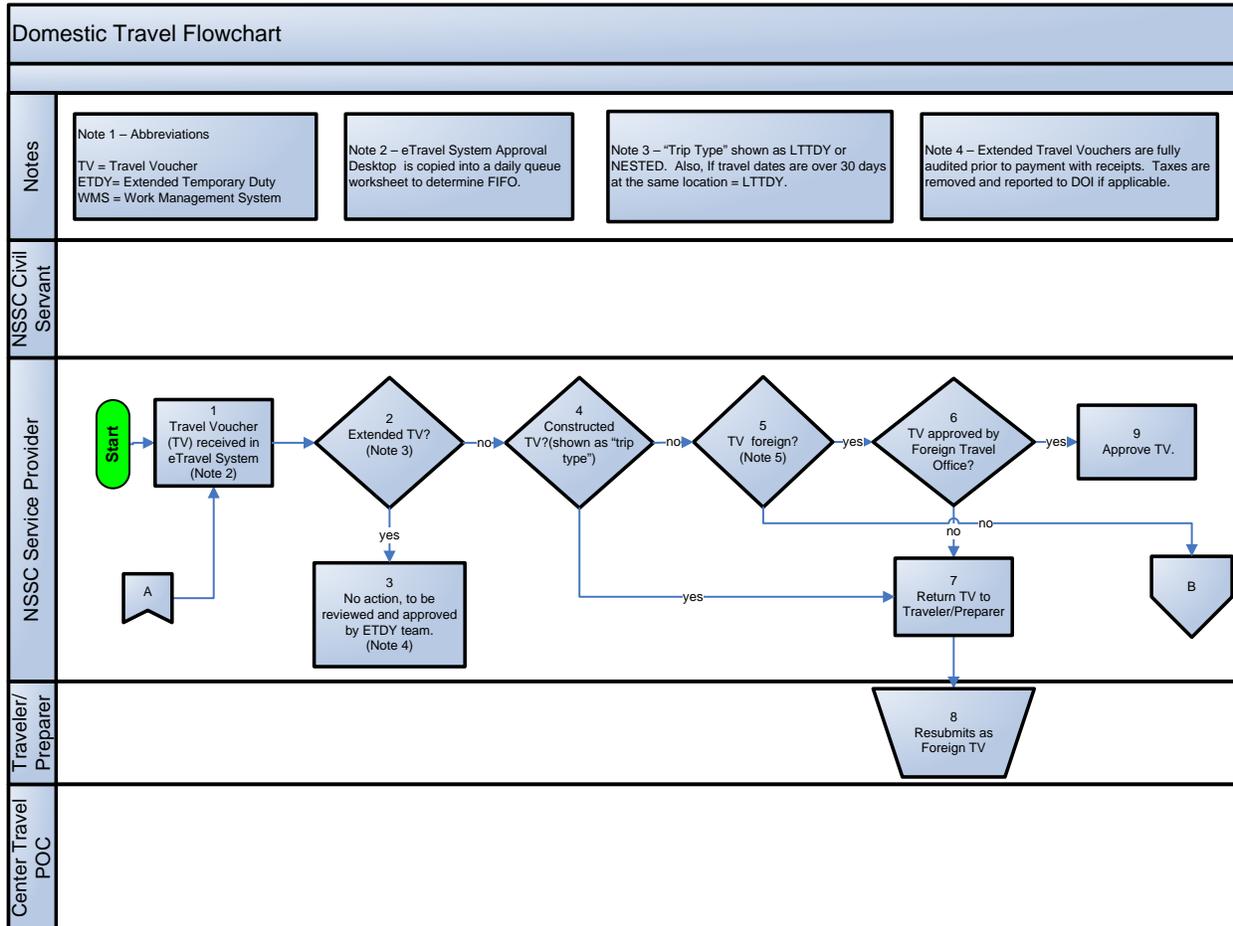
The Domestic and Foreign Travel Service Delivery Guide outlines processes that include the creation and receipt of NASA official records as defined by NPR 1441.1. These records are included in the Travel functional Master Records Index (MRI), applicable NASA Records Retention Schedule (NRRS) or General Records Schedule (GRS) items that provide retention/disposition authority.)

### 6.0 Cancellation/Supersession of Previous Documents

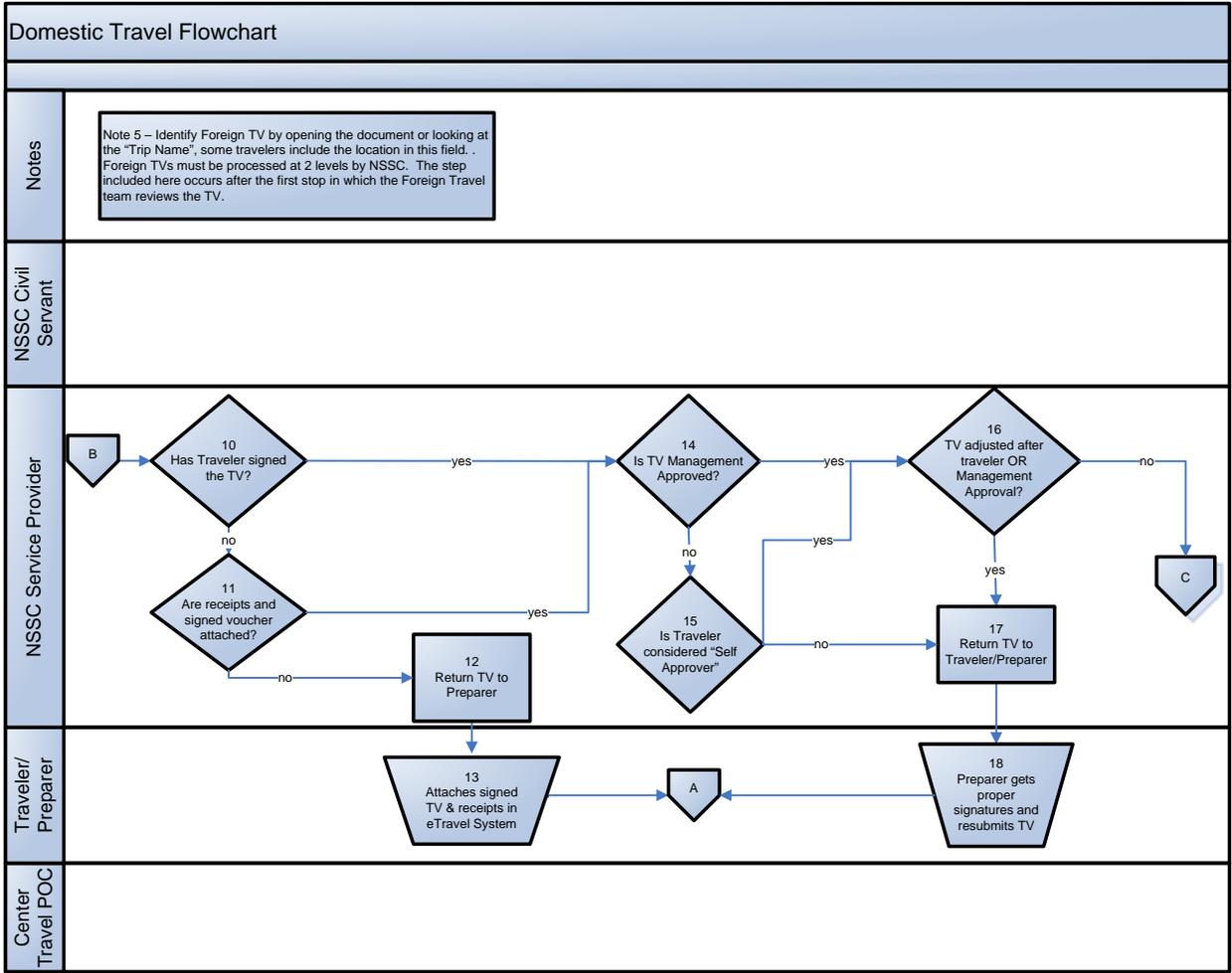
This document supersedes NSSDG-9700-0001 Revision 11.0.

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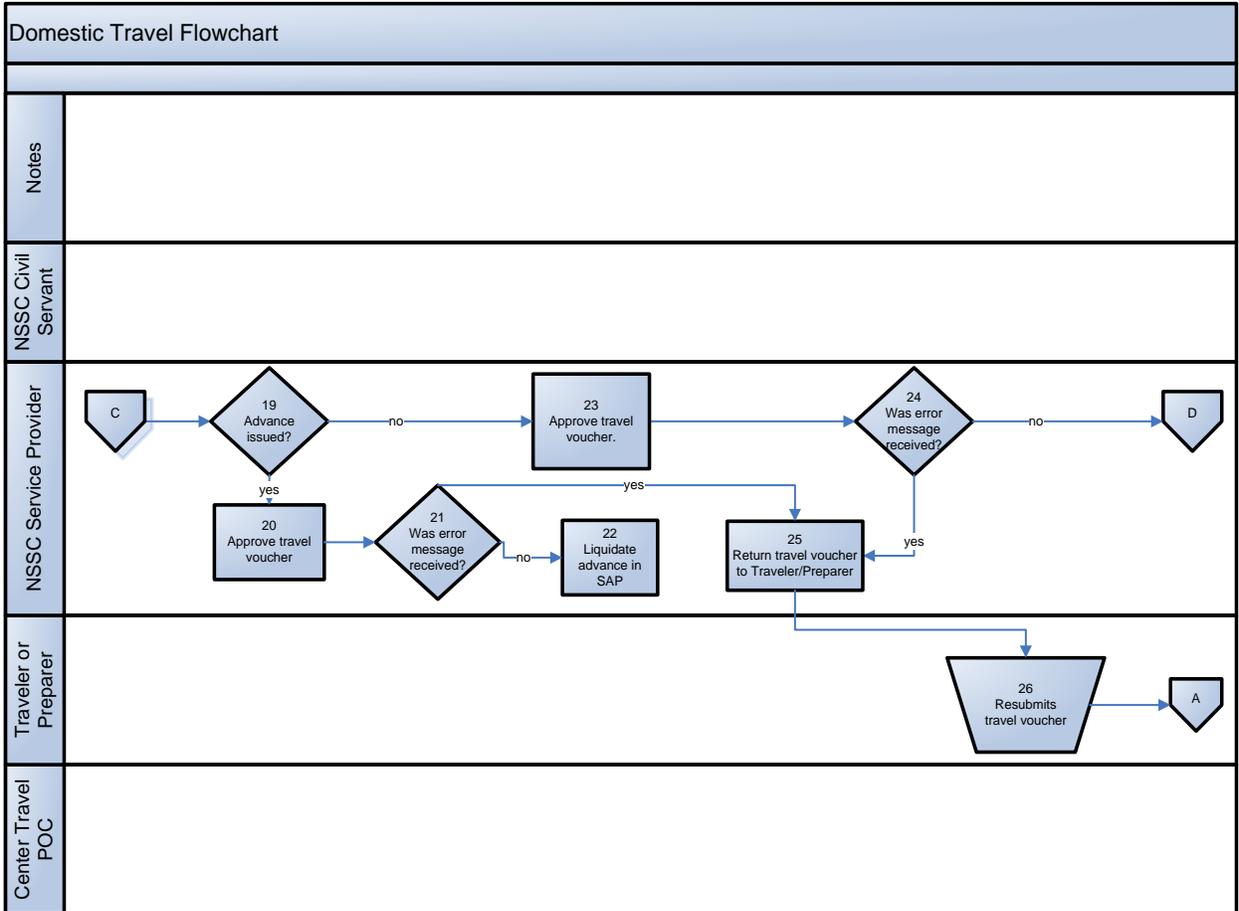
## PROCESS 1 – DOMESTIC TRAVEL



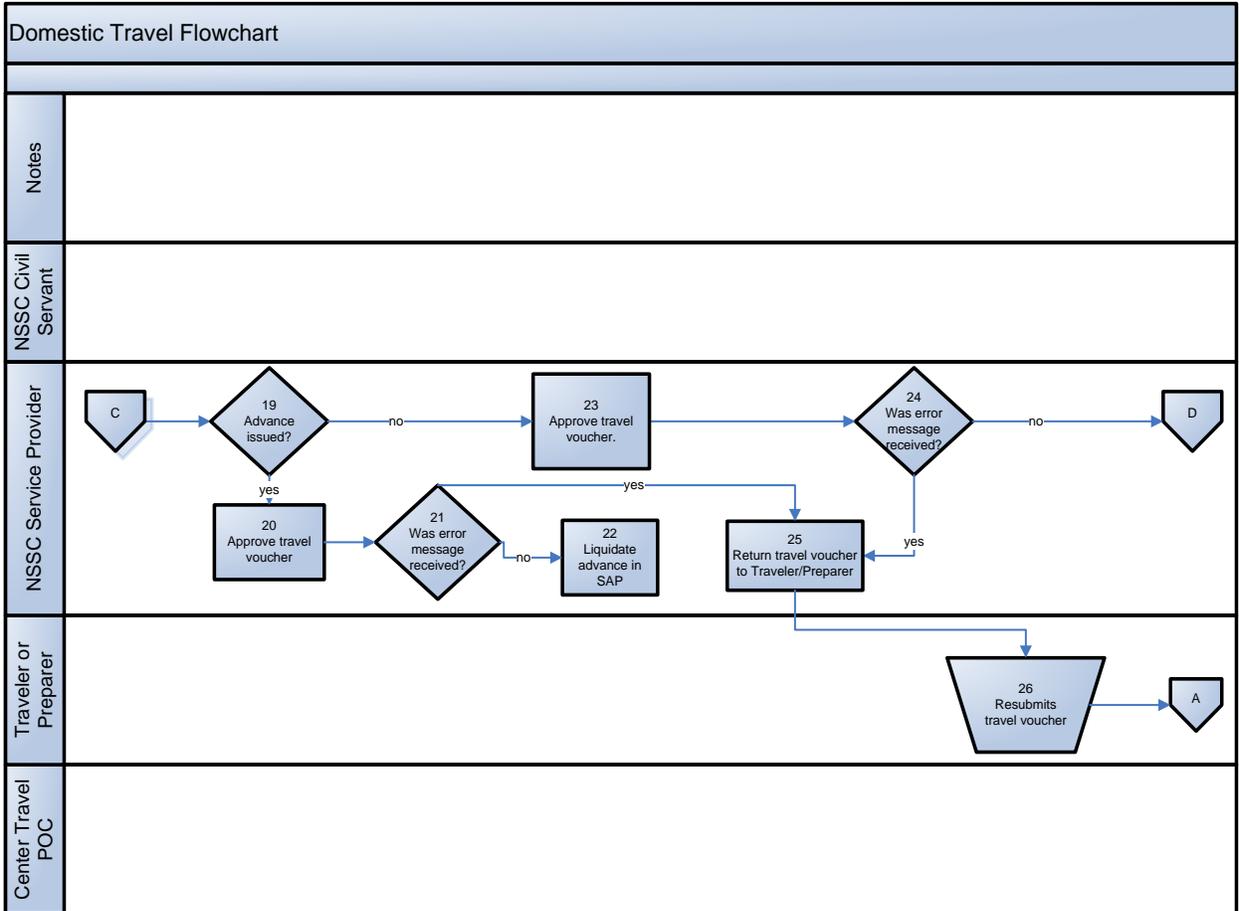
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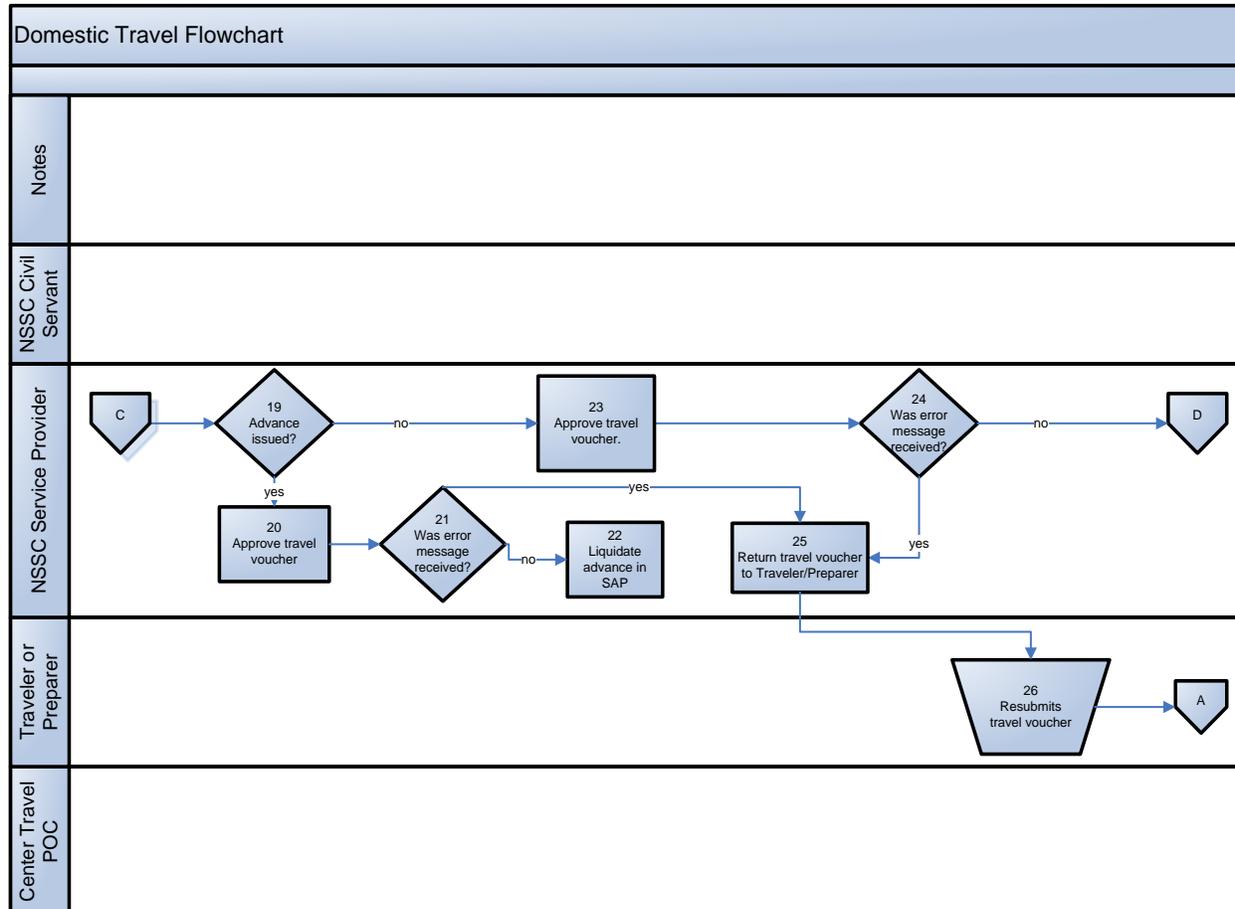
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**STEP 1. NSSC Travel (Service Provider (SP)) – Receive new vouchers and determine oldest.**

Note: This step will be performed each business day in the morning. This set of process steps is the only way to determine what vouchers are old and new.

Vouchers will be processed first in, first out. The vouchers that have been in the queue for the longest amount of time should be processed first.

When running the daily queue for foreign travel you will run the same report but you will select only the “Foreign VCH Review” under the “Awaiting Status”, remove all checked boxes from “Current Status” and select “Include Foreign Travel Only” from the Foreign Travel Option box. Follow the remaining instructions for downloading the report.

Foreign travel will save the report to N Drive as:

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N:\Travel\Foreign Travel\Queue Management\Concur\Fiscal Year\Month\Date.

The Domestic queue includes foreign vouchers that have been routed for final approval at NSSC (second stop at NSSC). Both Domestic and Foreign may be classified as ETDY if the expenses are approved and exceed 30 days. See Process 2 – Foreign Travel for further information.

- A. Log on to eTravel System
- B. Click “Reporting” at the top of the page
- C. Click on “Intelligence
- D. Click on “NASA”
- E. Click on “Awaiting Approval Queue”  
Select “Approved” from the “Awaiting Status” column. All other fields are defaulted to the correct selection so you would not change anything else. On the date range, it defaults to January 1 of the current year. If you are working in the month of January, you should change the date to January 1 of the previous year. (Example: today is January 7, 2015, you would change date to January 1, 2014). This is to ensure you are pulling anything old not processed
- F. Click on “Finish” at the bottom
- G. Click on icon that looks like a piece of paper with a blue dot in the Center. Select “View in Excel Options” – “View in Excel 2007 Format” from drop down menu
- H. Report will run, when complete, click on “open”. Save report to N Drive as N:\TRAVEL\DOMESTIC TRAVEL\QUEUE MANAGEMENT\CGE\Awaiting Approval Queue\Current Month\Awaiting Approval Queue X-XX-XX (current date)

**Output:** Travel vouchers awaiting disbursement.

Note: All vouchers must have Fund Certifier and Center Supervisor approval, unless an authorized self-approver

**STEP 2. NSSC Travel (SP) – Select voucher for prepayment review.**

- A. Log on to eTravel System)
- B. Click on “Approvals”
- C. Click on the column “Traveler” to sort the queue. Locate the traveler’s voucher you are processing from the spreadsheet.

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D. Select voucher to be reviewed by clicking on the voucher number and selecting “review document” from the drop down menu.

**Output:** Voucher selected for Prepayment review.

**STEP 3. NSSC Travel (SP) – Review prepayment**

- A. Determine if voucher is ETDY/Nested. Review “Type” to far right. If it is ETDY, it will indicate “NESTED TRIP HOME” or “LTDDY.” Then review trip dates to check if dates are greater than 30 days. If so, follow the steps outlined in the Prepayment Review Guide, Step 1.
- B. Determine if it is a constructed voucher. Review “Type” to far right. It will indicate “CONSTRUCTED.” If it does, follow the steps outlined in the Prepayment Review Guide, step 2.
- C. Determine if voucher is Foreign. Review “Reservation Details” section to determine if foreign travel is indicated based on locations (US Territories such as Alaska, Hawaii, Puerto Rico, Guam, etc. will not route to Foreign Travel. Do not return these. Process as domestic.). If so, follow the steps outlined in the Prepayment Review Guide, Step 3.
- D. Review voucher to determine if it is an Invitational voucher. Go to bottom of page “Document History” section of the voucher, to determine if the traveler signed their voucher. If not, see the Prepayment Review Guide, Step 4.
- E. Determine if voucher has been adjusted after the traveler’s or manager’s most recent signature. Go to bottom of page “Document History” section of the voucher, to determine if the stamp “ADJUSTED” appears after the traveler has stamped SIGNED or the manager has stamped SUPERVISOR REVIEW. If so, follow the steps outlined in the Prepayment Review Guide, Step 5.
- F. Determine if voucher was self-approved. Go to bottom of page “Document History” section of the voucher. If there is not a Supervisory Approval or Actuals Review signature after the Funds Certifier, see the Prepayment Review Guide, Step 6
- G. Determine if an advance is associated with the voucher. Under the “Totals and Travel Advances” section, go to “Advances Summary.” It will show “Advance Requested” and the amount. If so, follow steps in the Prepayment Review Guide, Step 7, to liquidate the advance in SAP.
- H. Once review of voucher is complete, close the voucher by clicking on the red X at top right corner of voucher you have pulled up. Click on

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the icon on left that has a green plus sign on it to select the voucher to approve.

- I. Click on “Pre-Audit & Stamp Selected Document” to the upper right. Ignore any failure/pass statuses that may appear. Click on “Continue Signing Document.” Then click “Stamp Selected Documents.” (If you are returning a voucher you would put the return message here in remarks and changed the status to apply form “awaited” to “return”).
- J. After approving voucher, disposition error messages, if applicable, according to instructions in the Prepayment Review Guide, Step 8.

**Output:** Voucher approved

Note: The eTravel System has a near real-time interface. For vouchers that have not successfully posted from the eTravel System to SAP through the interface, the NSSC Travel Office will put comments in the voucher and return the voucher to the Traveler/Preparer for them to make the necessary corrections. If the error does not require Center action, the NSSC will attempt to reapprove.

**STEP 4. NSSC Travel (SP) – Audit ETDY voucher prior to payment**

- A. See Process 5

**Output:** ETDY voucher disbursed

**STEP 5. NSSC Travel (SP) – Complete a Bill of Collection (BOC) – Non-Audit**

Note: BOCs are generally identified when credit (negative) vouchers are submitted through the eTravel System. Negative vouchers are not interfaced into SAP. E-mails are generated for the credit memo. The e-mail is forwarded to nssc@nasa.gov for an auto case to be setup. The case and task are routed to the Audit Lead for disposition. See AR Invoice Data Requirements (IDR) form in Appendix N.

- A. Receive case and task requesting issuance of BOC based on credit voucher received.
- B. Verify that credit is not related to an audit BOC by searching in the NSSC WMS. (Category = Accounts Receivable, SubCategory = New Receivable Travel)
- C. Complete an Accounts Receivable (AR) Invoice Data Requirements Form.
- D. Create a task on the existing case: Category = Accounts Receivable, SubCategory = New Receivable-Travel.

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- E. REQUESTER DETAILS=Full Name+ should be the name of the Traveler receiving BOC.
- F. Attachments tab: Attach the AR IDR Form.
- G. WORK INFO = Document the BOC description and amounts.
- H. Create DOM-FOR FD Form = Input TA number (it is not necessary to re-input Traveler name because it is on main form).
- I. Save.
- J. Determine if employee is a Very Important Person (VIP). Note: Locate spreadsheet for current VIP List: N:\TRAVEL\VIP LIST
  - 1. If not, proceed to step k. below.
  - 2. If VIP:
  - 3. Route task to CS for review.
  - 4. Receive approved task from CS (e-mail or other notes from CS should be in Work Activity Log of the task documenting approval).
- K. Route the task containing the BOC IDR to AR L2.

**Output:** BOC form prepared and forwarded to AR.

**STEP 6.**

**NSSC Travel (SP)** – Complete a BOC – Audit

- A. Auditor identifies need for BOC due to audit findings.
- B. Auditor completes an AR IDR Form and attaches to the case.
  - 1. Two or more funds on the IDR (even for same center) – do two IDR forms for each fund
  - 2. Two or more Centers on the IDR, do two IDR forms for each Center
- C. BOC finding is put on the monthly report that goes to the center for approval. Once the center approves the findings then the BOC will move forward. If the Center disagrees, more steps are required to validate the bill.
- D. Auditor creates a task on the existing audit case:
  - 1. Short Description – Audit BOC – Name, Category = Accounts Receivable, SubCategory = New Receivable-Travel.
  - 2. REQUESTER DETAILS = Full Name+ should be the name of the Traveler receiving BOC.
  - 3. Attach the AR IDR Form to the case.
  - 4. WORK INFO = Document the BOC description and amounts.

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5. Save.

E. Determine if employee is a VIP. Note: Locate spreadsheet for current VIP List: N:\TRAVEL\VIP LIST

1. If not, proceed to Step E. below.

2. If VIP:

a. Route AR task to CS for review.

b. Receive approved AR task from CS (e-mail or other notes from CS should be in Work Activity Log of the task documenting approval).

F. Route the task containing the BOC IDR to AR L2.

G. Auditor e-mails adjustment template that is attached to parent audit case to Traveler with cc to Preparer and Center travel office using standardized e-mail language in the Domestic Audit Guide, Appendix H. E-mail must be sent from the NSSC Travel mailbox.

**Output:** AR notified to issue BOC.

**STEP 7. NSSC Travel (SP) – Post Collection of Travel BOC Payment**

A. Receive task from AR requesting posting of travel payment collection.

B. Place ticket in Work in Process. Update Work Info log to indicate payment is being researched.

C. Complete research and review to determine type of payment and whether or not all required documentation is present before proceeding with posting. See Travel BOC Payment Collections Job Aid.

Note: See Travel BOC Payment Collections Job Aid in Process 4.

D. Proceed with appropriate posting steps as per Travel BOC Payment Collections Job Aid.

E. When funding is needed from Center to process transaction, the Funding Escalation Process should be followed.

1. The following is a guideline to use when funding/budget is needed from the Center in order to process a transaction (e.g., credit memo, collection posting, correction postings, etc.)

Day 1	NSSC notifies Center that budget is required to process a given transaction. Request is documented in appropriate case.
+10 calendar days	NSSC SP follows up with Center via e-mail to determine status of funding

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+10 additional calendar days	NSSC SP follows up with Center via e-mail to determine status of funding
+10 additional calendar days	NSSC SP follows up with Center via phone to determine status of funding
+5 additional calendar days	NSSC SP forwards task to CS and CS Sr POC and provides verbal briefing on situation. CS will decide what course of action to take based on the chain of events. (e.g., contact Center POC, DCFO, OCFO, etc.)

2. The above steps are a general guideline and may need to be adjusted based on the situation.
3. Center should be made aware in communication (e.g., e-mail, phone call) that the funding issue is causing a Statement of Difference (SOD) (if applicable).
4. Funding issues at year end may be worked "real time" or more aggressively due to expiring funds, SOD's, etc.

**Output:** Posting of collection of Travel BOC payment.

**STEP 8. NSSC Travel (SP) – Posting of Travel Payment Reversals**

Note: Travel Payment Reversals are performed on an "as needed" basis.

A reversal case or task is required for any SAP reversals involving cash (GL 1010.XXXX). Exceptions include Data Entry errors detected on the day of entry and erroneous deposits. Also, rejected Intra-governmental Payment and Collections (IPACs) are not considered to be reversals. A reversal task is required in the following examples: reversal of a BOC that has already been collected/cleared to cash, reclassification of a miscellaneous receipt posting, Office of the Chief Financial Officer (OCFO)/Center requested Trading Partner Corrections, and any other reversal or correction involving a posting to General Ledger (GL) 1010.XXXX.

- A. Receive case or task requesting reversal of travel payment transaction. In some cases, NSSC Travel Department may be required to generate a case. If so, the following guidelines should be followed when creating the case:
  1. Full Name: Type in the Customer Name (as it appears in SAP).

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2. Short Description: FM-XXXX-Reversal (select the appropriate Travel department based on the collection being posted. Example a foreign payment would be FM-Foreign Travel)
  3. Category = Domestic/Foreign or COS, SubCategory = Reversal
  4. Assigned Group: From the drop down menu select the appropriate group to whom the ticket is to be routed.
  5. Assignee: From the drop down menu select the name of the person to whom the ticket is being routed.
- B. Create the FM Reversal FD form:
1. From the drop down menu select "FM Reversal" and then click on the "Create FD" button.
  2. Customer/Vendor Name: Input the Customer name as it appears in SAP.
  3. Customer Number: Input Customer number as it appears in SAP.
  4. Vendor Number: Input the vendor number as it appears in SAP.
  5. Center: From the drop down menu select the Center in which the posting is being made against.
  6. Reversal Reason: From the drop down menu select the reason for the reversal transaction.
  7. Dollar Amount: Input the amount of the transaction being reversed.
  8. Original SAP Document: Input the SAP Document number of the document to be reversed (1900/1700#).
  9. SAP Cash Doc Number to Reverse: Input the original clearing document you are reversing (usually 1500#).
  10. SAP Cash Doc Date: Input the original posting date of the document you are reversing (unless the date was the issue).
  11. Treasury Document Reference Number (DRN): Input the DRN.
  12. Clear to Cash Doc Number: Input the new credit memo if reposting a payment (1500# from F-52 transaction).
  13. Multiple Documents to Reverse: This box would be checked if the request is to reverse out several bills. Rather than create a task for each document, the batch is treated as one request.\*When the "Multiple Docs" button is checked, the values in 4 to 7 are pre-filled

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with the word "Multiple". Attach a spreadsheet to the case or task of all documents to be reversed.

14. Work Info Entry: Document research findings and conclusions in the Activity log. Please note you should always have the most current status indicating:

- a. What type of action is pending?
- b. Who has the action (NSSC or Center)?
- c. Anticipated resolution date.

- C. Place task in Pending/Internal Action. Update Work Info log to indicate reversal is being researched.
- D. Complete research and review to determine type of reversal and whether or not all required documentation is present before proceeding with posting.
- E. Draft the Reversal Form and save it to your desktop.
- F. Proceed with appropriate posting steps as per Travel Payment Reversal Job Aid in Process 3 and update the Work Log in the task.
- G. When funding is needed from the Center to process the transaction, the Funding Escalation Process in Appendix L should be followed.
- H. Complete the Reversal FD Form and attach final copy to the task.
- I. Attach a copy of the Reversal Form and the task Activity Log to the original document entry and the re-posting document entry. It is not necessary to attach a copy to the reversing entry.

**Output:** Posting of collection of Travel Payment Reversal.

**STEP 9. NSSC Travel (SP) – Review Unliquidated Obligations**

Note: A report should be pulled at the close of each accounting period which is generally two business days after calendar month end.

- A. Log into SAP.
- B. Input T-code FMZ3.
- C. Click on the Choose Documents via Editing List icon (3rd from the left on top of screen).
- D. Go to the tool bar and click "Goto- Variants-Get." (3rd selection from the left on top of screen).
- E. Erase the ID number from the Created By field.
- F. Click the Execute icon (looks like clock).

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G. Choose variant “UNLIQ FC DOCS.”

Note: The NSSC has a standard format that is used and to use the format click on the “Select Layout” icon (this icon is the gray graph box w/one orange box). Then click on “Default NSSC ULO Layout.”

H. In the Fund Center box, input the Center number followed by an asterisk.

I. Click the Execute icon (1st from the left on top of the screen).

J. The page displayed is the Earmarked Funds Journal.

K. Click the printer icon (not hardcopy).

L. Save Excel version of report

1. Send to technicians for review

2. Use the following Standard comments:

a. N/A- Funds already Consumed

b. Yes-De obligate balance in SAP

c. No-Outstanding Annual ETTRA

d. No-Active ETDY

3. Hide dollar amounts

4. Hide all No's or N/As

M. Send completed reports to CS via WMS task.

1. Request they “accept the DRD” and send the task back showing acceptance

2. Resolve task

3. Route Case to FM Functional Manager by 15th of the month.

**Output:** Listing of Unliquidated Obligations.

**STEP 10. NSSC Travel (CS)** – Identify and eliminate unliquidated obligations

A. Use T-code FMZ2.

B. In the Document Number field, insert the Funds Commitment Document Number (400#) from the Earmarked Funds Journal.

C. Click the Fast Data Entry Icon (looks like sun and mountains).

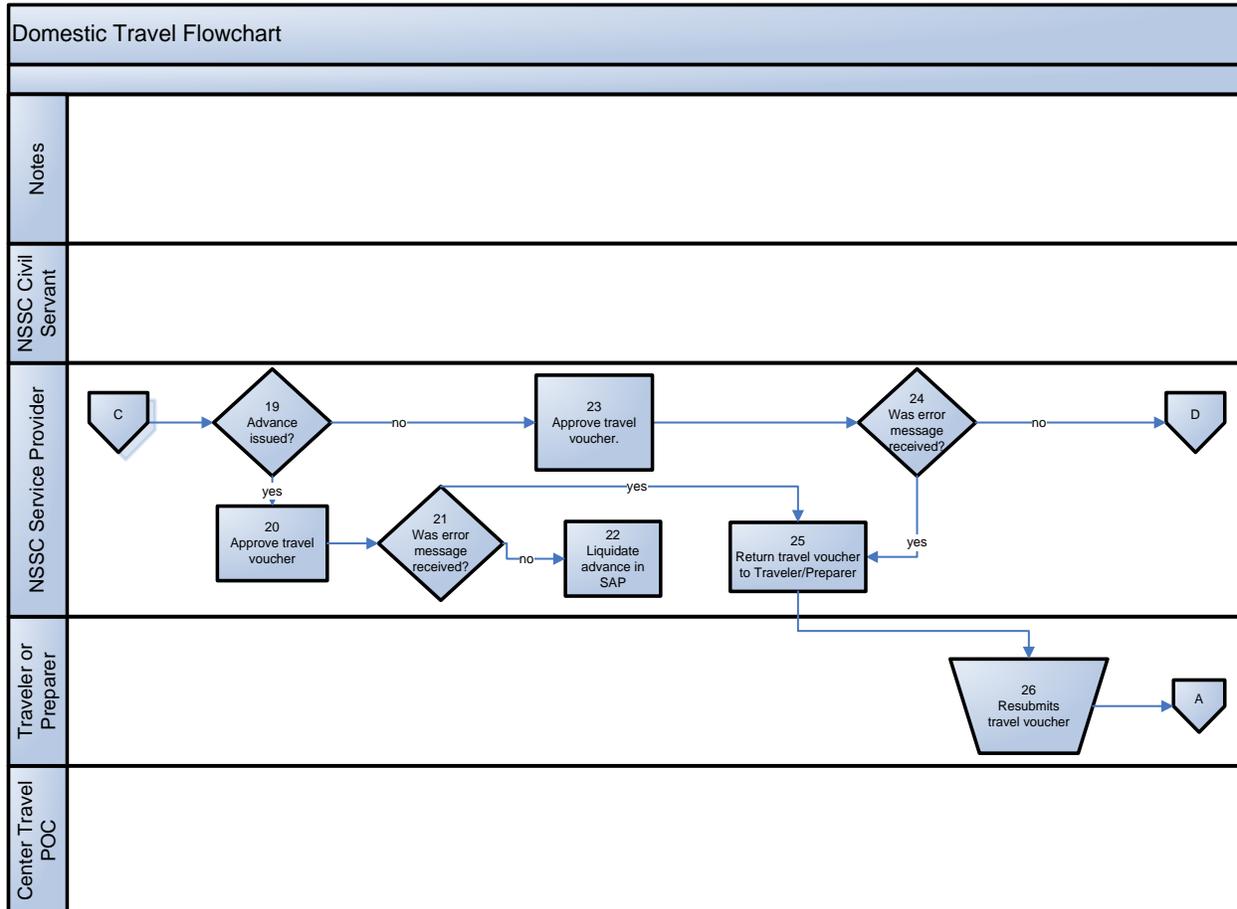
D. Click the Consumption icon.

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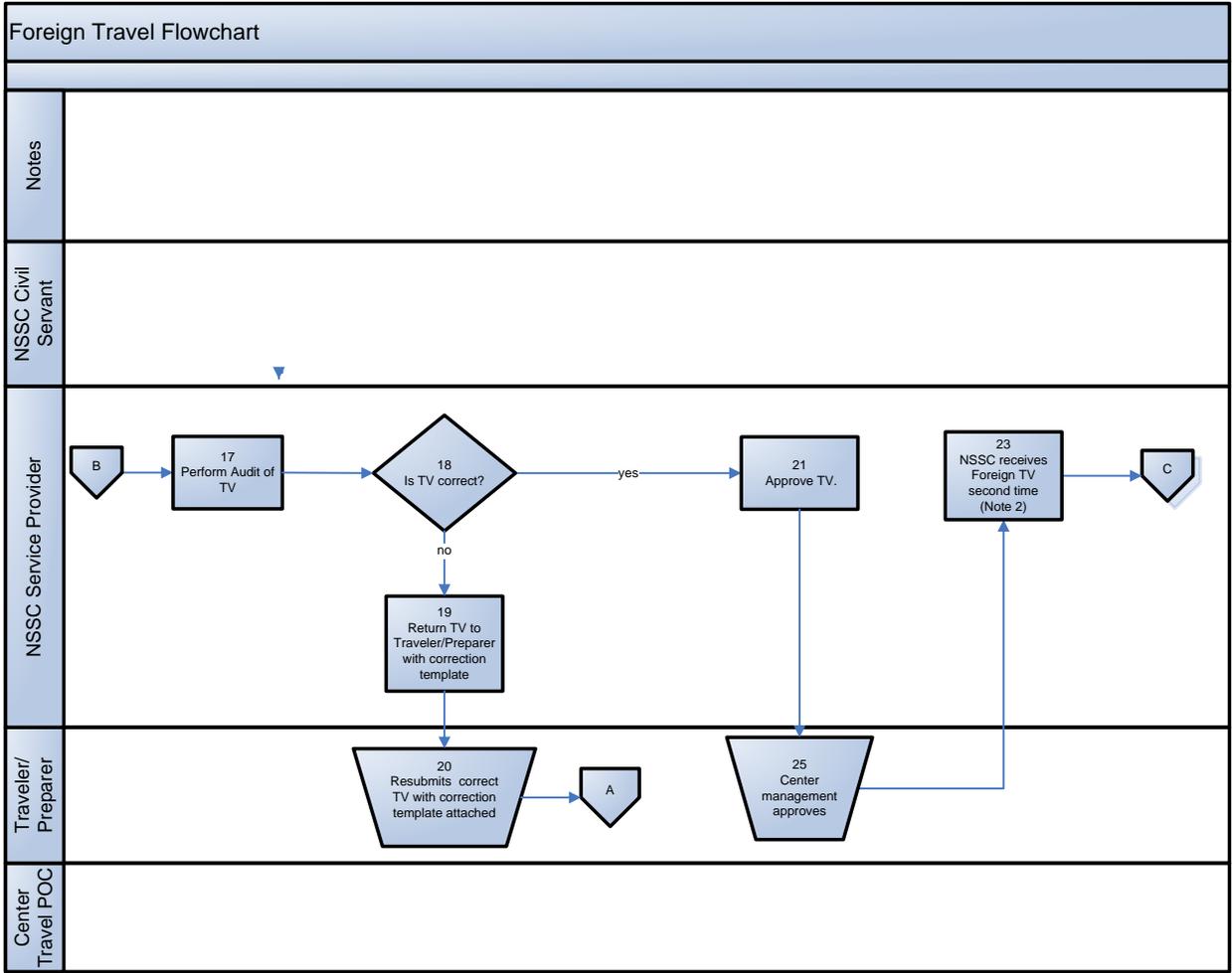
- E. If there is an open amount and there is a total usage amount:
  - F. Click the back icon
  - G. Click the line item that you want to de-obligate.
  - H. Click the Detail Line Item icon (2nd icon from the left on top of screen; next to icon that looks like top hat)  
  
Note: This should be selected to de-obligate funds and unselected to open funds.
  - I. Click the Completion Indicator.  
  
Note: This should not be selected when reimbursable funds are used or when this funds commitment is for an ETDY Traveler
  - J. Click the Save icon (looks like diskette).
  - K. Click the Check Mark icon.
  - L. Exit SAP.
- Output:** Unliquidated obligations set to complete.

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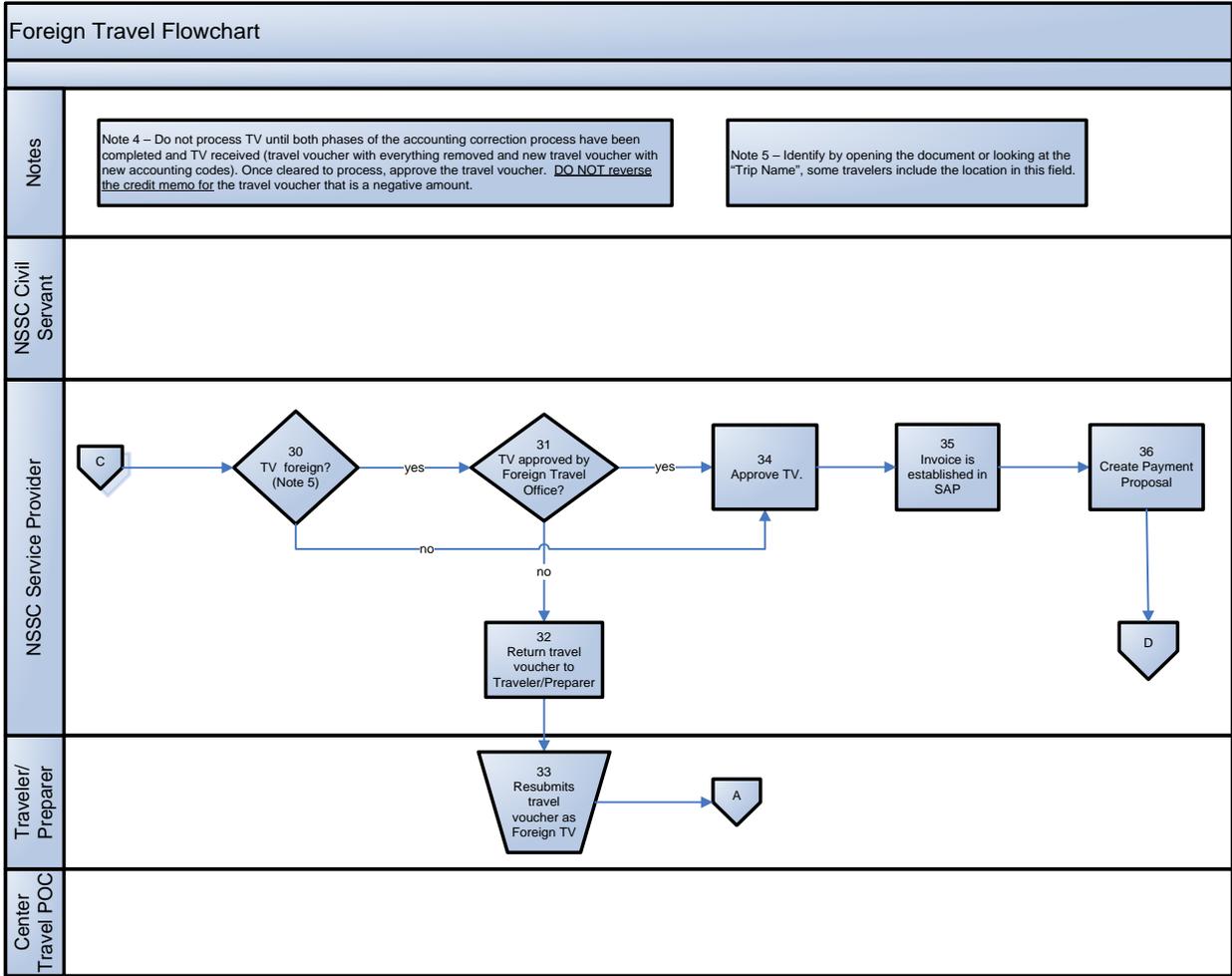
## PROCESS 2 – FOREIGN TRAVEL



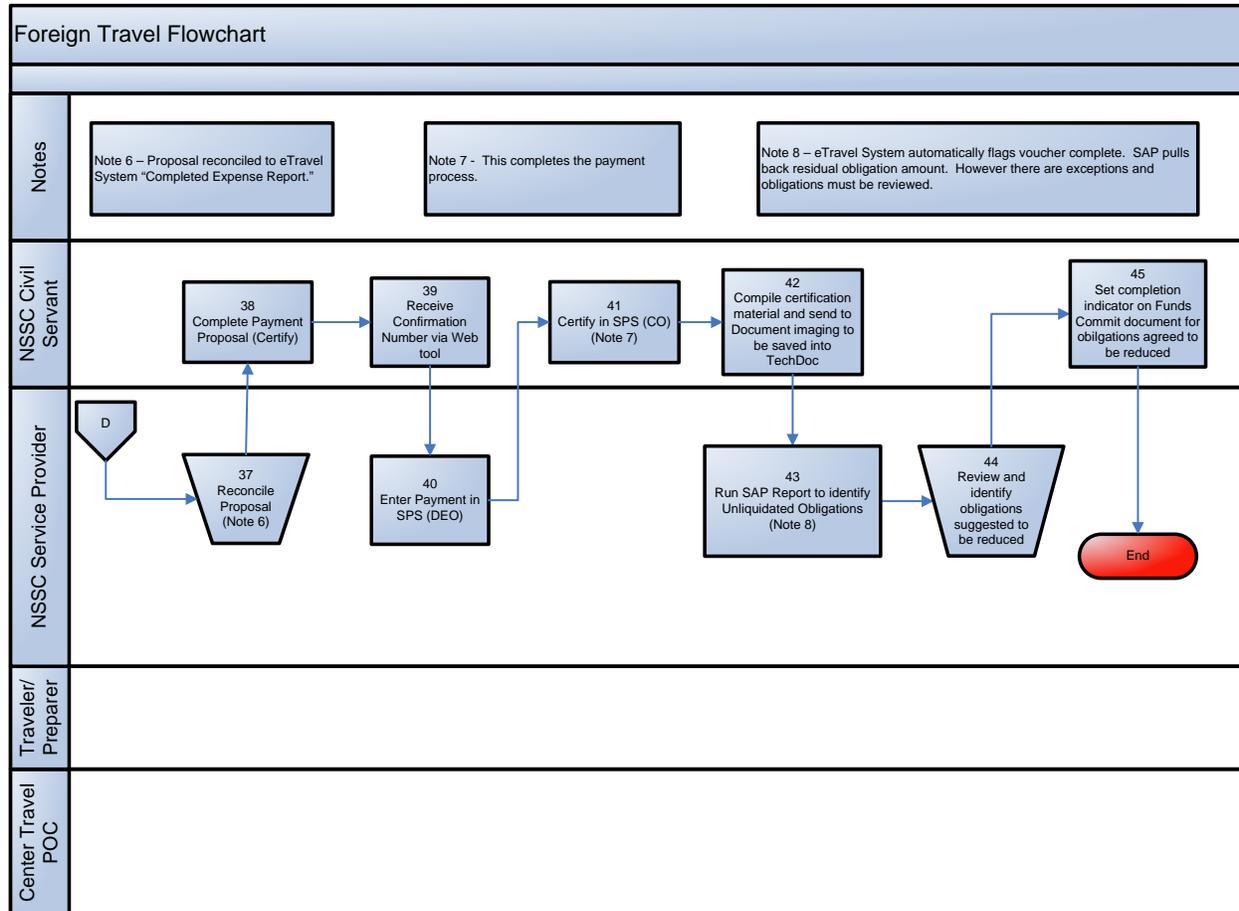
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**STEP 1. NSSC Travel (SP) – Receive new voucher.**

Note: All Vouchers must have Fund Certifier and Center Supervisor approval.)

Foreign vouchers which may be ETDY Travel, are received for processing at the NSSC two times. The first is after Center funds certifier approval; the second is the final stop for approval after Center management approval. NSSC Foreign Travel audits the voucher at the first stop. NSSC Domestic Travel processes the final approval following the steps referenced in Process 1 – Domestic Travel.

A. Follow steps in Process 1 – Domestic Travel, Step 1

**Output:** Foreign Travel voucher received initially.

**STEP 2. NSSC Travel (SP) – Select voucher to audit at first stop at NSSC.**

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- A. Follow steps to select voucher in Process 1 – Domestic Travel, Step 2. See Tips/Notes for specific.

**Output:** Voucher selected for prepayment review.

**STEP 3. NSSC Travel (SP)** – Audit voucher at first stop at NSSC.

Note: See Process 4 for Foreign Travel Prepayment Review Guide

- A. Determine if receipts are attached to voucher in eTravel System. If no receipts are attached, review details of voucher to determine if receipts are required. If they are required, return voucher following instructions in the Foreign Prepayment Review Guide, Step 1. If receipt is illegible, or lost, provide a copy of the traveler’s statement regarding the circumstances to the CS team for determination whether or not the statement can be accepted as replacement for a valid receipt. If receipt does not meet the definition, and appears to be invalid, SP will obtain CS approval before returning vouchers due to an invalid receipt.

NOTE: A Receipt is a written/printed acknowledgement from a vendor to the authorized employee for payment(s) received for goods or services provided. The receipt shall provide the following information:

- (1) Printed name and address of the vendor;
- (2) Transaction Date;
- (3) Form of payment (specified in the form of cash, check, credit card, etc.);
- (4) Total amount of payment;
- (5) Name of individual who received the goods or services (only if hand written);
- (6) Brief description or itemized listing of actual goods or services provided. (Note: If the receipt is for Temporary Quarters/lodging, it should include the address and time period of service.);
- (7) Signature of vendor (only if hand written receipt).

- B. Determine if voucher is a correction to a previously audited report. If so, follow the steps outlined in the Foreign Prepayment Review Guide, Step 2.
- C. Determine if voucher is for an Invitational Traveler. If so, ensure all receipts are on file and the Traveler has a signed copy of the voucher attached or has signed the actual voucher in eTravel System. See Foreign Prepayment Review Guide, Step 3, for more information.
- D. Determine if the voucher is self-approved Follow the steps outlined in the Foreign Prepayment Review Guide, Step 4 to determine if the document is self-approved.

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E. Audit voucher and determine if expenses are allowable in accordance with Federal Travel Regulations (FTR), NPR and NID:

1. Ensure that receipts are attached in eTravel System for lodging/lodging tax expense, airfare not charged to Centrally Billed Account (CBA), and all expenses greater than \$75. Ensure that receipts match expenses claimed (see Step 10 below regarding currency conversion required to check most receipts). If required receipts are not attached, notify Traveler following instructions in Foreign Prepayment Review Guide, Step 6.
2. Review comments located in "Document Information" section of the Preview Document and the "Trip Comments" of the Review Document and validate that only authorized expenses were claimed.
3. If meals were provided to Traveler, check the State Department Web site to verify that Traveler made correct deductions from the Meals and Incidental Expenses (M&IE) allowance.

Note: State Department Web site: [https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

4. Ensure the correct mileage is being claimed from Traveler's home to the airport using online mileage calculator such as but not limited to Rand McNally, Google Maps or Map Quest.

Note: There is an allowable mileage threshold of 10% of mileage or \$25.00. If the mileage claimed is over 10% of mileage calculated using a mileage calculator Web site or if the amount of the overage (allowable mileage x current GSA mileage rate – dollar amount claimed) exceeds \$25.00, the Traveler will be billed for the overage minus the \$25.00. See example in Appendix H – Domestic Audit Guide.

5. Ensure the correct mileage rate was used per the General Services Administration (GSA).
6. Verify that M&IE claimed is correct per the State Department Web site.
7. Ensure that lodging taxes are included with lodging expense and not claimed as separate expense.
8. Ensure that laundry expense is not claimed.
9. Verify that tips do not exceed 15%.

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10. Check the accuracy of the currency conversion used to claim expenses. Log into OANDA.com. Go to FXConverter. Select the currency for the location where the expense was incurred; i.e., “from.” Next, select the “To” as “U.S. Dollars, USD.” Input the “Convert” amount from the receipt/expense. Input the date on which the transaction occurred. Select “Convert Now.”

The amount converted to US Dollars will appear. Compare this to the expense claimed on the voucher. If the difference for an expense is greater than \$5.00, an adjustment must be made for the full amount. Note that the total difference allowed on the voucher can't exceed \$25.00.

Note: Oanda.com Web site: <http://www.oanda.com/currency/converter/>

If the traveler provides there credit card statement, then the exchange rate from the statement will be used to convert the expense into US dollars.

11. Verify that no expenses were claimed for annual leave dates to ensure Traveler is not reimbursed while in annual leave status.
12. If any of the above steps result in findings requiring an adjustment to the voucher, the report must be returned to the Traveler for correction following instructions in Foreign Prepayment Review Guide, Step 6.
13. If voucher is ETDY travel or Nested, see the ETDY process under Process 5
14. After completing steps above, if everything on voucher is determined to be correct, input Personal Identification Number (PIN) and approve the voucher.
15. After the voucher has been approved, the Foreign Quarterly report (DRD 3.1-5) should be updated to reflect the total dollar spent in each foreign location. At this time you will also need to update the “Foreign Travel Approval” spreadsheet.

Note: Foreign Quarterly is located on the N drive:  
TRAVEL\FOREIGN TRAVEL\FOREIGN QUARTERLY\FOREIGN QUARTERLY\YEAR NSSC FOREIGN QTRLY\CENTER

Foreign Travel Approval is located on the N drive: Travel\Domestic Travel\Queue Management\CGE\Foreign Travel Approvals

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- a. The quarterly report is sent to CS for approval via Task (Category: Travel; SubCategory: DRD)
- b. Once accepted, the task is sent to AP L2 to be incorporated into their quarterly report.
- c. Travel will complete the Quarterly Travel report
- d. For each quarter, Travel will create a new SN Case (Category:Travel; SubCategory:DRD) and attach the centers spreadsheet
- e. Travel will assign the Case to AP L2 Center POC or backup
- f. Travel will create a Task for each center and assign the Task to the AP Center Lead
- g. Each center Lead will complete their center Quarterly report and save it on the N drive
- h. After center report completion, the center Lead will assign the Task to AP L2 POC or backup as notification of report completion
- i. AP L2 POC or backup will combine the center reports and save the file on the N drive
- j. Melinda or backup will create a new Task under the Case and assign it to AP L3 notifying them of report completion
- k. After AP L3 completes their review and approves the report, L3 will assign the Task back to AP L2 POC
- l. AP L2 POC will assign the Case and Task to FM Manager and the report will be loaded in Techdoc

**Output:** Foreign voucher approved at first stop at NSSC and routed back to Center for further approvals prior to final approval at NSSC.

**STEP 4. NSSC Travel (SP)** – Receive voucher at NSSC second time and approve.

Note: CTO resolves any interface errors.

eTravel system has a near real-time interface. For vouchers that have not successfully posted during the eTravel System to SAP interface, the NSSC Travel Office will put comments in the voucher and return the voucher to the Traveler/Preparer for them to make the necessary corrections. If the error does not require Center action, the NSSC will attempt to reapprove

- A. After Center management approves, eTravel System automatically routes to NSSC for final approval. Foreign vouchers received the second time are final approved by the Domestic Travel team. The team

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verifies that the voucher has been approved by the Foreign Travel team prior to final approval. See Process 1 – Domestic Travel, Step 3c.

**Output:** Foreign voucher final approved by Domestic Travel at second stop at NSSC.

**STEP 5. NSSC Travel (SP)** – Prepare and create payment proposal/schedule

A. Foreign vouchers are paid on the same proposal as Domestic vouchers. See Process 7 –Payment Proposals.

**Output:** Payment Proposal created.

**STEP 6. NSSC Travel (SP)** – Complete BOC if identified.

Note: BOCs may be required if the Traveler submits a credit memo voucher. Foreign is not part of the monthly statistical sampling process.

A. Foreign voucher BOCs are completed using the same process as Domestic except that Category of the case is set to Foreign Travel. See Process 1 – Domestic Travel, Step 9.

**Output:** BOC form prepared and forward to AR.

**STEP 7. NSSC Travel (SP)** – Post Collection of Travel BOC Overpayment.

A. Foreign travel payment postings are completed using the same process as Domestic except that Category of the case is set to Foreign Travel. See Process 1 – Domestic Travel, Step 11.

**Output:** Posting of collection of Travel BOC.

**STEP 8. NSSC Travel (SP)** – Post Travel Payment Reversals

A. Foreign travel payment reversals are completed using the same process as Domestic except that Category of the case is set to Foreign Travel. See Process 1 – Domestic Travel, Step 12.

**Output:** Posting of Travel Payment Reversal.

**STEP 9. NSSC Travel (SP)** – Review Unliquidated Obligations

A. Foreign travel review for unliquidated obligations is completed using the same process as Domestic. See Process 1 – Domestic Travel, Step 13.

**Output:** Review of unliquidated obligations complete.

**STEP 10. NSSC Travel (CS)** – Identify and eliminate Unliquidated Obligations

A. Foreign travel process for identifying and eliminating unliquidated obligations is completed using the same process as Domestic. See Process 1 – Domestic Travel, Step 14.

**Output:** Deobligation complete.

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### PROCESS 3 – DOMESTIC PREPAYMENT REVIEW

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**STEP 1. NSSC Travel (SP)** – Check voucher “Type” to determine if it is an Extended TDY/Nested.

A. What do I check?

1. Review “Type” to far right. If it is ETDY, it will indicate “NESTED TRIP HOME” or “LTDDY.”
2. If voucher is not ETDY, continue processing as normal.
3. If voucher is ETDY but has foreign locations, check for NSSC Foreign Review stamp.

B. What do I do if I determine that it is an ETDY/Nested voucher?

1. Check to see if it is a Foreign ETDY. Review “Reservation Details” section to determine if foreign travel is indicated based on locations. (US Territories such as Alaska, Hawaii, Puerto Rico, Guam, etc. will not route to Foreign Travel, do not return these, process as domestic).
2. If location is foreign, scroll to “Current Document History” and determine if an NSSC Foreign Travel staff member has approved the document since the last time the Traveler signed (look for STATUS of “APPROVED” with SIGNATURE NAME of someone from NSSC Foreign Travel).
3. If voucher has been approved by NSSC Foreign Travel, continue processing.

C. If voucher is not foreign but is ETDY or Nested, **Do not process**. The ETDY team will process. These should be identified as ETDY or Nested vouchers in the Awaiting Approval Queue Report which is another way they can be identified.

**STEP 2. NSSC Travel (SP)** - Determine if it is a constructed voucher.

A. What do I check?

1. Review “Type” to far right. It will indicate “CONSTRUCTED.” If it does, then **do not review**.
2. Return to desktop screen by closing this document with red “X” box.

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3. Select the document by clicking on the icon with the green plus sign under the "Action" column from desktop. Click on "Pre-audit & Stamp Selected Document(s)."
4. Click on "Continue Signing Document(s)."
5. Under "Status to Apply" select "RETURNED."
6. Under "Remarks," enter the following comment:
  - a. NSSC: Your Travel Voucher is being returned because the constructed functionality within Concur Government Edition (CGE) is currently not functioning properly. Please resubmit the document using the single travel mode and attach a cost comparison included with your receipts and then reroute to the NSSC for approval.
7. Click on "Stamp Selected Documents" to return voucher.
8. Click on "Close Stamping Log Screen" to return to approver desktop screen.

**STEP 3. NSSC Travel (SP)** - Check "Reservation Details" to determine if there were any Foreign/Outside the Continental United States (OCONUS) legs in the journey.

A. What do I check?

1. Review "Reservation Details" section to determine if foreign travel is indicated based on locations (US Territories such as Alaska, Hawaii, Puerto Rico, Guam, etc. will not route to Foreign Travel, do not return these, process as domestic).
2. If so, scroll to "Current Document History" and determine if an NSSC Foreign Travel staff member has approved the document since the last time the Traveler signed (look for STATUS of "APPROVED" with SIGNATURE NAME of someone from NSSC Foreign Travel) If voucher is not Foreign or has been approved by NSSC Foreign Travel, continue processing.
3. If the voucher was adjusted after the NSSC Foreign Travel staff member has approved it, it will need to be returned.

B. What do I do if I determine that NSSC Foreign Travel has not previously approved the voucher?

1. Return to desktop screen by closing this document with red "X" box.

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2. Select the document by clicking on the icon with the green plus sign under the "Action" column from desktop. Select "Pre-audit & Stamp Selected Document(s)."
3. Click on "Continue Signing Document(s)."
4. Under "Status to Apply" select "RETURNED."
5. Under "Remarks", enter the following comment:
  - a. NSSC: Voucher bypassed the NSSC-Foreign Travel office for approval. Please resubmit the document for NSSC approval.
6. Click on "Stamp Selected Documents" to return voucher.
7. Click on "Close Stamping Log Screen" to return to approver desktop screen.
8. Send e-mail to Traveler with cc to Preparer and Center Foreign Travel Approver using the e-mail language in Appendix B, Item B.

**STEP 4. NSSC Travel (SP)** - Determine if it has been adjusted after the traveler's most recent signature.

A. What do I check?

1. Go to bottom of page "Document History" section of the voucher, to determine if the stamp "ADJUSTED" appears after the traveler has SIGNED. (Note, sometimes a traveler uses the PREPARED stamp when making an adjustment which is okay if it is apparent that the traveler made the adjustment).
2. If it is not ADJUSTED, continue processing as normal.

B. What do I do if I determine that it was ADJUSTED after traveler has signed?

1. Determine if the adjustment was related to one of the approved system errors. A system message should appear next to or just before the ADJUSTED stamp.
2. If the adjustment appears to be for the purpose of correcting a system error; then it is okay to process.
3. If the adjustment does not appear to be related to a system error, then the voucher should be returned:
  - a. Return to desktop screen by closing this document with red "X" box.

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- b. Select the document by clicking on the icon with the green plus sign under the “Action” column from desktop. Click on “Pre-audit & Stamp Selected Document(s).”
- c. Click on “Continue Signing Document(s).”
- d. Under “Status to Apply” select “RETURNED.”
- e. Under “Remarks”, enter the following comment:
  - i. NSSC: This voucher was returned because it was adjusted after the traveler signed. Please re-sign the document and resubmit to the NSSC for approval.
- f. Click on “Stamp Selected Documents” to return voucher.
- g. Click on “Close Stamping Log Screen” to return to approver desktop screen.

**STEP 5. NSSC Travel (SP)** - Check to see if an advance is associated with the voucher.

A. What do I check?

1. Open the voucher, under the “Totals and Travel Advances,” go to “Advances Summary,” it will show “Advance Requested” and the advance amount.
  - a. NOTE: Some vouchers will show “Advance Applied” and not “Advance Requested” and will be listed directly under “Totals and Travel Advances.” It does not have a subcategory “Advances Summary.”

B. What do I do if I determine that there is an advance?

1. If an amount is listed, follow steps below to liquidate the advance in SAP. Determine if the advance is greater than or less than the reimbursable voucher amount.

C. What do I do if I determine that the amount due Traveler is greater than the advance?

1. Continue with review of document and approve voucher. Make sure it interfaces in SAP.
2. Next, immediately log into SAP. Select transaction code F-44. By account, put the vendor number. By special G/L ind, put a “Y”. Then click on ‘Process Open Items.’ Click on select all icon, and then the “deactivate items” icon. (See example that follows). Click on the dollar

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amounts at top that match the advance amount you are liquidating against. There should be four (Traveler may have more than one advance so be careful to only select the amounts associated with current voucher). **(If you have any questions at all as to the amounts you are liquidating, please see your lead).** Then double check the amount in the “Not Assigned” box at bottom. The amount in here should be \$0. If so, hit the post icon at top to liquidate. Advance liquidation is complete.

## STEP 6. NSSC Travel (SP)



A. What do I do if I determine that the amount due Traveler is less than the advance?

1. This would result in a negative amount showing as Net to Traveler.

Totals and Travel Advances	
Disbursement Type	Amount
Total Expenses	2,422.25
Non-Reimbursable Expenses	726.83
Personal Expenses	0.00
Advance Applied	2,043.60 <a href="#">Advance Remarks</a>
Pay To Charge Card	0.00
Pay To Traveler	-348.18

B.

1. If so, continue to document and approve voucher. Make sure it interfaces in SAP.
2. Then immediately go into SAP. Select transaction code F-44. By account, put the vendor number. By special G/L ind, put a “Y.” Then click on ‘Process Open Items.’ Click on select all icon, and then the “deactivate items” icon. (See previous example). Click on the dollar amounts at top that match the dollar amount on the voucher paying to Traveler under the accounting summary section listed as “actual cost” (see sample below). There should be two with posting key numbers 31 and 26 (Traveler may have more than one advance so be careful to only select the amounts associated with current voucher). Only clear the posting keys 31

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& 26, you will not clear all four, just two. If you try to clear all four, system will not show a \$0 net so this is your safety check.

3. Check FBL1N to ensure the amount on the voucher paying to the traveler was cleared and not open to pay to the traveler. Then calculate the difference of the advance against what the voucher amount was to obtain the amount the traveler owes NASA.
4. Create a SN ticket selecting "Bill of Collection" as the subcategory. Assign ticket to current travel tech to create the IDR.
5. In comments, indicate this bill is for an advance overpayment and the amount the traveler owes.

**STEP 7. NSSC Travel (SP) - Determine if it is an Invitational voucher.**

A. What do I check?

1. Go to bottom of page "Document History" section of the voucher, to determine if SIGNATURE NAME is the same as the Traveler Name (look for STATUS of "SIGNED" and check to see if the name agrees to the "Traveler Name" at the top of the voucher).
2. If the name does not agree, this indicates it is an Invitational Traveler or Voucher was stamped on behalf of the traveler.
3. If it is **not** an Invitational Traveler, **continue processing as normal.**
4. If it is stamped on behalf of, **continue processing as normal**, it was already approved through the routing.
5. If it is an Invitational Traveler, select "View Receipts" at the bottom of the document and verify that a signed copy of the voucher and receipts, if applicable, are attached.
  - a. NOTE: Receipts are not required for mileage, M&IE or misc. expenses less than \$75.
6. If there are receipts and a signed copy of the voucher attached, **continue processing as normal.**

B. What do I do if I determine that applicable receipts are not attached?

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1. Return to desktop screen by closing this document with red "X" box.
  2. Select the document by clicking on the icon with the green plus sign under the "Action" column from desktop. Click on "Pre-audit & Stamp Selected Document(s)."
  3. Click on "Continue Signing Document(s)."
  4. Under "Status to Apply" select "RETURNED."
  5. Under "Remarks", enter the following comment:
    - a. NSSC: Receipts were not attached to this Invitational Voucher. Please fax your receipts to eTravel System using the fax transmittal sheet from your voucher or attach them. After confirming that the required information has attached to your voucher, please resubmit.
  6. Click on "Stamp Selected Documents" to return voucher.
  7. Click on "Close Stamping Log Screen" to return to approver desktop
- C. What do I do if I determine Traveler did not sign the voucher and a signature is not attached?
1. Return to desktop screen by closing this document with red "X" box.
  2. Reselect the document following instructions above and click on "Preaudit & Stamp Selected Document(s)."
  3. Click on "Continue Signing Document(s)."
  4. Under "Status to Apply" select "RETURNED."
  5. Under "Remarks", enter the following comment:
    - a. NSSC: A signed copy of this Invitational Voucher was not attached. Please print a copy of your voucher, sign it, and fax the signed copy to eTravel System using the fax transmittal sheet from your voucher or attach them to the document. After confirming that the required information is attached to your voucher, please resubmit.
  6. Click on "Stamp Selected Documents" to return voucher.

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7. Click on "Close Stamping Log Screen" to return to approver desktop screen.

**STEP 8. NSSC Travel (SP) - Determine if it was self-approved.**

A. What do I check?

1. Go to bottom of page "Document History" section of the voucher. If there is not a Supervisory Approval or Actuals Review signature after the Funds Certifier, go to the self-approver list located at N:\TRAVEL\VIP LIST. If the traveler's name is on the list, then they are an authorized self-approver. Continue approving the voucher. (If stamped Self Approved by the traveler or someone other than the traveler, please refer back to the VIP LIST to confirm the traveler is on the self-approver list.)

B. What do I do if I determine that the traveler is not a self-approver and a supervisor has not signed the voucher?

1. Return to desktop screen by closing this document with red "X" box.
2. Select the document by clicking on the icon with the green plus sign under the "Action" column from desktop. Click on "Pre-audit & Stamp Selected Document(s)."
3. Click on "Continue Signing Document(s)."
4. Under "Status to Apply" select "RETURNED."
5. Under "Remarks", enter the following comment:
  - a. NSSC: Voucher bypassed supervisor for approval. Please resubmit the document for NSSC approval.
6. Click on "Stamp Selected Documents" to return voucher.
7. Click on "Close Stamping Log Screen" to return to approver desktop screen.

**STEP 9. NSSC Travel (SP) - Check for error messages, if any after "Approved." See step 8 below.**

A. What do I check?

1. After you "Approve" a voucher, it may be returned to your queue as "REJECT" or "EAI Failed."

B. What do I do if I have a REJECT or EAI Fail?

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1. Follow instructions in Appendix B regarding appropriate action to take. The most common errors and the appropriate dispositions are included in the appendix. For other types of error messages, check with domestic travel lead or supervisor to determine appropriate action.

Output: Prepayment Review complete

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## PROCESS 4 – FOREIGN PREPAYMENT REVIEW GUIDE

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Foreign pre-disbursement audit of a foreign voucher on the first stop approval stop at the NSSC consists of the following steps. Once approved at the first stop, the voucher is automatically routed to the Center for further approvals. After Center management approval, the voucher is automatically routed to the NSSC for final approval. The final approval steps can be performed by either the NSSC Domestic Travel team or the NSSC Foreign Travel team.

### **STEP 1. NSSC Travel (SP) – Determine if receipts are attached.**

#### A. What do I check?

1. Open the voucher in the “Review Document” status. Once the document is open, you will scroll to the bottom the voucher and click on “View Receipts.” This will open up any receipts attached to the document. If receipts are attached, proceed with steps 2-8 of the Prepayment Review Guide.

#### B. What do I do if no receipts are attached?

1. Review the expenses to determine if receipts are required. If receipts are not required, proceed with review of travel voucher. If receipts are required, then return to desktop screen by closing this document with red “X” box. Select the document by clicking on the icon with the green plus sign under the “Action” column from desktop. Select “Pre-audit & Stamp Selected Document(s).”
2. Click on “Continue Signing Document(s).”
3. Under “Status to Apply” select “RETURNED.”
4. Under “Remarks”, enter the following comment:  
NSSC: “The NSSC is unable to process your foreign travel voucher without the appropriate receipts. Please attach receipts for lodging and expenses over \$75 to the voucher by faxing to eTravel System using the fax transmittal sheet from your travel voucher. Resubmit for approval.”
5. Click on “Stamp Selected Documents” to return voucher.
6. Click on “Close Stamping Log Screen” to return to approver desktop screen.
7. Return the travel voucher. A WMS ticket is not needed for this process.

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**STEP 2. NSSC Travel (SP)** - Determine if voucher is a correction to a previously reviewed voucher.

A. What do I check?

1. If the Travel Authorization has a "-1" behind it, it may be an amendment. An adjusted travel voucher may be identified by a unique TA number and/or through Traveler's comments contained within the travel voucher. If the TA number has a dash followed by a number (e.g., TA220000001106-1), the authorization has been adjusted. The comments box should also be reviewed to determine if an adjustment is being submitted. The travel voucher history or the document summary history may also be reviewed to determine if the NSSC has previously returned the travel voucher.

B. What do I do if I determine that the voucher has been adjusted?

1. Determine if it was adjusted due to a request by the NSSC. A copy of the NSSC correction spreadsheet should be attached with the receipts if it was requested by the NSSC.
  - a. If not, proceed as usual.
  - b. If it has been adjusted, then compare the changes to the adjusted voucher to the changes per the NSSC correction spreadsheet. If the corrections requested were input correctly, continue with processing. If totals differ, then re-review to determine reason for differences and proceed as appropriate.

**STEP 3. NSSC Travel (SP)** - Determine if voucher is Invitational.

A. What do I check?

1. Go to bottom of page "Document History" section of the voucher, to determine if Signature Name is the same as the Traveler Name (look for Status of "Signed" and check to see if the name agrees to the "Traveler Name" at the top of the voucher).
2. If the name does not agree, this indicated it is an Invitational Traveler.
3. If it is not an Invitational Traveler, continue to process as normal.
4. If it is an Invitational Traveler, select "View Receipts" at the bottom of the document and verify that a signed copy of the voucher and receipts, if applicable are attached.

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- a. Note: Receipts are not required for mileage, M&IE or misc. expenses less than \$75.
5. If there are receipts and a signed copy of the voucher attached, continue processing as normal.

B. What do I do if I determine that receipts are not attached?

1. Return to desktop screen by closing this document with red "X" box.
2. Select the document by clicking on the icon with green plus sign under the "Action" column from desktop. Click on "Pre-audit" & Stamp Selected Document(s).
3. Click on "Continue Signing Document(s)."
4. Under "Status to Apply" select "RETURNED."
5. Under "Remarks", enter the following comment:
  - a. NSSC: Receipts were not attached to this Invitational Voucher. Please fax your receipts to the eTravel System using the fax transmittal sheet from your voucher. After confirming that the fax has attached to your voucher, please resubmit.
6. Click on "Stamp Selected Documents" to return voucher.
7. Click on "Close Stamping Log Screen" to return to approver desktop screen.

**STEP 4. NSSC Travel (SP) - Determine if voucher is self-approved.**

A. What do I check?

1. Go to bottom of page "Document History" section of the voucher. If there is not a Supervisory Approval signature and the voucher is either NASA Administrator or the Inspector General, then audit as normal.
2. If the self-approver is not one of these two individuals, verify that an approval of the foreign travel from the Chief of Staff, generally in the form of an e-mail, is attached to either the voucher or the travel authorization.

B. What do I do if the e-mail is not attached to the voucher or the travel authorization?

1. E-mail the Foreign Travel Coordinator (cc: Traveler, Preparer, Chief Financial Officer (CFO) and Chief of Staff) using the language in Appendix D, item E. You will need to refer to the Foreign Travel Coordinator and CFO lists located on the N drive:

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N:\TRAVEL\Foreign Travel\POC's\ The name of the Preparer can be found on the Document Summary page when you click “Expand All” and scroll down to “Document History.”

2. Create a case in the WMS.
3. Short Description=FM-Foreign Travel, Category, Category = Foreign Travel, SubCategory = Failed Pre-Payment Review, Full Name=Traveler, Assignee=NSSC Tech. Create a DOM-FOR FD Form.
4. Input the Travel Auth Number=, Traveler Name=Traveler, Date Failure Occurred=date the voucher was signed by the most recent approver just prior to arriving in the NSSC queue. In the Work Info Entry field, document why the voucher can't be processed and copy and paste e-mail correspondence in the box. Click Save.
5. Document the case number on the daily spreadsheet and make a note in the comment section regarding pending e-mail approval from Chief of Staff for foreign travel.
6. Check daily to see if the requested approval has been attached to the travel document. When received, resolve the task and case after updating the Date Failure Resolved which would be the date you receive the requested information. If the approval has not been attached after five business days, return the document to the Traveler using the e-mail language in Appendix D, item F, unless you are working with them and they have a valid reason explaining the delay.

**STEP 5. NSSC Travel (SP)** - Review travel dates to determine if it is an ETDY erroneously filed as a Single trip.

- A. What do I check?
  1. In “Trip Type,” on the far right of the voucher review trip dates to determine if more than 30 days of expenses are being claimed for reimbursement.
- B. What do I do if I see that the trip is for >30 days?
  1. Review Traveler and Approver's comments, justifications and any other information provided to determine if this could be a potential ETDY. If the reason for the high number of days is not readily determinable, discuss with travel lead or supervisor.
- C. Create a case using Category=Foreign Travel, SubCategory =Failed Pre-Payment, Assignment Group= FM-Foreign Travel L2, Assigned to=

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Auditor Tech Name. In the Short Description input Foreign-TA Number (failure ticket). In the work notes input any notes. Status= Work in Progress. Review to track the ticket until further research can be completed which may include contacting the Traveler/Preparer to determine whether or not voucher is related to ETDY. Update queue spreadsheet with appropriate comments. If it is determined to be a true ongoing ETDY, the voucher should be returned using the following guidance.

1. Select the document by clicking on the icon with the green plus sign under the "Action" column from desktop. Click on "Pre-audit & Stamp Selected Document(s).
2. Click on "Continue Signing Document(s).
3. Under "Status to Apply" select "RETURNED."
4. Under "Remarks", enter the following comment:  

NSSC: This voucher was submitted as a single trip and needs to be recreated and submitted using the long term travel features of eTravel System.
5. Return the voucher and resolve the task and case after updating Date Failure Resolved. If determined that single trip is appropriate, continue to process voucher. Resolve task and case. Date Failure Resolved should equal Date Failure Occurred.

**STEP 6. NSSC Travel (SP)** - Audit voucher and determine if expenses are allowable in accordance with the FTR, NPR and NID and all required receipts are available to complete the audit. See Step 6.

A. What do I check?

1. Audit vouchers in accordance with the Step 3 of the Foreign Travel process in the Service Delivery Guide. Convert receipts into US dollars and validate against the airfare expense (if not CBA), lodging, rental car and any expense over \$75.00.

B. What do I do if receipt is illegible or lost?

1. Provide a copy of the traveler's statement concerning the circumstances surrounding the illegible or lost receipt to the CS team to determine if it can be accepted as a valid receipt.

C. What do I do if I'm missing a receipt?

1. E-mail the Traveler (cc to Preparer). You can find this on the Document Summary page when you click Expand All and scroll down to "Document History."

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2. Create a case using Short description = FM-Foreign Travel, Category = Foreign Travel, SubCategory = Failed Pre-Payment Review, Full Name=Traveler, Assignee=NSSC Tech. Create DOM-FOR FD Form.
3. Input the Travel Auth Number = TA number on voucher. Do not include the “-.” Document Number = TA number and if a dash is on the document, include that (51SGT000000178-1), Traveler Name = Traveler, Date Failure Occurred=date the voucher was signed by Fund Certifier (this is the day the document arrives in the NSSC Foreign Travel desktop). Work Info Entry document why the voucher can't be processed and copy and paste e-mail correspondence into the box. Click Save.
4. Document the case number on the daily spreadsheet and make a note in the comment section regarding receipt you requested.
5. Check daily to see if the requested receipt has been attached to the travel document. When received, resolve the task and case after updating the Date Failure Resolved which would be the date you receive the requested information.

D. What do I do if the receipt provided does not meet the definition of a valid receipt?

1. Get with your lead, to get their opinion.
2. The SP will obtain CS approval before returning vouchers due to an invalid receipt.

NOTE: A Receipt is a written/printed acknowledgement from a vendor to the authorized employee for payment(s) received for goods or services provided. The receipt shall provide the following information:

- (1) Printed name and address of the vendor;
- (2) Transaction Date;
- (3) Form of payment (specified in the form of cash, check, credit card, etc.);
- (4) Total amount of payment;
- (5) Name of individual who received the goods or services (only if hand written);
- (6) Brief description or itemized listing of actual goods or services provided. (Note: If the receipt is for Temporary Quarters/lodging, it should include the address and time period of service.);
- (7) Signature of vendor (only if hand written receipt).

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E. What do I do if a correction is needed?

1. You will need to return the voucher. See instructions and e-mail language in Appendix D, item A.

**STEP 7. NSSC Travel (SP) - REVIEW DOCUMENT HISTORY TO DETERMINE IF ADJUSTED AFTER TRAVELER SIGNED**

A. What do I check?

1. Go to bottom of page "Document History" section of the voucher, to determine if the stamp "ADJUSTED" appears after the traveler has signed.
2. If it is not ADJUSTED, continue processing as normal.

B. What do I do if I determine that it was ADJUSTED after traveler has signed?

1. Return to desktop screen by closing this document with red "X" box.
2. Select the document by clicking on the icon with the green plus sign under the "Action" column from desktop. Click on "Pre-audit & Stamp Selected Document(s)."
3. Click on "Continue Signing Document(s)."
4. Under "Status to Apply" select "RETURNED."
5. Under "Remarks", enter the following comment:
  - a. NSSC: This voucher was ADJUSTED after the traveler signed it. Please resubmit the document for NSSC approval.
6. Input Signature PIN.
7. Click on "Stamp Selected Documents" to return voucher.
8. Click on "Close Stamping Log Screen" to return to approver desktop screen.

**STEP 8. NSSC Travel (SP) - REVIEW DOCUMENT HISTORY TO DETERMINE IF NSSC FOREIGN TRAVEL OFFICE HAS APPROVED THE DOCUMENT**

A. What do I check?

1. Go to bottom of page "Document History" section of the voucher, to determine if the stamp "Foreign VCH Review" appears and verify that the person stamping the document is one of the NSSC Foreign Travel audit staff. If it is, then process like normal.
2. If you don't see the "Foreign VCH Review" stamp, then return to the desktop screen by closing this document with "X" in the upper right hand corner. Let the "Pay and Chase" tech return the document per there process.

**STEP 9. NSSC Travel (SP) - REVIEW VOUCHER TO DETERMINE IF AN ADVANCE NEEDS TO BE LIQUIDATED**

A. What do I check?

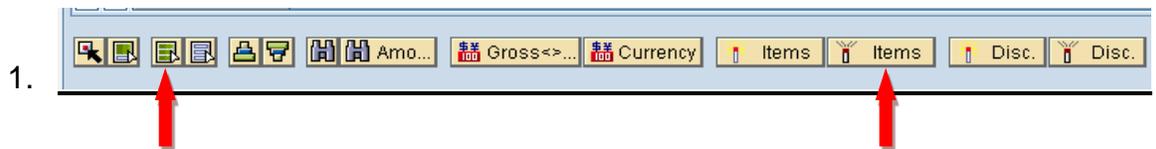
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1. Open the voucher, under the “Totals and Travel Advances,” go to “Advances Summary,” it will show “Advance Requested” and the advance amount.
  - a. NOTE: Some vouchers will show “Advance Applied” and not “Advance Requested” and will be listed directly under “Totals and Travel Advances.” It does not have a subcategory “Advances Summary.”

- B. What do I do if I determine that there is an advance?
  1. If an amount is listed, follow steps below to liquidate the advance in SAP.

**STEP 10.** NSSC Travel (SP) - Determine if the advance is greater than or less than the reimbursable voucher amount.

- A. What do I do if I determine that the amount due Traveler is greater than the advance?
  1. Continue with review of document and approve voucher. Make sure it interfaces in SAP.
  2. Then immediately go into SAP. Select transaction code F-44. By account, put the vendor number. By special G/L ind, put a “Y.” Then click on ‘Process Open Items.’ Click on select all icon, and then the “deactivate items” icon. (See example that follows). Click on the dollar amounts at top that match the advance amount you are liquidating against. There should be four (Traveler may have more than one advance so be careful to only select the amounts associated with current voucher). (If you have any question at all as to the amounts you are liquidating, please see your lead). Then double check the amount in the “Not Assigned” box at bottom. The amount in here should be \$0. If so, hit the post icon at top to liquidate. Advance liquidation is complete.



- B. What do I do if I determine that the amount due Traveler is less than the advance?
  1. Continue with review of document and approve voucher. Make sure it interfaces in SAP.
  2. Then immediately go into SAP. Select transaction code F-44. By account, put the vendor number. By special G/L ind, put a “Y.” Then click on ‘Process Open Items.’ Click on select all icon, and then the “deactivate items” icon. (See previous example). Click on the dollar

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amounts at top that match the dollar amount on the voucher paying to Traveler under the accounting summary section listed as “actual cost” (see sample below). There should be two with posting key numbers 31 and 26 (Traveler may have more than one advance so be careful to only select the amounts associated with current voucher). Only clear the posting keys 31 & 26, you will not clear all four, just two. If you try to clear all four, system will not show a \$0 net so this is your safety check.

2.

Totals and Travel Advances		Total Reimbursable:	473.76
Disbursement Type	Amount		
Estimated Expense Summary			
Total Estimated Expenses Claimed			488.51
Less Personal Expenses:			0.00
Total Authorized Amount			488.51
Centrally Billed Expenses:			14.75
Estimated Amount Paid for this Document:			
Less Previously Obligated Estimates (Amendments Only):			0.00
Net Estimated Amount (Amendments Only):			0.00
Advances Summary			
Advance Authorized:		379.01	
Advance Requested:		0.00	



3.

Accounting Details		
Organization	Label	Classification Code
NASA_LARC	DISCOVER-AQ Project Travel	Z3 153351.05.04.01.07.03 SCEX22014D^Z3 153351^23E303^6100.2131^FC000000
Totals and Travel Advances		
Disbursement Type	Amount	
Total Expenses	1,888.41	
Non-Reimbursable Expenses	766.05	
Advance Applied	0.00	
Pay To Charge Card	0.00	
Pay To Traveler	1,122.36	



**STEP 11. NSSC Travel (SP) - HANDLING ERROR MESSAGES WHEN DISBURSING A VOUCHER**

A. What do I check?

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1. After you “Approve” a voucher, it may reject or EAI-Fail. After processing your vouchers for the day go to home page, click on status column to sort. Check for any vouchers with a status of “reject” or “EAI-Failed.”
2. Occasionally the NSSC identifies vouchers that bypass the first NSSC approval stop when Center travel offices erroneously approve them. If this situation occurs, the voucher should be returned following instructions in Appendix B, Item B.

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## PROCESS 5 – EXTENDED TDY

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### STEP 1. NSSC Travel (SP) - Daily ETDY Queue

- A. Pull up the Domestic Queue (N:\TRAVEL\DOMESTIC TRAVEL\QUEUE MANAGEMENT\CGE\Awaiting Approval Queue)
- B. Sort by Date of Last Status. Then filter “Trip Type” to pull only the ETDY and Nested.
- C. Copy the vouchers that came in the previous business day and add them at the bottom of the “Vouchers In Queue To Be Audited” section of the ETDY queue (N:\TRAVEL\DOMESTIC TRAVEL\QUEUE MANAGEMENT\EXTENDED).
- D. In ETDY queue, under “Traveler Status” column, add whether each new voucher being added is EXT or EXT/ETTRA. (Current ETTRA travelers list is located in ETDY queue under “ETTRA Master-Current Year” tab).
- E. Check current vouchers being added against the “Voucher>Returns” column.
- F. If any of the new ones are listed in voucher returns, cut the information from the “returns” and paste it in the “to be audited” then delete the new entry since the one pulled from the return will overwrite this.
- G. Verify whether any of the new vouchers being added do not need to be offset by checking the “Vouchers That Need to Be Offset” section of the ETDY queue. If any of the new vouchers that came in are the same traveler as listed in the offset, type in the word “offset” in the far left cell of that voucher. Only ETDY vouchers can be offset so if it is a nested, do not add the offset.
- H. Save ETDY Queue.

### STEP 2. NSSC Travel (SP) - DOWNLOAD VOUCHER

- A. Open ETDY Queue and select voucher in order to be worked. (N:\TRAVEL\DOMESTIC TRAVEL\QUEUE MANAGEMENT\EXTENDED).
- B. Go to “Vouchers in Queue to be Audited” section and put your initials in “Tech Initials” column by vouchers you are working.
- C. Log in to eTravel System.
- D. Click on “Approvals”

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- E. Click on the column "Traveler" to sort the queue. Locate the travelers voucher you are processing from the spreadsheet
- F. Select voucher to be reviewed by clicking on the voucher number and selecting "Preview document" from the drop down menu.
- G. Print as Adobe PDF, Save Under Paperless Files Folder (N:\TRAVEL\EXTENDED TDY\Paperless Files\Center, Travelers Name\Current Authorization). Then create folder for Voucher Number you are working and save PDF in there.
- H. NOTE: If this is a new traveler you will need to create folder for traveler before saving PDF. Save as LAST NAME, FIRST NAME then subfolder with Authorization number then subfolder with Voucher number you are working.
- I. Save down receipts by clicking on the voucher number again and selecting "Review document" from the drop down menu. Scroll to the bottom of the page and click on "View Receipts."
- J. Right Click on receipts and save as Adobe PDF (N:\TRAVEL\EXTENDED TDY\Paperless Files\Center, Travelers Name\Current Authorization\Current Voucher).

**STEP 3. NSSC Travel (SP) - CREATING Electronic File Contents (EFC) FILE (FIRST VOUCHER OR NEW AUTHORIZATION ONLY)**

- A. Check TechDoc to see if a folder has already been created for traveler.
- B. If new, you will need to create folder in TechDoc. Path is FM/TRAVEL/DOM/ETDY/CENTER. Click on "Create Folder". Name folder for traveler first.
  1. Name = Last Name\_First Name
  2. Description = Last Name, First Name
  3. Remove check, under Reason put NEW ETDY, OK, NEXT, click in shared lists box, type the letter F, click on Owner box at top, ADD, click back in shared box, type the letter F, click on Read box, ADD, NEXT, Remove All, OK.
- C. Then create folder for this ETDY Travel Authorization.
  1. Name = TA number
  2. Description = location of ETDY (LARC)
  3. Remove check, under Reason put NEW ETDY, OK, NEXT, click in shared lists box, type the letter F, click on Owner box at top,

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ADD, click back in shared box, type the letter F, click on Read box, ADD, NEXT, Remove All, OK.

- D. If this is the first voucher you will need to save down the Authorization. In the eTravel System, Click on "Authorizations."
- E. Click on SEARCH to the right, and enter the traveler's name in the box, First Name then Last Name, no commas. Then click on the correct traveler's name that appears. Then click OK.
- F. Locate current authorization and then select it by clicking on the number under the "Name" column to the left and selecting "Review document" from the drop down menu.
- G. Print as Adobe PDF, Save Under Paperless Files Folder (N:\TRAVEL\EXTENDED TDY\Paperless Files\Center, Travelers Name\Current Authorization).
- H. Go to a mileage calculation Web site such as MapQuest/Rand McNally and get the mileage from travelers home to the ETDY and save as a PDF file under the current working folder.
- I. Open the Authorization.
- J. In top right corner select "Create - Combine Files into a Single PDF."
- K. Click on "Add Files."
- L. Select Authorization, Mileage Calculation.
- M. Under (N:\TRAVEL\EXTENDED TDY\Paperless Files) select Page 1 through Page 5 Adobe files.
- N. If the first voucher is a Long Term Temporary Duty (LTTDY) voucher you should have the lease and, if applicable, Intergovernmental Personnel Act (IPA) Agreement, Official in Charge (OIC) Approval in with the receipts you saved so add these files.
- O. Other possible documents to add if applicable are: IPA/IAA Agreements, DC Waivers, OCFO Waivers, ETTRA Intro Letters, ETTRA Service Agreements and any other pertinent documents should be saved down separately.
- P. Once all files have been added, move them to the applicable page separator (Lease to Lease Page Separator, Authorization to Authorization Page Separator, etc.).
- Q. Mileage, OIC Approval, IPA Agreement, etc. will all fall under the "Notes and Things to Know."

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- R. Once organized click on "Combine Files."
- S. Adjust the pages to flow under each Page Separator Bookmark.
- T. Save file as EFC~DAVIS\_MICHAEL~5132100002783.
- U. You have to save it as the example shows and make sure the TA number is correct or it will not attach to TechDoc correctly

**STEP 4. NSSC Travel (SP) - Create a ticket in the WMS**

Note: this is for regular ETDY – If Traveler is taxable, See mLINQS Appendix for Case/Task Process

- A. All vouchers with any communication to traveler/preparer must have a case ticket created (SubCategory: Voucher Notes)
- B. Customer = Name of Traveler
- C. Type in First name and Last name for search
- D. Summary = FM-Domestic Travel
- E. Category = Domestic
- F. SubCategory = Voucher Notes
- G. Assigned Group = FM – Domestic Travel L2
- H. Assign case and task to yourself
- I. Place ticket in Status of Work in Progress
- J. Create DOM-FOR FD Form click Create FD
  - 1. Input TA Number under Travel Auth Number section (no XXXXX or -I02, etc.)
  - 2. Travel Voucher Data tab input TA Number as Voucher Number, including any extensions (-I02, etc.)
  - 3. Input Travelers Name (yes, again)
  - 4. In Work Info Entry, type in "Voucher is under review."
  - 5. Click Save
  - 6. Document this Case number on the upper left hand corner of the first page of the audited copy of the voucher.
- K. The following should be recorded in the Work Log of the Case or Task
  - 1. All internal or external e-mails related to the audit

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2. Documentation of any conversations with customers, Center personnel, NSSC staff
  3. Other pertinent Cases will show up under “other cases for this customer” tab.
- L. You can use the Voucher Notes Ticket to send to CS for Taxable voucher.
- M. If a voucher has to be put on hold, change the SubCategory from “voucher notes” to “Failed Pre-Payment Review” for metric tracking purposes
1. Add date failure occurred under the travel tab
  2. Add Case Number to the ETDY Spreadsheet & document on the voucher under the original Case Number
  3. Change ticket status to pending
  4. Be sure to add date resolved under the travel tab and resolve ticket once issue has been resolved and voucher has been approved
- N. If a voucher with a “Failed Pre-Payment Review” case ends up being returned, you can convert the “Failed Pre-Payment Review” case to a “Voucher Returned” case by changing the SubCategory to Resolved. Be sure to add date resolved under the travel tab and resolve the ticket if you return.

**STEP 5. NSSC Travel (SP) – Auditing the voucher**

- A. Open PDF copy of the voucher.
- B. Audit voucher, using adobe to markup changes (see bullets 7-16 for more audit details)
  1. Verify Per Diem Rates are valid and no M&IE is claimed while traveler was on leave or nested trip.
  2. Determine if receipts are attached to voucher in eTravel System. If no receipts are attached, review details of voucher to determine if receipts are required. If they are required, contact the CTO to request them. If no response after 48 hours or requesting the receipts, return voucher following instructions in the Appendix B item D. If receipt is illegible or lost, provide a copy of the traveler’s statement regarding the circumstances to the CS team for determination whether or not the statement can be accepted as replacement for a valid receipt. If receipt does

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not meet the definition, and appears to be invalid, the SP will obtain CS approval before returning vouchers due to an invalid receipt.

NOTE: A Receipt is a written/printed acknowledgement from a vendor to the authorized employee for payment(s) received for goods or services provided. The receipt shall provide the following information:

- (1) Printed name and address of the vendor;
  - (2) Transaction Date;
  - (3) Form of payment (specified in the form of cash, check, credit card, etc.);
  - (4) Total amount of payment;
  - (5) Name of individual who received the goods or services (only if hand written);
  - (6) Brief description or itemized listing of actual goods or services provided. (Note: If the receipt is for Temporary Quarters/lodging, it should include the address and time period of service.);
  - (7) Signature of vendor (only if hand written receipt).
3. Check in CGE to ensure all nested vouchers have been created prior to approving an interim. If there is a notation on the interim of a nested trip or an authorization for a nested and the nested has not been created yet, return the voucher and request the nested vouchers be created first.
  4. Verify all mileage is correct, not claiming mileage on weekends, holidays, leave time, during nested travel. Save mileage information in the EFC file under Notes/Things to Know if not already available.
  5. If claiming mileage, make sure it is authorized.
  6. If claiming rental car, make sure it is authorized and a receipt is attached.
  7. If claiming metro check to see if they are on the metro subsidy list. If so, traveler will need to justify the additional need.
  8. If claiming taxi at ETDY to work, traveler will need to justify.
  9. Make sure all expenses listed as other expenses have an explanation next to them.
  10. Ensure receipts are provided for any expense claimed over \$75.

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11. Verify the dates of travel are within the authorization dates and that the traveler is not subject to income tax withholding.
  12. Make sure to check lease is valid and not over a year.
  13. Make sure a valid lodging receipt is attached for all dates of the voucher you are working. A receipt is a written/ printed acknowledgement from a vendor to the authorized employee or family for payment(s) received for goods or services provided. The receipt shall provide the following information:
    - a. Printed name of the vendor.
    - b. Date payment received.
    - c. Form of payment (specified in the form of cash, check, credit card, etc).
    - d. Total amount of payment.
    - e. Name of individual who received the goods or services (if hand written).
    - f. Brief description or itemized listing of actual goods or services provided. (Note: if the receipt is for temporary quarters/lodging, it should include the address and time period of service.)
    - g. Signature of vendor (if hand written).
  14. Verify current authorization has not been amended to extend assignment which may place traveler over a year.
  15. If a first interim enroute voucher and they are driving to the ETDY, they are allowed up to the cost to fly and are not entitled to any shipping cost. Shipping is only allowed if they are flying.
- C. If everything is correct and you are ready to approve it, add the approval stamp on the first page of the voucher.
  - D. If Taxable, make sure taxes are deducted, voucher is added to mLINQS and ensure no offset is needed. See bullets 17-20 for taxable ETDY.
  - E. Save in ETDY paperless folder on the N drive under the traveler's name.
  - F. If the travelers has a new TA, you will need to create a new folder and a new EFC.

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- G. Be sure add the text box with the start and end dates and location of the new TA.
- H. Put the previous TA number and dates on the first page of the new TA.
- I. Complete an ETDY checklist for each voucher worked. This is located N:/Travel/Extended TDY/Paperless Files. (See Appendix F)
- J. The completed checklist will need to be printed as a PDF file and added on top of the completed copy of the audited voucher.
- K. Rent receipts will go after the checklist and before the first page of the voucher.
- L. Once voucher is complete and approved, make sure the checklist, any e-mails or correspondences, and receipts (if applicable), in this order, are added to the active EFC file on N: drive.
- M. Insert the completed voucher into the EFC file that is saved on the N: Drive. If a monthly voucher it will go directly under the "Vouchers" page separator. If a nested voucher, it will go directly under the last voucher in the EFC file and right before the "Open Order" page separator.
- N. Save EFC, then saves as an insert into folder N:\Document Imaging\EXT-TDY\Domestic\Center.

**STEP 6. NSSC Travel (SP) – Monthly Interim Vouchers**

- A. Interims are done every 30 days
- B. Check eTravel system for other trips within the Interim dates. Be sure to document the type of trips taken on the monthly interim voucher
- C. Check GSA <http://www.gsa.gov/portal/content/104877> to verify Per Diem Rates
- D. If a Rental Car is used, make sure it is authorized on the authorization
- E. Check Rand McNally <http://www.randmcnally.com/> to verify any mileage claimed, if applicable
- F. If POV Mileage is claimed, make sure it is authorized on the TA and 10% overage is allowed
- G. POV Mileage can only be claimed Monday- Friday, and does not include Holidays
- H. Check the trip dates for this month and last month's interims to make sure the dates do not overlap
- I. Check the lease to verify it is current and signed by both parties

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- J. Be sure lodging proof of purchase is attached and verify that it is an acceptable receipt – see list of acceptable receipts
- K. Complete the check list to verify all information

**STEP 7. NSSC Travel (SP) – En Route Interim Reports**

- A. Be sure to download the TA to add to the EFC file
- B. 1st Day of arrival at ETDY= 75% of M&IE, up to 100% of lodging (not to exceed the per diem rate).
- C. NOTE: If they arrive at ETDY first day and have a lease, lodging per diem is full per diem rate. If they arrive at ETDY first day and have not procured a lease yet and stay in a hotel, they get actual cost of hotel not to exceed max per diem rate.
- D. 2ND Day of Travel = 65% Reduced rate (of ETDY location) starts from this day forward
- E. If traveler chooses to drive to ETDY, they must attach a cost comparison and will be reimbursed the cost to drive as long as cost does not exceed cost to fly. Otherwise they will get cost to fly based on comparison.
- F. All supporting documentation (quotes) must be attached to cost comparison
- G. Traveler will only be reimbursed for the most direct route.
- H. Verify all mileage claimed by using a mileage calculation Web site such as Rand McNally, MapQuest or Google Maps (allowed 10% threshold or \$25.00).
- I. Be sure to add the lease into the EFC file, put the dates and validation that is signed by both parties in a comment box at the top of the lease PDF copy.

**STEP 8. NSSC Travel (SP) – Final Interim Reports**

- A. Lodging is \$0 last day and M&IE is  $\frac{3}{4}$  ETDY per diem rate.
- B. If final voucher (end of ETDY), make sure to do the following
  - 1. Insert the word FINAL on the voucher and the checklist.
  - 2. Insert the final copy of open orders into EFC before sending to TechDoc. Then delete open orders from the N drive.
  - 3. If no home trips were taken, put a comment on the open orders form that no home trips were taken and upload it to the EFC file.

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4. Once everything is updated in the EFC file on N: drive and it has been uploaded to TechDoc, you can delete the traveler from the paperless files. (DO NOT DELETE IF ETDY HAS NOT ENDED).
5. Change Active Status to Inactive on the Ext TDY Master Tab in the Queue spreadsheet.

**STEP 9. NSSC Travel (SP) – Home Trips (personal or official)**

- A. If the trip is claimed on the Monthly Interim Voucher
  1. M&IE will be 75% of ETDY location on the To/From dates (first and last day) and \$0.00 M&IE on the days in between
  2. Lodging will remain the same on all days
  3. All other Expenses will be claimed as needed (Airfare, Transportation, tolls, taxi, etc.)
- B. If created as a separated Nested Voucher.
  1. Could claim M&IE at 75% of ETDY location on this voucher for first and last day.
  2. Could claim \$0.00 M&IE on this voucher, and claim the M&IE on the monthly interim.
  3. No lodging can be claimed on this voucher.
  4. Monthly Interim vouchers will have the lodging per diem.
- C. No rental cars allowed for personal trips home only Official Business Trips Home.
- D. Mileage and parking at the airport cannot be more than a round trip taxi fare to/from the airport.
- E. No reimbursement for expense on days where annual leave was taken.
- F. Add home trip to the open orders spreadsheet in their file. If working the first home trip, you will need to create one. You can find the template at N:\Travel\Extended TDY\Paperless Files\Open Travel Orders.

**STEP 10. NSSC Travel (SP) – Secondary Travel**

- A. Should be claimed on a separate nested voucher.
- B. M&IE is allowed at 75% for that location on the travel days to/from, with full M&IE on the days in between.

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- C. Locality lodging rate is allowed, not to exceed the per diem rate.
- D. Monthly Interim vouchers should have no M&IE on the dates of the secondary trip.
- E. Monthly Interim voucher will have the 65% reduced rate lodging rate for the dates of the secondary trip.

**STEP 11. NSSC Travel (SP) – LODGING**

- A. Lodging is always claimed at 65% of ETDY location rate on the monthly interim unless approved for actuals from OCFO. A waiver is needed.
- B. Proof of Payment is required for all lodging claimed on monthly interim vouchers.
- C. Actual expenses for lodging are received for camper trailers, etc.
- D. If renting a room, “arm’s length” must be shown prior to reimbursing.
- E. If spouse is also a NASA employee and is on ETDY at same location, only one can claim lodging per diem.

**STEP 12. NSSC Travel (SP) – M&IE**

- A. M&IE is allowed at 65% M&IE rate for the ETDY location on monthly interim vouchers.
- B. Home Trips = 75% of ETDY M&IE rate on the to/from dates with \$0.00 in between.
- C. Secondary Trips = 75% locality rate for that location M&IE rate, with 100% in between.
- D. If a Taxable Secondary/Home combined trip. The M&IE is taxable if coming from secondary to home but is not taxable if going from home to secondary.

**STEP 13. NSSC Travel (SP) – Annual Leave**

- A. As long as the traveler works 1 day before or 1 day after a weekend, they are entitled to M&IE on the weekend.
- B. If they take leave on a Friday and Monday, then they are not entitled to M&IE over the weekend.
- C. On a holiday, they will get M&IE, as long as they worked the business day before or after the Holiday.
- D. If they take off the day before & the day after the holiday, they will get no M&IE on the leave days or the Holiday.

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E. Expense incurred on Annual Leave Days are not reimbursable.

**STEP 14. NSSC Travel (SP) – Shipping of 350 pounds**

- A. Shipping of 350 lbs. ground service is allowed if flying enroute to ETDY
- B. If taking POV, can be reimbursed up to the cost for airfare one way
- C. Shipping Household Goods is not allowed.
- D. Insurance is not reimbursable.

**STEP 15. NSSC Travel (SP) – Transportation Tips**

- A. Tips are allowed up to 15% of the taxi fare and \$2.00 max for a shuttle.
- B. Cannot be \$0.01 over or we will have to return voucher.

**STEP 16. NSSC Travel (SP) – Voucher Returns**

- A. If corrections are needed, the voucher will have to be returned, a correction template will need to be filled out and sent to the POC for ETDY for that Center, copy the preparer and the traveler. See instructions and e-mail language in Appendix B item C for return.
- B. If voucher is returned, a corrected voucher will come back through the eTravel system. Repeat the same steps as downloading an original voucher, except this time saving the voucher as #2 (72000000984 #2)
- C. Resolve all tasks/cases tickets associated with this voucher.
- D. Update ETDY spreadsheet

**STEP 17. NSSC Travel (SP) – Taxable ETDY Vouchers**

- A. If traveler has shown an intent that he will or has exceeded 365 days, they will become taxable and taxes must be withheld from their voucher.
- B. Once audit is complete and the voucher is approved you will go directly into SAP using transaction code FBL1N and enter the vendor for that traveler. Once in here locate the posting that you just paid. Take down the 1900# for that posting.
- C. Now using transaction code FB08 reverse out the 1900# that just posted.
- D. If this is a final voucher or nested, you will need to uncheck the completion box before doing the FB60.

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1. Go to FMZ2, click on the bubble to the right of the document number box.
  2. Under header "Search Using Description (Document Header Text)", put the authorization number of the voucher you are working in the reference box and hit enter.
  3. Click the green check.
  4. Now click on the icon that looks like a mountain and sun.
  5. Locate the vendor the line the voucher just posted against and click to highlight that line.
  6. Hit the second icon next to the hat icon, will look like a puzzle piece.
  7. Uncheck the "completion indicator" box.
  8. SAVE – orange disk at top
- E. If working a monthly interim voucher, verify that an offset is not needed from a previous nested. See bullet 19 for offset instructions.
- F. Now you will go in to mLINQS to set up the voucher.

**STEP 18. NSSC Travel (SP) – MLINQS**

- A. Creating Authorization in mLINQS
1. Sign in to mLINQS using your user ID and password.
  2. Select NASA ETDY or NASA IPA ETDY from the drop down menu.
  3. Click on Submit.
  4. Select File from top left corner, then select "NEW" from drop down.
  5. Key in the following only:
    - a. UUPIC – go to id.nasa.gov to locate employees Universal Uniform Personal Identification Code (UUPIC) number, select people search, type in name of traveler, copy UUPIC number)
    - b. Trip Begin Date
    - c. First Name
    - d. Last Name

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- e. Trip Description – From-To, Vendor number, IPA (if applicable) (ex: JSC to HQ –49668-IPA)
  
6. Click Save – Then Continue.
7. In Employee tab key in the following:
  - a. Current Address – This will be on the voucher
  - b. Current Duty Station Address – Enter only the state of their Permanent Duty Station (PDS) and then select their Center as the city. If not at a Center (IPA) then select their actual city.
  - c. New Duty Station Address – Enter only the state of their ETDY location as listed on the authorization and then select the Center as the city. If not on ETDY at a Center, select the city they are working in. (Make sure to enter location listed on authorization, DO NOT enter where they are living, if different. This location determines the per diem to be carried on the voucher and if you put different location than authorized it will pull incorrectly)

NOTE: If city does not pull, select unlisted and it will allow you to key it in.
  
8. Under Employee Misc Info at bottom, key in employees vendor and Foreign Country (FC) number from authorization

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Employee Addresses		
Current Address		
Line 1:	201 JOHN DOE WAY	
Line 2:		
Country:	UNITED STATES	
State:	ALABAMA	
City:	HUNTSVILLE	
	HUNTSVILLE	
Zip:	82015	
Phone:		
Cell Phone:		
Current Duty Station Address		
Line 1:		
Line 2:		
Country:	UNITED STATES	
State:	ALABAMA	
City:	MARSHALL SPACE FLIGHT CENTER	
	MARSHALL SPACE FLIGHT CENTER	
Zip:		
Office Phone:		
Fax:		
Email:		
Department:		
Dept Code:		
Bureau Code:		
Office Code:		
New Duty Station Address		
Line 1:		
Line 2:		
Country:	UNITED STATES	
State:	DISTRICT OF COLUMBIA	
City:	NASA HEADQUARTERS	
	NASA HEADQUARTERS	
Zip:		
Office Phone:		
Fax:		
Email:		
Department:		
Dept Code:		
Bureau Code:		
Office Code:		
Employee Miscellaneous Info		
COS TYPE:		
EMP VENDOR:	5217	
FUNDS DOC:	4008210121	
PR NUMBER:		

- a. Click SAVE
- b. Go back to Relocation Tab
- c. Click "Create Authorization" at top right.
- d. In Comments box you can add any comments you want to carry over from authorization to vouchers that is pertinent. If you do, click SAVE when complete.
- e. Go to LTTDY tab
- f. Key in the Begin and End dates of the Authorization – SAVE
- g. Under Long Term Taxable TDY Expenses click "Edit" on the second day, to the left of the per diem rates
- h. Change the multiplier number from 1 to 0.65 under both the lodging cost and the M&IE cost.

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- i. Click on the “Copy Multipliers Through” box and then select the second to the last day of the authorized ETDY assignment from the drop down.
- j. Click “Update” which is located at top left corner of Long Term Taxable TDY Expenses.
- k. Click SAVE
- l. If there are any expenses on the authorization (rental car, POV etc.) click the edit button under the expenses section next to the date you are adding the expense from the authorization. Select the expense title from the drop down list under description and then add the cost.
- m. Click SAVE

**Long Term Taxable TDY Expenses**

Edit	Date	Ldg Cost	M&IE Cost	Expenses
Edit	02/10/2015	177.00	53.25	0.00
Edit	02/11/2015	177.00	71.00	0.00
Edit	02/12/2015	177.00	71.00	0.00
Edit	02/13/2015	115.05	46.15	0.00
Edit	02/14/2015	115.05	46.15	0.00
Edit	02/15/2015	115.05	46.15	0.00
Edit	02/16/2015	115.05	46.15	0.00
Edit	02/17/2015	115.05	46.15	0.00
Edit	02/18/2015	115.05	46.15	0.00
Edit	02/19/2015	115.05	46.15	0.00
Edit	02/20/2015	115.05	46.15	0.00
Edit	02/21/2015	115.05	46.15	0.00
Edit	02/22/2015		46.15	0.00
Edit	02/23/2015	Airline Ticket - CBA	46.15	0.00
Edit	02/24/2015	Airline Ticket - Indv	46.15	0.00
Edit	02/25/2015	ATM Fee for IBA	46.15	0.00
Edit	02/26/2015	ATM Fee for Other	46.15	0.00
Edit	02/27/2015	Baggage Handling Fee	46.15	0.00
Edit	02/28/2015	EMP-Emp Mlg to PDY	46.15	0.00
Edit	03/01/2015	EMP1-Emp & Spouse to PDY	46.15	0.00
Edit	03/02/2015	ETDY Expenses	46.15	0.00
Edit	03/03/2015	Fly personal airplane	46.15	0.00
Edit	03/04/2015	Gas for Rental Car	46.15	0.00
Edit	03/05/2015	Highway/Bridge Tolls	46.15	0.00
Edit	03/06/2015	Laundry/Dry Cleaning	46.15	0.00
Edit	03/07/2015	Lodging	46.15	0.00
Edit	03/08/2015	Lodging Taxes	46.15	0.00
Edit	03/09/2015	Meals & Incidental	46.15	0.00
Edit	03/10/2015	MOT-To/From Terminal	46.15	0.00
Edit	03/11/2015	Parking	46.15	0.00
Edit		POV	46.15	0.00
Edit		POV-To/From Terminal	46.15	0.00
Edit		POVA-To/From Terminal	46.15	0.00
Edit		POVC-To/From Terminal	46.15	0.00
Edit		REFUND OF FICA WITHHOLD	46.15	0.00
Edit		Rental Car	46.15	0.00
Edit		Subway tolls		1 2 3
Edit		Taxi		
Edit		Taxi/Limo Tips		
Edit		Travel Agent Fee - CBA	015	
Edit		Travel Agent Fee - Ind		
Edit		Travel Fee		
	02/10/2015	Airline Ticket - CBA		Add

Close Expenses

- 9. Go to TaxInfo Tab
  - a. At top select employee’s retirement plan (Federal Employees Retirement System (FERS) or Civil Service

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Retirement System (CSRS)). To check this you will need to log in to FPPS. See Appendix for instructions on FPPS.

- b. Make sure "Includes Social Security Deduction" box is checked if FERS.
- c. At bottom left column, go to W/H State and select the appropriate withholding state from the box. If they are working in DC but live in Virginia or Maryland and have submitted a waiver, please make sure VA or MD have been selected.
- d. DO NOT change anything on the bottom right box.
- e. Click SAVE

Information for Tax Year: 2014

Federal Tax Filing Status: Single	Total Salary: 0.00
State Tax Filing Status: Single	
Retirement Plan: FERS	<input checked="" type="checkbox"/> Include Social Security (FICA) Deduction?
Tax Date: 2/10/2015	

Relocation Payment Worksheet						
COVERED ALLOWANCES	AMT PAID TO EMPLOYEE (A)	AMT PAID TO 3rd PARTY (B)	TOTAL PAID (C)	AMT NOT COVERED (NON-TAX/NON-DED OR NO WTA) (D)	AMT NOT COVERED (NON-TAX/DEDUCTIBLE) (E)	AMT OF COVERED TAXA REIMBURSEMENT (F)
E TDY	22,993.70	0.00	22,993.70	0.00	0.00	22,993.70
	22,993.70	0.00	22,993.70	0.00	0.00	22,993.70

(D) = NON-TAXABLE or DEDUCTIBLE or NO WTA Expenses

FWTR (Fed W/H Tax Rate): 0.250000	State W/H Tax Rate: 0.085000
W/H State: DISTRICT OF COLUMBIA	
Employee FICA (Soc. Security) Rate: DISTRICT OF COLUMBIA	
Employer FICA (Soc. Security) Rate: FLORIDA	
HIT (Medicare) Rate: GEORGIA	
WTA Estimate: HAWAII	
Calculated WTA: IDAHO	
WTA Tax: ILLINOIS	
WTA: INDIANA	
Taxable Expenses - No WTA: IOWA	
Total Subject to Taxes: KANSAS	
Federal Withholding: KENTUCKY	
State Withholding: LOUISIANA	
Calculated Employee FICA: MAINE	
Employee FICA: MARYLAND	
Calculated Employee HIT: MASSACHUSETTS	
Employee HIT: MICHIGAN	
Calculated Employer FICA: MINNESOTA	
Employer FICA: MISSISSIPPI	
Calculated Employer HIT: MISSOURI	
Employer HIT: MONTANA	
Government Contribution: NEBRASKA	
Total FRB Check: NEVADA	
Total Advance: 0.00	
Total Reimbursable to Employee: 22,993.70	

State/US Territory for Tax Purposes: DISTRICT OF COLUMBIA	State Marginal Tax Rate: 0.000000
	Local Marginal Tax Rate: 0.000000
Calculated ITRA: 0.00	
ITRA Estimates	
Year 1 Fed Marginal Tax Rate: 0.000000	
Year 2 Fed Marginal Tax Rate: 0.000000	
Year 1 & 2 State Marg Tax Rate: 0.000000	
Year 1 & 2 Local Marg Tax Rate: 0.000000	
Year 1 Combined Marg Tax Rate: 0.000000	
Year 2 Combined Marg Tax Rate: 0.000000	
ITRA Payable in Year 2: 0.00	
FWTR (Fed W/H Tax Rate): 0.250000	
State and Local W/H Tax Rate: 0.000000	
ITRA Details	
Federal Withholding: 0.00	
State and Local Withholding: 0.00	
Total ITRA Amount: 0.00	
Total ITRA Estimate: 0.00	

10. Go to Acct Tab

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- a. Select the accounting information from each drop down as listed on the authorization. NOTE: GLA: will always be XXXX and Provider: will always be ETDY
- b. If split funds, you will need to add both funding accounts and select the percentage that is applied to each account.

The screenshot shows a web-based form titled "Edit Account". It features several dropdown menus for data entry:

- FUND:** CASX22014R
- GLA:** XXXX
- COST CENTER:** 10DH000
- ORDER :** FC000000
- WBS ELEMENT:** 528910.01.03.01.10
- Provider:** ETDY

In the top right corner, there are two buttons: "Delete" and "Add".

- c. Click SAVE – You are done with the authorization.

#### B. Update Case / Task in WMS

1. Create your Case and assign Task to CS. Category will be "Travel Payroll Taxes". SubCategory will be "ETDY Taxable for NASA employees or "ETDY Taxable Non NASA" for employees that are not NASA (IPA).
2. Assign to yourself for now as Domestic L2.
3. In DOM-FOR FD Form enter TA number, document number and choose At Audit for voucher status.
4. Add comment in work info entry such as "taxable voucher for Barbara Mader." SAVE. (keep case open because you will come back to this and add attachments)

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< Finance Case - FMC0008173

Update Create FD Create User Save

Number: FMC0008173

\* Customer: JESSICA NOWINSKI

Contact: REBECCA VAUGHN

Location: Ames Research Center

\* Category: TRAVEL PAYROLL TAXES

\* SubCategory: ETDY TAXABLE

\* Assignment Group: FM - DOMESTIC TRAVEL L2

Assigned to: REBECCA VAUGHN

PII

\* Short Description

FM - ETDY TAXABLE - NOWINSKI - JESSICA - 21000005556-11

FD Selection: -- None --

Status: Requested

Priority: 4 - Low

Age of Case: 0

Days in WIP: 0

Opened by: REBECCA VAUGHN

Opened: 11-12-2015 10:32:26 CST

Watch list

### C. Creating a Voucher in mLINQS

1. Sign in to mLINQS using your user ID and password.
2. Select NASA ETDY or NASA IPA ETDY from the Organization drop down menu.
3. Click on Submit.
4. In the blank box at the bottom put last name of traveler then click on search to the right.
5. Click on traveler under ‘Relocation Description.’
6. Find the most recent authorization and click on “Create Voucher.”

NOTE: Authorization is usually first entry at the bottom, but if it has been amended it will be after whichever voucher it was amended after.

7. Key in the beginning date and then the ending date of the voucher you are entering. Then select “create voucher” under where the dates are entered.
8. Under the “Main” tab, enter the case number you just created, complete ETDY document number, funds commitment, voucher type (LTDDY, Nested Home, Nested Secondary), state withholding (ETDY location, if in DC this could be VA or MD if residing there and they have completed a waiver) and voucher paid date.

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9. Click SAVE.

Document Miscellaneous Info

REMEDY TICKET: 649588	Misc 6: <input type="text"/>
ETDY-DOCUMENT NUMBER: 22000001483-4	Misc 7: <input type="text"/>
ETDY-FUNDS COMMITMENT: 400833760	Misc 8: <input type="text"/>
ETDY-VOUCHER TYPE: LTTDY	
ETDY-STATE WITHHOLDING: VA	

Dates

Employee Signature Dates: <input type="text"/>	
Approving Official Signature Dates: <input type="text"/>	
Voucher Paid Date: 3/2/2015	

Continue

10. Go to the LTT TDY tab. Input lodging cost, if not already listed, by clicking on edit on the first day. (Note: Sometimes this prepopulates, sometimes it does not. If it does, skip this step).

Long Term Taxable TDY Expenses

Edit	Date	Ldg Cost	M&IE Cost	Expenses
Edit	01/01/2015	0.00	46.15	0.00
Edit	01/02/2015	0.00	46.15	0.00
Edit	01/03/2015	0.00	46.15	0.00
Edit	01/04/2015	0.00	46.15	0.00
Edit	01/05/2015	0.00	46.15	0.00
Edit	01/06/2015	0.00	46.15	0.00
Edit	01/07/2015	0.00	46.15	0.00
Edit	01/08/2015	0.00	46.15	0.00
Edit	01/09/2015	0.00	46.15	0.00
Edit	01/10/2015	0.00	46.15	0.00
Edit	01/11/2015	0.00	46.15	0.00
Edit	01/12/2015	0.00	46.15	0.00
Edit	01/13/2015	0.00	46.15	0.00
Edit	01/14/2015	0.00	46.15	0.00
Edit	01/15/2015	0.00	46.15	0.00
Edit	01/16/2015	0.00	46.15	0.00
Edit	01/17/2015	0.00	46.15	0.00

- a. Enter the reduced rate lodging cost amount in the box under lodging.
- b. Check the "Copy Through" box and then click on the drop down for copy through date and select the last day. Then click on "Update."

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01/01/2015  
Per Diem Rate: 177.00 / 71.00  
Calculated Per Diem Entitlement: 115.05 / 46.15

**Lodging**  
Cost: 115.05  
Multiplier: 0.65000

**M&IE**  
Cost: 46.15  
Multiplier: 0.65000

Expense Category: ETDY Expenses 6100.2111  
Payment Method: CASH  
Taxable?   
Deductible?   
Vendor: <Select a Vendor>

Copy Through: 1/1/2015  
Copy Details Through:

Edit	01/02/2015
Edit	01/03/2015
Edit	01/04/2015
Edit	01/05/2015
Edit	01/06/2015
Edit	01/07/2015
Edit	01/08/2015
Edit	01/09/2015
Edit	01/10/2015
Edit	01/11/2015
Edit	01/12/2015
Edit	01/13/2015
Edit	01/14/2015
Edit	01/15/2015
Edit	01/16/2015

- c. M&IE will need to be adjusted for any home/secondary/leave days. To do this you will click on the edit button to the left (as you did for lodging) next to the date you are needing to adjust. (ex: secondary trip 1/26-1/31, you would click on edit for 1/26).
- d. Click on the multiplier under the M&IE and change the 0.650 to 0.0.
- e. Check the “Copy Through” box and then click on the drop down for copy through date and select the last day of the nested trip (using secondary trip example above it would be 1/31). Then click on “Update.”

NOTE: Currently, the copy through option does not work for M&IE. So you have to manually change each day.

- f. Continue to click edit by each additional day you are adjusting and have changed the multiplier to zero on by clicking on edit and then update. Once you have changed the multiplier with the first day, you don't have to change it to zero again, just hit update.
- g. Repeat the M&IE adjustment steps for each nested trip.
- h. Once all per diem has been adjusted, verify the cost total at the bottom matches the total per diem allowance on the voucher.

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- i. Now it is time to add in any miscellaneous expenses. Under the expenses column, click on the day the expense is being claimed on the voucher.

Long Term Taxable TDY Expenses

Edit	Date	Ldg Cost	M&IE Cost	Expenses
Edit	01/01/2015	0.00	46.15	0.00
Edit	01/02/2015	0.00	46.15	0.00
Edit	01/03/2015	0.00	46.15	0.00
Edit	01/04/2015	0.00	46.15	0.00
Edit	01/05/2015	0.00	46.15	0.00
Edit	01/06/2015	0.00	46.15	0.00
Edit	01/07/2015	0.00	46.15	0.00
Edit	01/08/2015	0.00	46.15	0.00
Edit	01/09/2015	0.00	46.15	0.00
Edit	01/10/2015	0.00	46.15	0.00
Edit	01/11/2015	0.00	46.15	0.00
Edit	01/12/2015	0.00	46.15	0.00
Edit	01/13/2015	0.00	46.15	0.00
Edit	01/14/2015	0.00	46.15	0.00
Edit	01/15/2015	0.00	46.15	0.00
Edit	01/16/2015	0.00	46.15	0.00
Edit	01/17/2015	0.00	46.15	0.00

- j. Select from the drop down list the expense you are adding. Be careful to ensure if the expense is being billed to the IBA you select the IBA expense. (Ex: ATM fees, there is ATM fee for IBA and ATM fee for other). You will need to even include the transaction fees in with your expenses. Transaction fees are always to the CBA. (from dropdown select travel fee, it will automatically charge to the CBA)
- k. If some expenses are taxable and some non-taxable on same voucher then make sure you click on the non-taxable expense amount you added, click edit and uncheck the taxable box.

Edit	01/06/2015	115.05	46.15	0.00
Edit	01/07/2015	115.05	46.15	0.00
Edit	01/08/2015	115.05	46.15	0.00
Edit	01/09/2015	115.05	46.15	0.00
Edit	01/10/2015	115.05	46.15	0.00
Edit	01/11/2015	115.05	46.15	0.00
Edit	01/12/2015	115.05	46.15	0.00
Edit	01/13/2015	115.05	46.15	0.00
Edit	01/14/2015	115.05	46.15	0.00
Edit	01/15/2015	115.05	46.15	0.00
Edit	01/16/2015	115.05	46.15	0.00
Edit	01/17/2015	115.05	46.15	0.00
Edit	01/18/2015	115.05	46.15	0.00
Edit	01/19/2015	115.05	46.15	0.00
Edit	01/20/2015	115.05	46.15	0.00
Edit	01/21/2015	115.05	46.15	0.00
Edit	01/22/2015	115.05	46.15	0.00
Edit	01/23/2015	115.05	46.15	0.00
Edit	01/24/2015	115.05	46.15	0.00
Edit	01/25/2015	115.05	46.15	0.00
Edit	01/26/2015	115.05	46.15	0.00
Edit	01/27/2015	115.05	46.15	0.00
Edit	01/28/2015	115.05	46.15	0.00
Edit	01/29/2015	115.05	46.15	0.00
Edit	01/30/2015	115.05	46.15	0.00

- Airline Ticket - CBA
- Airline Ticket - Indv
- ATM Fee for IBA
- ATM Fee for Other
- Baggage Handling Fee
- EMP1 - Emp Mlg to PDY
- EMP1 - Emp & Spouse to PDY
- ETDY Expenses
- Fly personal airplane
- Gas for Rental Car
- Highway/Bridge Tolls
- Lodging/Day Cleaning**
- Lodging
- Lodging Taxes
- Meals & Incidental
- MOT-To/From Terminal
- Parking
- POV
- POV-To/From Terminal
- POVA-To/From Terminal
- POVC-To/From Terminal
- REFUND OF FICA WITHHOLD
- Rental Car
- Subway tolls
- Taxi
- Taxi/Limo Tips
- Travel Agent Fee - CBA
- Travel Agent Fee - Ind
- Travel Fee

Edit	Date	Cost	Delete
	01/22/2015		Add

Close Expenses

- l. Once you have completed adding all expenses, verify the cost totals at the bottom match the document totals on your

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voucher. Net to traveler on voucher should match total cash/check amount in mLINQS, pay to charge card on voucher should match total IBA amount in mLINQS and the total expenses on voucher should match the very bottom grand total amount in mLINQS.

Document Totals	
Total Expenses:	4,735.05
Reimbursable Expenses:	4,720.30
Non-Reimbursable Expenses:	14.75
Advance Applied:	.00
Net to Traveler:	4,720.30
Net to Government:	14.75
Pay to Charge Card:	.00

Document Totals by Expense Category		
Expense Category	Cost	Advance Amount
Lodging	3,566.55	.00
M&IE-PerDiem	1,153.75	.00
Transxn Fees	14.75	.00
Total Expenses:	4,735.05	.00

Long Term Taxable TDY Trip Totals				
Expense Category	Payment Method	Taxable?	Reimb?	Cost
ETDY Expenses 6100.2111	Cash/Check	Yes	Yes	4,720.30
ETDY Expenses 6100.2111	CGE Travel Fee	No	No	14.75
Total:				4,735.05

Continue

- m. SAVE.
11. Go to the Tax Info tab.
  - a. Verify the Retirement Plan is correct (FERS/CSRS). To check this you will need to log in to FPPS. See bullet 20 for instructions on FPPS.
  - b. If Federal Insurance Contributions Act (FICA) is to be withheld, verify deduction box is checked.
  - c. Verify W/H State is the correct withholding state. If not, select correct state from drop down menu.
  - d. SAVE.
  - e. After saving, ensure the Tax Expense Box appears at bottom. If not, click SAVE again.

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Long Term Taxable TDY OH TO HQ-49668: Voucher #11 for BARBARA A. MADER

Federal Tax Filing Status:  Total Salary:   
 State Tax Filing Status:   
 Retirement Plan:   Include Social Security (FICA) Deduction?  
 Tax Date:

Relocation Payment Worksheet						
COVERED ALLOWANCES	AMT PAID TO EMPLOYEE (A)	AMT PAID TO 3rd PARTY (B)	TOTAL PAID (C)	AMT NOT COVERED (NON-TAX/NOI-DED OR NO WTA) (D)	AMT NOT COVERED (NON-TAX/DEDUCTIBLE) (E)	AMT OF C REIMB
LONG TERM TAXABLE TDY	4,720.30	14.75	4,735.05	14.75	0.00	
<b>COLUMN TOTALS</b>	<b>4,720.30</b>	<b>14.75</b>	<b>4,735.05</b>	<b>14.75</b>	<b>0.00</b>	

AMOUNT NOT COVERED (D) = NON-TAXABLE or DEDUCTIBLE or NO WTA Expenses

FWTR (Fed W/H Tax Rate): 0.250000  
 State W/H Tax Rate: 0.085000  
 W/H State:   
 Employee FICA (Soc. Security) Rate: 0.062000  
 Employer FICA (Soc. Security) Rate: 0.062000  
 HIT (Medicare) Rate: 0.014500  
 WTA Amount:   
 Calculated WTA: 1,573.43  
**Tax Estimates**  
 WTA:  
 Taxable Expenses - No WTA: 0.00  
 Total Subject to Taxes: 6,293.73  
 Federal Withholding: 1,573.43  
 State Withholding: 534.97  
 Calculated Employee FICA: 390.21  
 Employee FICA:   
 Calculated Employee HIT: 91.26  
 Employee HIT:   
 Calculated Employer FICA: 390.21  
 Employer FICA:   
 Calculated Employer HIT: 91.26  
 Employer HIT:   
 Government Contribution: 481.47  
 Total FRB Check: 2,536.37  
 Total Advance: 0.00  
 Total Reimbursable to Employee: 4,720.30  
 Total Due Employee: 3,703.86

State/US Territory for Tax Purposes:

Tax Expenses

Edit	Expense	Cost
Edit	Withholding Tax Allowance	1,573.43
Edit	Social Security	390.21
Edit	Medicare	91.26

12. Go to Acct Tab.
  - a. For Single Line Accounting:
  - b. Select the accounting information from each drop down as listed on the voucher (if split funds see below).
  - c. SAVE.

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NOTE: GLA: will always be XXXX and Provider: will always be ETDY.

The screenshot shows the 'Edit Account' form with the following values:

- FUND: CASX22014R
- GLA: XXXX
- COST CENTER: 10DH000
- ORDER: FC000000
- WBS ELEMENT: 528910.01.03.01.10
- Provider: ETDY

- d. For Multiple Lines of Accounting:
- e. If split funds, you will need to add both funding accounts and select the percentage that is applied to each account.
- f. After selecting the accounting strings, select “Percent” from the dropdown under Method of Allocation.
- g. Click on edit by Acct1 and add the percentage for first accounting line. Once complete this will automatically calculate the percentage for Acct2 to equal 100%.
- h. Go to bottom of page and write down the amounts listed under Acct1 and Acct2 for the GL1246 and the GL1248.
- i. Go back up to top of page and change the Method of Allocation dropdown from “percent” to “Expense Category Amount.”
- j. In the “Allocate By Expense Category Amount” box at bottom, enter the amounts from the CGE travel voucher under “Account Summary for the Selected Trip” listed for each accounting line in the first row.
- k. Now enter the amounts you wrote down for the GL1284 for Acct1 and Acct2.
- l. Now enter the amounts you wrote down for the GL1246 for Acct1 and Acct2.
- m. SAVE.

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Account Summary for the Selected Trip			ACCT1
Org: NASA_LARC	Label: Little's ETDY	Acct Code: 23_430728.02.01.04_SCEX22015D^23_430728^23E301^6100.2131^FC000000	1,576.00
Expense Category: Lodging	Fiscal Year: 2015	Amount: 1,329.63	
Expense Category: M&IE-PerDiem	Fiscal Year: 2015	Amount: 240.87	
Expense Category: Transxn Fees	Fiscal Year: 2015	Amount: 5.50	
Account Summary for the Selected Trip			ACCT2
Org: NASA_LARC	Label: Michael Little ETDY	Acct Code: 23_430728.02.01.04_SCEX22014D^23_430728^23E301^6100.2113^FC000000	2,651.40
Expense Category: Lodging	Fiscal Year: 2014	Amount: 2,236.92	
Expense Category: M&IE-PerDiem	Fiscal Year: 2014	Amount: 405.23	
Expense Category: Transxn Fees	Fiscal Year: 2014	Amount: 9.25	
Total:			4,227.40

Edit Account	Delete
Edit Acct1 - SCEX22015D-XXXX-23E301-FC000000-430728.02.01.04-ETDY	Delete
Edit Acct2 - SCEX22014D-XXXX-23E301-FC000000-430728.02.01.04-ETDY	Delete
Add	
FUND:	<Select FUND>
GLA:	<Select GLA>
COST CENTER:	<Select COST CENTER>
ORDER :	<Select ORDER >
WBS ELEMENT:	<Select WBS ELEMENT>
Provider:	<Select Provider>

Allocate By Expense Category Amount		
Expense Category: ETDY Expenses 6100.2111 / 2111	Total: 4,227.40	
Acct1: 1,576.00	Acct2: 2,651.40	Update All
Expense Category: RITA 6100.1284 / 1284	Total: 161.20	
Acct1: 59.64	Acct2: 101.56	Update All
Expense Category: FICA 6400.1246 / 1246	Total: 49.33	
Acct1: 18.25	Acct2: 31.08	Update All

13. Go back to Main tab.
  - a. Click on "Print Preview."
  - b. Ensure your accounting string is showing (box 13) and tax details are listed (box 15).
  - c. On page 2, under Long Term Taxable TDY Trip, make sure your multipliers are correct.
  - d. Save as adobe to the ETDY travel voucher working folder.

D. Create your FB60

1. Click on FB60 TechDoc link

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2. Fill in all yellow/red shaded boxes. (Split funding boxes will only be filled in if you have split funding)
  - a. Box 1, Voucher Type is the GL number from the vendor line of accounting in SAP.
  - b. Name of Traveler, should be entered as last name, then first name, ALL Caps.
  - c. Box 5, Vendor number from SAP.
  - d. Box 6, Inv. Recpt Date is the date the travel voucher was management approved, unless we held the travel voucher due to an issue that was the traveler/Centers fault (budget, receipts, and questions on travel voucher). If there was an issue, the date would be the date the issue was resolved. If the travel voucher was management approved during month end, the date would be the day the interface opened back up.
  - e. Box 10, enter the net due traveler from mLINQS.
  - f. Box 21, enter the cost Center as listed in SAP.
  - g. Box 22, enter the order number, usually FC000000.
  - h. Box 23, enter the 400# from SAP.
  - i. Box 24-27, enter the line item number the voucher is paying from. If split funding, enter both lines.
  - j. Box 32, enter the funding Center (ex. HQ would be 10).
  - k. If split funds, put the percentage in column L for each line. Do not adjust amounts, they will update when the percentage is added.
  - l. For TA Number, add the authorization number of the voucher (do not include dashes or letters).
  - m. For Voucher Number, enter the complete voucher number, include dashes or letters here.
  - n. Enter the amount from mLINQS for the amount subject to tax.
  - o. GL other than drop down is only used if the GL listed in Box 1 is not available.
  - p. Center tax Vendor will autofill once you complete box 32.

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- q. For 3rd Party Taxable Payments, if the amounts on your mLINQS page, section 14, box C and E are different, enter on the FB60 page in this box =amount from box C minus amount from box E (ex. = $\$14.75-851.00$ ). If the amounts are the same leave this box blank.
3. Go to TaxFB60-Employee tab.
  - a. Locate the GL number for the traveler. If nested voucher, check the box by the GL number. If a monthly interim voucher, leave unchecked.
  - b. In the yellow shaded box next to the selected GL, enter the FICA, Health Insurance Tax (HIT) and State for the employee from the mLINQS page. You can enter it as +FICA+HIT+State using the monetary amounts listed.
4. Go to TaxFB60-NASA tab.
  - a. In the yellow shaded box next to GL 6400.1246, enter the FICA and HIT amounts from mLINQS.
  - b. In the yellow shaded box next to GL 6100.1284, enter the WTA Amount from mLINQS.
5. Go to Information tab.
  - a. Fill in the SS number that is shaded red.
  - b. Fill in the withholding state in the State Tax box shaded red. CAUTION: If working in DC but lives in VA or MD, and a waiver is on file, the location they are staying at must be entered here.
  - c. If listed as CSRS in FPPS, remove the X from the F.E.R.S. box and place an X in the C.S.R.S. box.
  - d. In the box titled "For FERS Only". Enter the Current Pay Period Old-Age, Survivors, and Disability Insurance (OASDI) from Federal Personnel/Payroll System (FPPS). Then enter the year to date amount, then the current amount of FICA from the mLINQS voucher. (If CSRS or IPA, this box can be left blank. However make a note to the right that they are Non NASA if IPA).
  - e. Enter your name as the "Examiner" and today's date.
6. Save your FB60 to the working folder of the voucher.

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- E. Go back to your task and change the Assigned Group to L3 and the Assignee to the CS that works the Center your voucher is from.
1. Attach your complete voucher with checklist and rent receipts, the mLINQS printout and the FB60 to the case.
  2. In comments add "Ready for Review" and hit Save.

**STEP 19. NSSC Travel (SP) – Offsetting a voucher**

- A. Disburse travel voucher. Then go into SAP using transaction code FBL1N to get the 1900# that was just posted when you approved the travel voucher. You will need the traveler's vendor number to pull up in FBL1N.
- B. In SAP using transaction code FB08, reverse the 1900# that was just posted.
- C. Document Number = 1900#
- D. Fiscal Year = Current FY
- E. Reversal Reason = 01 (If you happen to reverse a posting on a different day then the day it originally posted reversal reason will be 02)
- F. Posting Date = current date

<b>Document Details</b>	
Document Number	190001327
Company Code	NASA
Fiscal Year	2015
<b>Specifications for Reverse Posting</b>	
Reversal Reason	01
Document Date	
Posting Date	03/11/15
Posting Period	
Tax Reporting Date	
<b>Check management specifications</b>	
Void reason code	

- G. If the voucher you paid is a final interim voucher, you will need to use transaction code FMZ2 to unset the completion box before posting your FB60.
- H. Post FB60 for current Interim travel voucher amount. Remember to pay "Net To Traveler" amount from mLINQS to deduct current taxes. Taxes from previous nested owed are being offset so do not include that amount.
- I. Post FB65 (credit memo).

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1. In reference field you will enter the authorization number of the nested voucher needing to be offset.
2. Type Offset from XXXXX (interim voucher number).
3. The accounting string will be from the interim voucher being paid.

The screenshot shows a financial software interface for a credit memo entry. The vendor is 9382, and the amount is 39.36 USD. The document type is ZT (Travel Voucher). The interface includes fields for dates, document type, and a table with 0 items.

G/L acct	Short Text	DJC	Amount in doc.curr.	Loc.curr.amount	Tax c...	Tax jurisdiction code	Assignment nc
6100.2111		Cred...	39.36	0.00			
		Cred...		0.00			
		Cred...		0.00			
		Cred...		0.00			
		Cred...		0.00			
		Cred...		0.00			
		Cred...		0.00			
		Cred...		0.00			

- J. The FB65 is slightly different than the FB60 process. When you get to the part where you click on "Simulate" for an FB60, with FB65 you do not click on simulate but instead click "Park."
- K. Once the document is parked, you go directly into FBV0 and remove the earmarked funds number (400#) and line number.
- L. Then click on "Post."
- M. Go to FBL1N and double click on credit memo (the amount without a negative behind it).

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Vendor 9230  
Company Code NASA

Name WATSON PATRICIA M  
City HOUSTON

St	PBk	BusA	Pmt	User	DocumentNo	Ty	Reference	Pmnt date	Pstng Date	Doc. Date	\$	DD	LC amnt	Clrng doc.	Clearing
<input type="checkbox"/>	<input type="checkbox"/>	72	72	NS000689	1900048890	ZT	72EA4410006133	05/07/2010	04/12/2010	04/08/2010			1,158.17-	1900054304	04/12/2010
<input type="checkbox"/>	<input type="checkbox"/>	72	72	NS000334	1900054304	ZT	72EA4410006133	04/08/2010	04/12/2010	04/08/2010			1,158.17	1900054304	04/12/2010
<input type="checkbox"/>	<input type="checkbox"/>	72	72	NS000334	1900054305	ZT	72EA4410006133	04/08/2010	04/12/2010	04/08/2010			1,158.17	1900054305	04/12/2010
<input type="checkbox"/>	<input type="checkbox"/>	72	72	EAICPIC	1900055894	ZT	72EA4410006133	05/07/2010	04/12/2010	04/08/2010			1,158.17-	1900054305	04/12/2010
<input type="checkbox"/>	<input type="checkbox"/>	72	72	NS000689	1900048886	ZT	72EA4410006133-I	05/07/2010	04/12/2010	04/12/2010			39.36		
<input type="checkbox"/>	<input type="checkbox"/>	72	72	NS000334	1900054306	ZT	72EA4410006133	05/07/2010	04/12/2010	04/08/2010			908.78-		
<input type="checkbox"/>	<input type="checkbox"/>	72	72	NS000803	2000082540	ZP		04/08/2010	04/08/2010	04/08/2010			616.17	2000082540	04/08/2010
<input type="checkbox"/>	<input type="checkbox"/>	72	72	NS000689	1900054157	ZT	72EA4110002930	04/02/2010	04/07/2010	04/02/2010			785.27	1900054157	04/07/2010

N. Click on edit pencil at top left corner. Then in box labeled "Invoice Ref" key in 1900# from FB60 (not FB65) and then the year of the payment in the next box. Then click on orange disk at top to save.

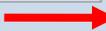
 **Display Document: Line Item 001**

       Additional Data  Withholding Tax Data

Vendor  WATSON PATRICIA M G/L Acc   
Company Code  EA411  
Agency  Doc. no.

Line Item 1 / Credit memo / 21  
Amount  USD

**Additional Data**

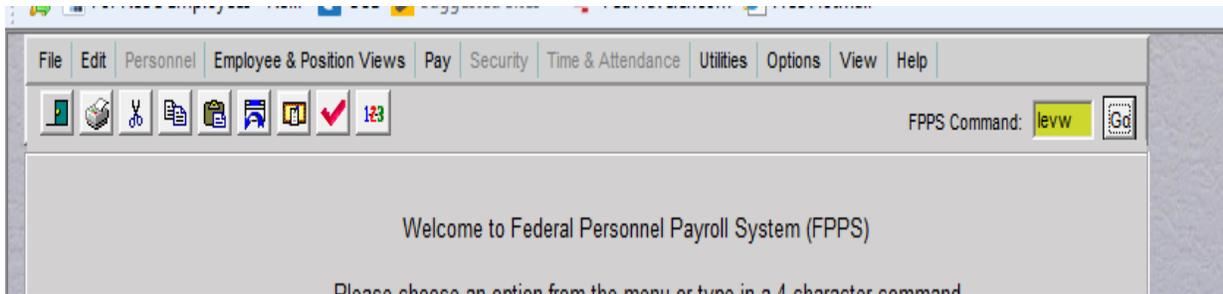
Bus. Area   
Disc. base  USD Disc. amount  USD  
Payt Terms   Days/percent   %   %   
Bline Date  Fixed   
Pmnt Block    
Pmt Method  Pmt meth. suppl.    /  /   
Assignment   
Text  

O. Yellow caution message will appear. Ignore and just press enter. This will complete the offset transaction. Payment will pull on following day's proposal and will pay minus taxes that were owed from previous voucher.

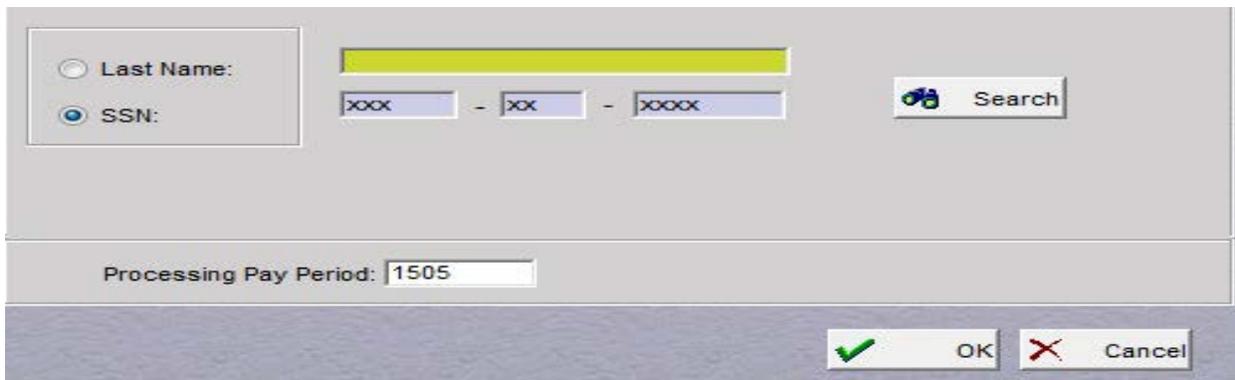
**STEP 20. NSSC Travel (SP) – Get FICA information from FPPS**

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- A. Log in to FPPS
- B. Choose Production
- C. In the FPPS Command box to the right, enter LEVW, then click GO



- D. Enter the travelers Social Security Number (SSN). This can be found in SAP using transaction code XK03 and entering the vendor number. Hit enter twice and the SSN will be listed under the Tax Information.
- E. Enter the current payroll period. This can be found on the payroll calendar.



- F. Go to the "Leave and Earning Statement Information" and under DEDUCTIONS, locate the Current Pay Period (P/P) OASDI amount to enter on FB60, in box "For FERS Only" under "Information" Tab for Current Pay Period OASDI.

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**DESCRIPTION**	CURRENT P/P		ADJUSTMENTS	
	HRS	AMOUNT	HRS	AMOUNT
DEDUCTIONS				
RET. FERS		.8%		\$38.65
OASDI		6.2%		<u>\$292.74</u>
MEDICARE		1.45%		\$68.47
CHARITY				\$96.00
SAVINGS ALLOT		XXXXX3992		\$1000.00
TOTAL DEDUCTIONS				\$3071.90
DESCRIPTION				TOTAL YTD
GROSS PAY				\$31293.29

Interior Business Center

UP Next Cancel

G. Go to the "Leave and Earning Statement Information" and under DESCRIPTION, locate the Total YTD OASDI amount to enter on FB60 in box "For FERS Only" under "Information" Tab for YTD OASDI.

Leave and Earning Statement Information		
DESCRIPTION		TOTAL YTD
FEDERAL TAXES		\$5507.61
HLTH INS-PRE	104	\$448.73
DENTAL/VISION COMB		\$91.31
TSP TAX DEFERRED		\$3609.00
RET. FERS	.8%	\$192.49
OASDI	6.2%	<u>\$1906.70</u>
MEDICARE	1.45%	\$445.92
CHARITY		\$450.00
OTHER DEDUCTIONS		\$4871.60
TOTAL DEDUCTIONS		\$17523.36

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## PROCESS 6 – ETDY COUNSELING

### STEP 1. NSSC Travel (SP)

- A. Travel receives the ETDY questionnaire via Service Now.
- B. Intro email is sent from the travel mailbox to the traveler notifying them of their assigned caseworker within 48 business hours after receipt (see Appendix Q). Travel caseworker is blind copied on the email.
- C. Intro email is copied and added to SN ticket and ticket is assigned to caseworker.
- D. Notation of SN ticket number, date ticket was received, travelers duty station, traveler name and caseworker are added to the caseworker master list spreadsheet located at N:\TRAVEL\DOMESTIC TRAVEL\QUEUE MANAGEMENT\EXTENDED\YEAR\MONTH
- E. The assigned caseworker telephones the traveler to set up an appointment for the counseling.
- F. If caseworker is unable to reach the traveler on first attempt, then an email is sent. (see Appendix R)
- G. Once appointment is set up the traveler is given a toll free number (1-844-467-6272) and passcode (912250) to dial in with. Caseworker calls the traveler on the assigned date and time and calls the same number but uses the moderator's passcode.
- H. The call is recorded by the caseworker pressing \*22 within the first couple of seconds once the call is connected.
- I. Caseworker reviews ETDY Assistance Checklist with traveler (see Appendix O for checklist)
- J. Counsel is completed and caseworker emails the traveler a copy of the ETDY Assistance Checklist with added details and comments of the traveler's assignment using the authorized email for post interview (see Appendix S for email).
- K. Copy of email is placed in the SN ticket and the ETDY Assistance Checklist is attached. Ticket is resolved.
- L. Notation of date counsel was completed is made on the caseworker master list spreadsheet located at N:\TRAVEL\DOMESTIC TRAVEL\QUEUE MANAGEMENT\EXTENDED\YEAR\MONTH.
- M. If traveler does not return caseworkers call or respond to caseworkers email within 30 days from the date of the first email attempt caseworker should resolve ticket indicating that customer did not

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respond and make a note on the caseworker master spreadsheet that there was no response.

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## PROCESS 7 – PAYMENT PROPOSALS

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**STEP 1. NSSC Travel (SP) – Prepare and create payment proposal/schedule**

Note: All Center proposals must be created and filed in TechDoc. A proposal for every Center and every type of payment (Automated Clearing House (ACH), IBA, Advances, and Checks) must be run each day to determine if there are any payments to be made. Sometimes there will not be but it must be checked every day.

A. Completed Expense Report:

- a. Automated report: NASA Agency Application Office (AAO) sends report via email to specific Travel techs at the NSSC. The report is to be saved down on the N Drive under N:\TRAVEL\DOMESTIC TRAVEL\COMPLETED EXP RPTS & PROPOSAL RECONS\Year\Month\IBA or TRAVEL and then should be named exactly as Daily Completed Expenses Report 09-08-2016. If named any other way then the Travel.xlam macro will not work. The macro is housed in TechDoc: /NSSC INTERNAL LIBRARY/SERVICE DELIVERY/FM/MACROS & ADD-INS/Travel Macros. If for any reason the report is not received or if the report has no data which periodically occurs, see steps below for instructions on how to run the report manually.

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b. If the report that arrives is blank run report manually:

### Running Completed Expense Report Manually

1. Log in to CGE
2. Hover mouse over "Reporting" then drop down and click on "Intelligence".
3. Click on NASA
4. Go down to "Completed Expense Report" and scroll over to the far right under Actions column and click on the blue arrow.

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	Related Reports	March 10, 2016 5:14:31 PM	More...
<input type="checkbox"/>	Support Files	August 14, 2015 7:29:42 AM	More...
<input type="checkbox"/>	(PCTR) Premium Class Travel Report - NASA	March 11, 2016 8:36:16 PM	More...
<input type="checkbox"/>	Authorizations Awaiting Approval	March 11, 2016 8:12:50 PM	More...
<input type="checkbox"/>	Awaiting Approval Queue	March 14, 2016 5:58:04 AM	More...
<input type="checkbox"/>	Centrally Billed Card Reconciliation - Customized	March 11, 2016 6:02:13 PM	More...
<input type="checkbox"/>	Completed Expenses Report	March 11, 2016 2:07:17 PM	More...
<input type="checkbox"/>	Document History - Customized	March 11, 2016 8:28:22 PM	More...

5. Under Format select "Excel 2007" from the drop down. Then click on "Advanced Options" to the far right.

Format:

Accessibility:  
 Enable accessibility support

To specify a time to run the report, or for additional formats, languages, or delivery options, use [advanced options.](#)

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- Click on circle "Run in the Background" and make sure "Now" is selected.
- To the right under "Delivery" click on "Edit the Options" where it says send the report be email

Time and mode:  
 View the report now  
 Run in the background:  
 Now  
 Later:  
 Mar 14, 2016  
 7 : 33 AM

Options:  
 Format: HTML  
 Number of rows per Web page: 20  
 Enable selection-based interactivity  
 PDF  
 No options saved  
 Set...  
 Excel 2007  
 Excel 2003 Data  
 Excel 2003  
 Delimited text (CSV)  
 XML  
 Accessibility:  
 Enable accessibility support

Delivery:  
 Select at least one delivery method. For burst reports, the email recipients are determined by the burst specification.  
 Save the report as a report view [Edit the options...](#)  
 Send the report by email [Edit the options...](#)  
 recipients

- Put your email address in the TO: box, then click OK

To: \_\_\_\_\_  
 Subject: Report: Completed Expenses Report  
 Body: \_\_\_\_\_  
 Attach the report

- Click Run at bottom
- Select previous business day under Approval Dates FROM: (TO: will automatically default to current days date so no need to change anything there)
- Under "Payment Methods" select CASH, OTHER, SPONSORED IN-KIND for domestic travel payments or select IBA if you are running the IBA Completed Expense Report.
- Click "FINISH"

NASA Completed Expenses Report

Please make selections below, then click the **Finish** button to execute the report  
 NOTE: By default, this version of the report shows vouchers that were approved this month.

NASA Center: \_\_\_\_\_

Approval Dates:  
 From:  Mar 11, 2016  
 Latest date

To:  Mar 14, 2016  
 Latest date

Departure Dates:  
 From: Departure Date  
 Mar 14, 2016  
 Earliest date  
 To: Departure Date  
 Mar 14, 2016  
 Latest date

Voucher Status:  
 ACTUALS REVIEW  
 AUTHCANCEL  
 COMPLETE  
 COMPLETE  
 CREATED  
 Concur Update  
 FAILED  
 FOREIGN VCH REVIEW  
 FUNDS CERT REVIEW  
 PAID  
[Select all](#) [Deselect all](#)

Payment Methods:  
 CASH  
 CRA  
 IBA  
 OTHER  
 SPONSORED IN-KIND  
[Select all](#) [Deselect all](#)

SES Travelers:  
 Include SES Travelers Only  
 Exclude SES Travelers  
 Include All Users

Self Approver:  
 Include Self Approvers Only  
 Exclude Self Approvers  
 Include All Users

Warning!  
 This report is designed to be viewed in Excel 2007 format and may take a long time to execute. Whenever possible, you should generate the results using a background job which can be either saved into your My Folders area or sent to you in an e-mail. Attempting to generate the Excel 2007 format as a foreground job will often result in errors.

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13. A message will come up showing you ran the report, click OK and you are done



- c. If report comes through with no data and after running it manually it still shows no data, you will need to contact CS POC to submit a CRQ to the AAO.

**STEP 2. NSSC Travel (CS) – Create and submit CRQ to AAO**

When reports are not pulling data from travel management system, a CRQ is required in order for AAO to elevate the problem to CGE for resolution.

- B. Go to bRready via Launchpad (NASA Agency Application Office):
  - a. Select “Submit a Service Request”
  - b. Fill out Service Request (screenshot below). The screen shot below indicates which criteria should be selected. In “Description of Request” box, enter the report name and what is occurring, attach a copy of screen shot messages (if any), reports, etc. that will assist AAO in resolving the issue.

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The screenshot displays the NISM Service Request Console interface. A modal window titled "Agency Applications Office (AAO) Service Request" is open, showing the following fields and options:

- Requested For (ALL CAPS):** SANDRA T DUNCAN
- Email Address:** SANDRA.DUNCAN@NASA.GOV
- Phone:** 228-813-6078
- Requested By:** SANDRA T DUNCAN
- Type of Request:**  Change Request,  Incident
- Do you work within the Agency Applications Office (AAO)?**  Yes,  No
- Submitter Center:** NSSC
- Type of Change:** Master Data
- Line of Business:** Financial
- Application Name:** eTravel/Concur (CGE)
- Service Area:** Service Area Undefined
- Impact:** 3-Moderate/Limited
- Urgency:** 3-Medium
- Requested Due Date:** (empty field)
- Description of Request:** (empty text area)
- Additional Information:** (empty text area)

Buttons at the bottom of the form include "Summary", "Add To Cart", "Save As Draft", and "Submit".

- c. Hit submit button. AAO will contact you for additional information or notify you when issue has been resolved.
- d. Notify SP Team and Travel Lead and Supervisor of resolution

**STEP 3 NSSC TRAVEL (SP) - SAP Parameters Entered and Ran:**

- a. Log into SAP and key in transaction code ZF110\_PRO.
- b. Key in today's date as the "Run Date" and Input the Center Unique code into the Identification Field (ex. NSHQT, NX327, NSHQA (advance)).

1. Acronyms for Centers to be used in ACH, Advances and Check Proposal Names:

AR - Ames

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DR - Armstrong  
GR - Glenn  
GS - Goddard  
HQ - Headquarters  
JS - Johnson  
KS - Kennedy  
LA - Langley  
MA - Marshall  
SC – Stennis

2. Acronyms for Centers to be used in IBA Proposal Names:

AX - Ames  
DX - Armstrong  
CX - Glenn  
GX - Goddard  
HX - Headquarters  
JX - Johnson  
KX - Kennedy  
LX - Langley  
MX - Marshall  
SX – Stennis

- c. Click the “PARAMETER” tab.
- d. In the Docs Entered Up To Date Field, enter the previous calendar date.
- e. Under the COMPANY/CODES FIELD always input NASA.
- f. Input the Payment Method under the PMNT METHS FIELD.
  - 1. P= People Payment (Electronic Funds Transfer (EFT))
  - 2. C= Check Payment

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### 3. D= IBA Payment

- g. Under the NEXT P/DATE, enter the date of 31 days from the run date.
- h. In the Vendor field input: 1 to 99999 for EFT payments or the following vendors if IBA payments (160986, 160987, 160988, 160989, 160990, 160991, 160993, 160963, 161180, 161155, 160964).
- i. Click the "FREE SELECTION" tab.
- j. In the first FIELD NAME choose the drop down menu and choose BUSINESS AREA.
- k. Under the VALUES FIELD put the number of the Center you are working on.
- l. Under the second FIELD NAME choose the drop down menu and choose DOCUMENT TYPE.
- m. Under the VALUES FIELD put the following document types: CL, ZT, ZO. (ZE when running advance proposal)
- n. Click the "ADDITIONAL LOG" tab.
- o. Check the following boxes:
  - 1. Due Date Check;
  - 2. Payment Method Selection in All Cases; and
  - 3. Line Items of the Payment Documents.
- p. In the VENDOR FIELD put 1 to 99999 (5 9's) for EFT payments or 999999 (6 9's) for IBA payments.
- q. Click the "STATUS" tab.
- r. Click YES, when prompted to Save Data?
- s. Click the "PROPOSAL" icon.
- t. Click the icon next to the "PROPOSAL" icon.
- u. In the "SCHEDULE PROPOSAL" box click the "START IMMEDIATELY" box.
- v. Click the "CHECK MARK" icon to execute the proposal launch.
- w. When in the "STATUS" tab, press Enter until "PAYMENT PROPOSAL HAS BEEN CREATED" appears.

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- x. Advance Proposal will need to be checked for current year advances after running it by clicking on Proposal with the glasses next to and checking year to see if advance is current or one of the old ones that are locked and cannot be cleared.
  - 1. Also need to check for unconfirmed vendors on advance proposal by clicking on proposal with scroll next to it and then ctrl/F and typing the word “unconfirmed” to ensure there is not an advance that should pay but is unconfirmed.

Output: Payment proposals created.

**STEP 4 - NSSC Travel (SP) – Reconcile Payment Proposal**

- A. Pull up eTravel System Completed Expense Report Spreadsheet from N Drive (N:\Travel\Travel Payment Posting\Completed EXP REPT-TRAVEL\Month\Center (or EXP REPT-IBA if reconciling IBA's).
  - 1. Check to ensure macro pulled over all exceptions from previous days proposal and if not manually pull over to current day proposal then check to see if the exceptions are now paying.
  - 2. Check for unconfirmed vendors. If present, notify the Civil Servant (CS) team via Work Management System (WMS) ticket (see D. below for details) so it can be confirmed and paid on a proposal the next business day. Move these over to exceptions on spreadsheet and continuously monitor and follow up.
  - 3. Check for other proposal exceptions. If present, review the Proposal Exceptions Guide for guidance. If necessary, notify the appropriate parties depending upon the nature of the exceptions (generally the CTO) so the exception can be cleared on the next day proposal or as soon as possible. Move these over to the exceptions column on the reconciliation spreadsheet and continue to monitor until cleared.
- B. A case should be created for exceptions. (Category=Domestic Travel; SubCategory=Failed Prepayment Review). The Travel Authorization (TA) number, Traveler Name, and Date failure occurred should be documented in the DOM-FOR Functional Detail (FD) Form of the case. Under Requestor Info, Full Name should also be the name of the Traveler. Assign the ticket to yourself (and route the task to the CS L3 Unassigned if they are confirming a vendor). If retaining in your name, place it in a

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“Pending – Internal Action” status. Input the Case number on your Completed Expense Report spreadsheet. Once the payment has cleared, the date failure resolved should be completed and the ticket should be placed in resolved status.

Note: See Process 5 for Proposal Exceptions Guide to determine corrective action when exceptions occur.

Date failure occurred for missing vendor information or other items preventing a transaction from paying on a proposal would be the date the proposal is run. In these situations, date failure resolved would be the date it pays on a proposal.

- C. Verify that the total on the spreadsheet matches the total on the proposal.
- D. Print spreadsheet as an Adobe file.
- C. Save file under N:\Travel\ Travel Payment Posting\Posting Center\current year\current month. Create folder for proposal naming it current date (ex 091416). Then save proposal here naming it current date then proposal name (ex 091416 NSJST).
- E. Keep this adobe file open so you can drag the other files into it.
- F. Login to SAP
  1. Click the “PROPOSAL” icon with the glasses and then click on the printer icon and type the word “MAIL” in the output device field then click the green checkmark. Click green arrow back button twice.
  2. Click on SAP Business workplace icon, the one with the file tray and arrow above it. Then click on OUTBOX. Select file printed from outbox list. Click on Adobe file at bottom left of screen to open. Insert this file as page one above the current file you have open of the completed expense report.
  3. Click on EDIT-PROPOSAL-PROPOSAL LIST at very top of page in SAP. Click the green check mark and then Ctrl-End to get the bottom of page. Type ALT / Print Screen.
  4. Insert this file as page two in the current file you have open.
  5. In SAP, Click the “PROPOSAL” icon with the scroll and then click on the printer icon and type the word “MAIL” in the output device field then click the green checkmark. Click green arrow back button twice.
  6. Click on SAP Business Workplace icon that looks like a file box with an arrow above it.

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7. Select outbox.
8. Double click on the proposal sent to mail from outbox list.
9. Double click the Adobe file located at the bottom.
10. Insert this file as last page(s) behind the completed expense report in the current file you have open.

G. Open Service Now

H. Create Proposal Case.

1. Category: Travel
2. SubCategory: Payment Proposal
3. Traveler Proposal:
  - i. Short description="FM – TRAVEL PROPOSAL – CTR – NS\*\*\* - MM/DD/YY;
4. IBA Proposal:
  - i. Short description="FM – TRAVEL IBA PROPOSAL – CTR – \*X\*\*\* - MM/DD/YY; *Note: each fiscal year the last here numbers start over. Travel starts their numbering scheme at 500. Ex: JX500; AX501, etc.*
5. Cases and Tasks are to be sent to AP L3 when reconciliation is complete.
6. If a second proposal for the same Center has to be run in the same day, add the number 2 behind the Center name (e.g., 020514NSHQ2T).
7. Advance payments are processed separately. This will need to be manually added to the recon spreadsheet.

**Output:** Payment proposal reconciled.

Note: See NSSC Accounts Payable Invoice Processing Service Delivery Guide to review the Certifying Officer (CO) process.

**STEP 5. NSSC AP (CS)** – Process the payment run, validate payment proposal / schedule in SAP (Control Activity).

Note: See NSSC Accounts Payable Invoice Processing Service Delivery Guide to review the CO process.

**STEP 6. NSSC Travel (SP)** - Troubleshooting Proposals

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- A. On SAP proposal, but not in CGE Excel Spreadsheet:
- a. Check to see if it was unconfirmed a day or so prior.
  - b. Check FBL1N to see if the User ID is NS000###. If it is the Unique Identifier of someone in Domestic Travel, it may be an FB60 and should have been added to the FB60 log. Enter the info MANUALLY into the EAI spreadsheet and verify with the user.
  - c. Check FBL1N for posting date. It could be a treasury cancelation. If payment is still in red and has not paid, look at posting date. For example, payment posted 9/8/10, go to the proposal for the next business day (9/9/10) from this date. Copy the line and paste it to the current proposal.
  - d. Check FBL1N. Depending on when the voucher was processed, it may not have gotten picked up by the eTravel System. If the amount in FBL1N is red, and has a posting date of the day prior, this means it needs to pay and needs to be manually added to the spreadsheet.
- B. On CGE Excel Spreadsheet but not on SAP:
- a. Go into XK03 in SAP to see if it's a check. Hit enter three times once in to see if banking information has been entered. If there is no banking information, hit enter two more times to see if payment type is a "C." If it's a "C," you will need to do a "check run" on this Center. Move the amount on the CGE spreadsheet over into the check column.
  - b. Check previous spreadsheet to see if the payment was processed on a prior date. If so, notate in the notes column the date payment was processed. Enter a credit in the adjustment column to wash the payment.
  - c. If the transaction is an amendment and is not in SAP, the amendment was to another portion of the voucher (i.e., CBA). Make a negative adjustment to wash out the amount in the owed traveler column and notate in comments column.
    - i. If the transaction is not an amendment, log into CGE to verify if this was a Sponsored travel. Add an adjustment to make the CGE amount agree with the SAP amount. Notate in the comments "CGE report incorrect. Sponsored Travel."
    - ii. If the transaction is a split payment for the IBA, the business area will be blank in SAP and there will be two or more

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funding areas listed. Move the amount to the exception column and notate in the comments "Split Cost Center – will have to be manually paid." E-mail Travel POC to create a WMS ticket for the travel office to manually post.

- iii. If a payment appears on both IBA and travel CGE reports; however, the entire amount has been posted to the traveler, the traveler has entered an invalid credit card number in CGE. Verify that nothing is being processed to the IBA card and process the payment to the traveler.

d. Common Exceptions:

Voucher was paid manually using the wrong payment method and you will need to go into FBL1N and click on the 1900# and change the payment method from "C" to a "P" or vice versa, then have the proposal reran.

```

> ----- Due date determination additional log
> Document 1900105401 line item 001 via USD          173.74
> Terms of payment: 09/20/2010   29 0.000 %    0 0.000 %    0
> 00 days grace period is being considered
> Due to invoice reference, data copied from invoice line item 1900102992 001
> Item is due with 0.000 % cash discount
>
> ----- Payment method selection additional log
> Payment method selection for items due now to the amount of USD          2,401.19-
> Pmnt method "C" in the document should not be considered in this run
Information re. vendor 42342 / paying company code NASA ...
... payment not possible because of reported error
End of log
Job finished

```

No banking details. Payment method is P but no banking information. Need to contact Center travel office and advise to either change payment method to a "C" or add banking info. If this payment was manually posted (FB60), and a payment method is

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already listed as "C," go into FBL1N, click on payment, and change "P" to a "C." Then payment will post.

```

> Additional log for vendor 9415 company code NASA
>
> ----- Due date determination additional log
> Document 1900076003 line item 002 via USD          576.89-
> Terms of payment: 06/08/2010  29 0.000 %    0 0.000 %    0
> 00 days grace period is being considered
> Payment must take place before 07/07/2010; next payment on 09/26/2010
> Item is due with 0.000 % cash discount
Payment late by 50 days. A penalty will be calculated.
The penalty rate of interest is 3.1250000 %
A penalty of USD 2.50 has resulted due to late payment
>
> ----- Payment method selection additional log
> Payment method selection for items due now to the amount of USD          579.39-
> Payment method "P" is being checked
> Bank details are being checked
> Customer/vendor bank details are being read
> Customer/vendor bank details are being checked
> Customer/vendor does not have any allowed bank details
> No permitted payment method exists
Information re. vendor 9415 / paying company code NASA ...
... payment not possible because of reported error

```

Payment is by check and should be on a separate proposal for checks only.

```

3 > Additional log for vendor 38559 company code NASA
3 >
3 > ----- Due date determination additional log
3 > Document 1900108621 line item 002 via USD          657.61-
3 > Terms of payment: 09/10/2010  28 0.000 %    0 0.000 %    0
3 > 00 days grace period is being considered
3 > Payment must take place before 10/08/2010; next payment on 10/23/2010
3 > Item is due with 0.000 % cash discount
3 >
3 > ----- Payment method selection additional log
3 > Payment method selection for items due now to the amount of USD          657.61-
3 > None of the pmnt meths "P" has been entered in mast.rec.or in doc.
3 >
3 > Additional log for vendor 41717 company code NASA
3 >
3 > ----- Due date determination additional log
3 > Document 1900108650 line item 002 via USD          5.00-

```

**Credit Memo** - Payment amount will not have a dash behind it which indicates it is a credit memo. Possibly one that needs to remain for an ETDY offset or may be a

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negative voucher that was disbursed and the credit memo not reversed out. Check the eTravel system to see who approved the voucher and notify them to reverse it out.

```

43 > Additional log for vendor 18106 company code NASA
43 >
43 > ----- Due date determination additional log
43 > Document 1900104971 line item 001 via USD          20.72
43 > Terms of payment: 09/10/2010  30 0.000 %    0 0.000 %    0
43 > 00 days grace period is being considered
43 > Cash discount base amount not set
43 > Payment must take place before 10/10/2010; next payment on 10/23/2010
43 > Item is due with 0.000 % cash discount
46 >
46 > ----- Payment method selection additional log
46 > Payment method selection for items due now to the amount of USD          20.72
46 > Due items with currency USD, pmnt method - items total is > 0
46 > ...none of the payment methods defined can be used for these items
46 > Information re. vendor 18106 / paying company code NASA ...
46 > ... payment not possible because of reported error
46 >
46 > Additional log for vendor 18155 company code NASA
46 >
46 > ----- Due date determination additional log
46 > Document 1900108729 line item 002 via USD          665.92-
46 > Terms of payment: 09/21/2010  29 0.000 %    0 0.000 %    0
46 > 00 days grace period is being considered
46 > Payment must take place before 10/20/2010; next payment on 10/23/2010
46 > Item is due with 0.000 % cash discount
49 >

```

Vendor account is flagged for deletion. Will need to contact Travel Office for correction.

```

?0 >
?0 > Additional log for vendor 25607 company code NASA
?0 >
?0 > ----- Due date determination additional log
?0 > Document 1900097360 line item 002 via USD          736.08-
?0 > Terms of payment: 08/12/2010  29 0.000 %    0 0.000 %    0
?0 > 00 days grace period is being considered
?0 > Payment must take place before 09/10/2010; next payment on 10/23/2010
?0 > Item is due with 0.000 % cash discount
?3 > No penalties calculated because penalty amount is < specified minimum
?3 > Account flagged for deletion
?3 >
?3 > Additional log for vendor 26672 company code NASA
?3 >
?3 > ----- Due date determination additional log
?3 > Document 1900108428 line item 002 via USD          553.24-

```

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Unconfirmed vendor. Make sure you send to CS to confirm.

```

0 > Additional log for vendor 45643 company code NASA
0 >
0 > ----- Due date determination additional log
0 > Document 1900108429 line item 002 via USD          68.00-
0 > Terms of payment: 09/20/2010  29  0.000 %    0  0.000 %    0
0 > 00 days grace period is being considered
0 > Payment must take place before 10/19/2010; next payment on 10/23/2010
0 > Item is due with 0.000 % cash discount
2 > Account blocked due to unconfirmed change to master record
2 >
2 > Additional log for vendor 45652 company code NASA
2 >
2 > ----- Due date determination additional log

```

T- Blocked. If it continues to be blocked for several days, check to see who blocked it and make sure they are aware it is still blocked.

```

2 > Additional log for vendor 29335 company code NASA
2 >
2 > ----- Due date determination additional log
2 > Document 1900083951 line item 001 via USD          534.64
2 > Terms of payment: 05/15/2007  0  0.000 %    0  0.000 %    0
2 > Item is clearable from 05/15/2007 with payments
2 > Posting date for this run is 09/23/2010, for next run 10/23/2010
2 > Item should be paid now
2 > Item is due with 0.000 % cash discount
5 > Item is blocked with block key T
5 >
5 > ----- Due date determination additional log
5 > Document 1900108653 line item 002 via USD          497.82-
5 > Terms of payment: 09/21/2010  29  0.000 %    0  0.000 %    0

```

Interest is due. First, check to ensure this is a valid interest payment due. Check vendor in XK03 (click enter five times, on "payment data" screen, check the section "Pay Terms" and make sure NT30 is listed in the box) and if NT30 is listed. Log into CGE to verify that the dates on the payment. If the item was not returned for any reason, then the interest paying is accurate. If the item was returned due to incorrect information or corrections needed, interest is not applicable.

If NT30 is not there, then you will need to add NT30 in the box and delete the proposal and rerun it so the interest does not pull to pay with payment. If payment is paying on proposal be sure to add the interest amount in the interest column on the spreadsheet. If payment is blocked because of interest, you will need to notify Center travel office to add the interest amount to the interest GL account so the voucher will pay on next proposal.

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```

> Additional log for vendor 25455 company code NASA
>
> ----- Due date determination additional log
> Document 1900094513 line item 001 via USD          1,186.27-
> Terms of payment: 07/10/2009  28 0.000 %    0 0.000 %    0
> 00 days grace period is being considered
> Payment must take place before 08/07/2009; next payment on 10/16/2010
> Item is due with 0.000 % cash discount
Payment late by 360 days. A penalty will be calculated.
The penalty rate of interest is 4.8750000 %
A penalty of USD 59.14 has resulted due to late payment
>
> ----- Payment method selection additional log
> Payment method selection for items due now to the amount of USD          1,245.41-
> Payment method "P" is being checked
> Bank details are being checked
> Customer/vendor bank details are being read
> Country US / Bank number 031100102 / Account 0209060698 ...
> Customer/vendor bank details are being checked
> System reads house banks and checks if they are allowed
> Our bank TREAS is being checked
> For currency USD and 005 days 999999999999.00 are planned
> Available amount is enough, 999999996421.73 USD still available,          1,245.41 necessary
> House bank is selected ...
> Our bank details TREAS NASA are used
> Bank details of the partner with ctry US bk no. 031100102 acct 0209060698 are being used
> Payment method "P" is permitted

> ----- Posting documents additional log
> Document F110000007 company code NASA currency USD payment method P
> Lit PK Acct      RA          Amount          Tax
>
> 001 40 6330.2550          59.14          0.00
> 002 25 0000025455          1,186.27          0.00
> 003 50 2120.0000          1,245.41          0.00
>
>
> Additional log for vendor 25607 company code NASA
>
> ----- Due date determination additional log
> Document 1900097360 line item 002 via USD          736.00-

```

Address in vendor account is not complete. Need to add city. Will have to contact Center travel office to have them update the vendor address. Make sure you contact the Traveler's official duty station. For example this vendor is for GRC but the Traveler is from MSFC, so you would contact MSFC.

```

53 > Additional log for vendor 48863 company code NASA
53 >
53 > ----- Due date determination additional log
53 > Document 1900050787 line item 002 via USD          390.49-
53 > Terms of payment: 04/02/2012  29 0.000 %    0 0.000 %    0
53 > 00 days grace period is being considered
53 > Payment must take place before 05/01/2012; next payment on 05/04/2012
53 > Item is due with 0.000 % cash discount
54 >
54 > ----- Payment method selection additional log
54 > Payment method selection for items due now to the amount of USD          390.49-
54 > Payment method "P" is being checked
54 > No entry for city made
54 > No permitted payment method exists
54 Information re. vendor 48863 / paying company code NASA ...
54 ... payment not possible because of reported error

```

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Payment posted was less than \$1.00. Cannot pay anything under \$1.00. Payment will need to be reversed in SAP.

```

| > Additional log for vendor 14316 company code NASA
| >
| > ----- Due date determination additional log
| > Document 1900050917 line item 002 via USD          0.01-
| > Terms of payment: 04/03/2012  29  0.000 %    0  0.000 %    0
| > 00 days grace period is being considered
| > Payment must take place before 05/02/2012; next payment on 05/05/2012
| > Item is due with 0.000 % cash discount
| Information re. vendor 14316 / paying company code NASA ...
| Payment amount 0.01 falls short of minimum amount of 1.00 USD
|
|

```

**Output:** Payment proposals reconciled.

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## PROCESS 8 – DOCUMENT REVERSAL

**STEP 1. NSSC Travel (SP) – Refunding for Cash postings (e.g., 1500 docs)**

### **SAP- Transaction FBRA (Reverses the cash document 1500 #)**

#### Step 1

Note: Insure that the funds are available before starting the Reversal processes

Clearing Document: 1500058154  
Company Code: NASA  
Fiscal Year: 2013

- Clearing Document = Cash Document you wish to reverse (ex: 1500 #)
- Company Code= NASA
- Fiscal Year = Fiscal Year in which the cash document was posted
- Click on the “Items” tab

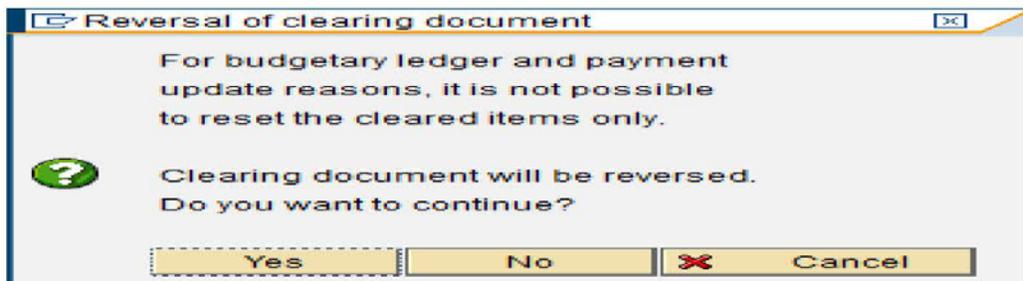
#### Step 2

St	PBR	BUSA	Pmt	User	DocumentNo	Ty	Reference	Pmt date	Pstng Date	Doc. Date	S	DD	LC amnt	Clrng doc.	Clearing	Text	Assign	PH	Account	Net due dt
		10	10	NS000570	1500001406	KV	00119547-001	11/05/2012	11/08/2012	11/05/2012			24.00	1500058154	03/18/2013	00119547-001 TRAVEL REFU...			10188	11/05/2012
		10	10	NS000110	1500058154	KV	00119547-001	11/05/2012	03/16/2013	03/16/2013			24.00	1500058154	03/10/2013	00119547-001 TRAVEL RCTU...			10100	11/05/2012
													0.00							

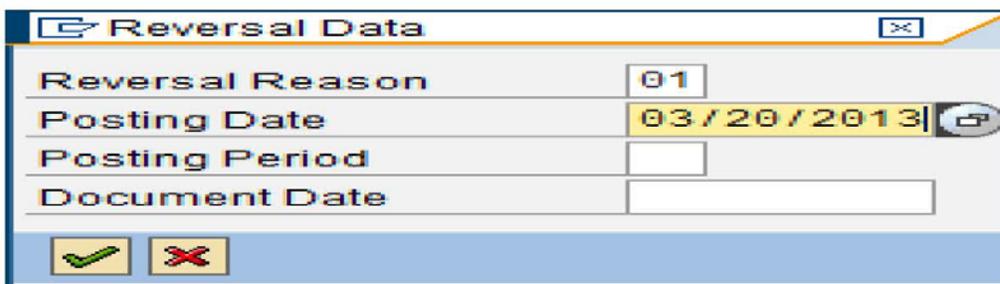
- Verify this is the correct document you wish to reverse
- Select “Back” button
- Select “Save” button

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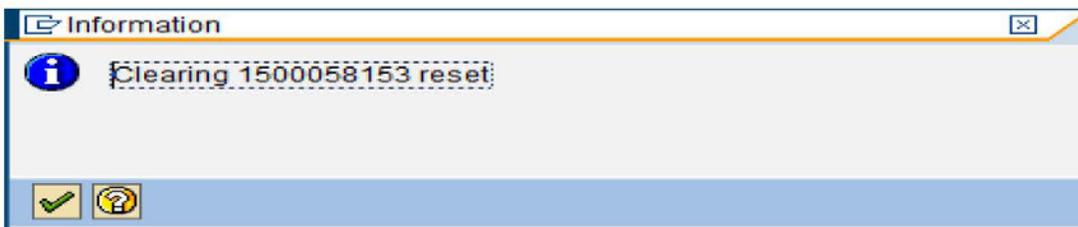
### Step 3



- Choose "Yes" from the warning message



- Reversal Reason
  - 01=Current Period
  - 02=Prior Period
- Posting Date= Today's Date
- Posting Period = Current Period (fiscal calendar year)
- Document Date = Do not input a date here, SAP will default to the correct date.
- Click on the "Green Check" Button



Click on "Green Check" Button again



- Write the reversal 1500 document number on Reversal Form

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## SAP- Transaction FB08 (Reverses the credit memo; 1700#)

### Step 1

#### Reverse Document: Header Data

The screenshot shows the SAP Reverse Document: Header Data screen. At the top, there are three buttons: "Display before reversal", "Document list", and "Mass Reversal". Below this, the screen is divided into three main sections:

- Document Details:**
  - Document Number: 1700002360
  - Company Code: NASA
  - Fiscal Year: 2013
- Specifications for Reverse Posting:**
  - Reversal Reason: 02
  - Document Date: (empty field)
  - Posting Date: 03/20/2013
  - Posting Period: 00
  - Tax Reporting Date: (empty field)
- Check management specifications:**
  - Void reason code: (empty field)

- Document Number = The document you wish to reverse (ex: 1700#)
- Company Code = NASA
- Fiscal Year = This is the fiscal year of the original document(ex: 2013)
- Reversal Reason
  - 01=Current Period
  - 02=Prior Period
- Document Date = Do not input a date here, SAP will default to the correct date
- Posting Date = Today's Date
- Posting Period = Current period
  - October = 01
  - November = 02
  - December = 03
  - Etc
- Chose "Display before reversal" button before posting

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## Step 2

**Document Overview - Display**

Doc. Type : KG ( Vendor credit memo ) Normal document

Doc. Number 1700002360 Company Code NASA Fiscal Year 2013  
 Doc. Date 03/13/2013 Posting Date 03/18/2013 Period 00  
 Calculate Tax   
 Ref.Doc. TA:22RTE00001563  
 Doc. Currency USD

Itm	PK	Account	Account short text	Amount	Funds Center	Funded Program	Fund	Cmt. Itm	Tr. Prt	Text
1	21	3122		831.81				LIAB	NONFED	TA:22RTE000015637(Travel Refund-Pay.Gov-CC)
2	50	6100.2134	Trvl Speech or Prese	831.81	22	794072	AERX220130	2100	NONFED	TA:22RTE000015637(Travel Refund-Pay.Gov-CC)
				0.00						

- Verify this is the proper document that you wish to reverse.
- Select "Back" button
- If everything is correct then click on the save button to post

**Information**

Account assignment adopted from document 400745244  
002

- Click on the "Green Check" button

Document 1700000405 was posted in company code NASA

- Write reversal 1700 document number on Reversal Form

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### **What to do if funds are not available to complete FB08**

- Email NSSC Travel CS to see if they can add funds to the line item
- If the NSSC Travel CS can't add funds then contact the Center Travel Office to see if they can add the required funds to the line.
- Copy and paste email traffic into the Reversal NSR ticket regarding the funding request. Put the NSR ticket in "Pending" additional document status.
- If the Center Travel Office is unable to add the funds within 24 hours of the initial request, then the clearing document needs to be recreated in SAP to resolve the SOD. The reversal process completed by the FBRA will cause a SOD until the credit memo is reversed out or the 1500 # is posted. By re inputting the F-52 (1500 #), this will resolve the SOD.
- When reposting the F-52 (clearing document) to resolve the SOD, you will use all of the original posting information provided on the original posting. Next update the reversal spreadsheet with the new 1500#. Finally update the reversal sheet and attach to all of the 1500 number posting and the NSR ticket.
- Now update the NSR reversal ticket explaining why the posting can't be reversed out and reposted at the time. Also copy all email traffic between the NSSC and the Center Travel Office into the ticket. The NSR ticket status will need to be put into "Pending" process and the status reason should reflect "Additional Documents"
- Follow up with the Center regarding the funds availability on the third business day from the initial email. For example if you notified the Center on Monday, then you would send a follow up email regarding the request on Wednesday. Update the NSR ticket with a copy of the email and any response received. Continue to follow up with the Center every three days unless not necessary (for example a SR is submitted to NEACC to request funds, then you would only need to follow up once a week or what is considered reasonable.).
- Funds are now available, you will need to reverse out the 1500 number you put in to resolve the SOD and the 1700#'s like normal. You then will repost the collection based on the information provided to you in the Reversal NSR ticket.
- Complete the reversal form and attach to the 1500 and 1700 documents. Also attach a copy of the final reversal to the NSR ticket and update the ticket. Finally, reassign the NSR ticket back to the person who assigned it to you. This will let them know that the reversal request has been completed.

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**All Reversal posting are to be completed after 10 am:**

- *This is because the proposals are being completed prior to this time and you do not want to affect the 224 accounts.*

**Month End Down Time:**

- *Reversal packages **cannot** be completed during the last 4 days of the month. The only time reversal package can be completed during month end down time is when FBWT (Fund Balance with Treasury) request you to.*

**If Reposting of the Credit Memo is Necessary:**

- Follow normal FB65/F-52 procedures to repost the documents
- Write new posting document numbers on Reversal Form

**If a Refund is Necessary:**

- Send NSR ticket to AR as unassigned to process refund

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## PROCESS 9 – TRAVEL BILL OF COLLECTION PAYMENTS

Initial Receipt of Collection FMT Ticket :

**Step 1:** In ServiceNow, double click in the “FMT Ticket Number” to open the AR Task

Number	Case	Short Description	Status	Assignment Group	Assigned to
<a href="#">FMT0041086</a>	<a href="#">FMC0037105</a>	LARC - PAY.GOV LARC TA \$42.56	New	FM - TRAVEL PAYMENT PROCESSORS L2	[Redacted]
<a href="#">FMT0041498</a>	<a href="#">FMC0037461</a>	LARC - PAY.GOV-TA \$33.30	New	FM - TRAVEL PAYMENT PROCESSORS L2	[Redacted]

Actions on selected rows... Double click here

**Step 2:** In the “Assigned To” field, input the Tech name that will be posting the collection.

Number	FMT0041498	FD Selection	- None -
Case	FMC0037461	Status	New
Functional Detail		Priority	4 - Low
* Customer	[Redacted]	Watch List	[Add] [Remove]
Contact		Pending Days	0
* Category	ACCOUNTS RECEIVABLE	Age Of Task	0
* SubCategory	PAY.GOV	Task Days WIP	0
* Assignment Group	FM - TRAVEL PAYMENT F	Assigned To	[Redacted]
* Short Description	LARC - PAY.GOV-TA \$33.30		
Description	ACCOUNTS RECEIVABLE - PAY.GOV		

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**Step 3:** Scroll down to the bottom of the FMT task and click on the Functional Detail tab to open the tab.



The below is what opens up when you double click on the FD document

The screenshot shows a detailed form for a Functional Detail. The form is organized into two columns of fields. The left column includes: Customer Name (redacted), Dollar Amount (33.30), Under \$10 (checkbox), Check Number, Date Of Check, Agreement Number, FOIA Request Number, FBWT Reason (Travel Refund or overpayn), Expected Posting Date (2016-05-31), Advanced Notification (checkbox), Returned Collection (checkbox), and Receipt Notification (checkbox). The right column includes: AR Center (Langley Research Cente), Collection Type (Pay.Gov Credit Card), Collection Category (Travel Overpayment), TAS/BETC (None), If Other, TAS/BETC, Date Of Treasury Confirmation (2016-05-24), Document Reference Number (00664597-001), Return Reason, Customer Number (redacted), TA Number (23000016436), and AR Bill Number (1800006178).

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## The following items are needed to complete the credit memo (FB65) and the clearing Document (F-52) in SAP.

(suggestion: jot down this information on a piece paper to refer to when posting the collection in SAP & to cross check against the "Collections Information Repository" (CIR) summary report)-see the next page for specific items

**Dollar Amount:** The dollar amount to be posted in SAP

**Check Number:** This information is needed for check payments

**Collection Type:** This is how the form of payment was received from the traveler

**Date of Treasury Confirmation:** This is the date that Treasury confirmed the receipt of payment

**Document Reference Number:** This information is from the payment schedule and should be provided to you in the NSR ticket

**TA Number:** This number is used in SAP to locate the funds commitment document in SAP via FMZ3.

**Step 4:** Double click on the "Document URL" Link Tab to down load the Summary Report, IPAC Report or Check to your hard drive. This information will need to be attached to the credit memo and clearing document.

	Number	Case Number	Document Name	Document URL
	LINKS0048126	FMC0037461	FM_AR_PG	https://ap.nssc.nasa.gov/servlet/sm.web.Fetc remhost=DM&doc=FM_AR_PG_999_05-24- 2016_08.05.42.1&type=released&rev=\$latest

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### Step 5:

The link will open to show the "Transaction Detail Report" or a copy of the check payment received. Scroll to the 2<sup>nd</sup> page of the report (if not a check) and you will see the below information. Save a copy of this report as a Print. PDF to your hard drive.

Cross check the information obtained from the NSR ticket to the information in this report.

**Voucher Date:** This is the "Date of Cashlink confirmation" provided on the NSR ticket

**Financial Transaction Amount:** This is the "Dollar Amount" provided on the NSR ticket

**Voucher Number:** This is the Document Reference Number (DRN) provided to you on the NSR ticket. The DRN always starts with 00 then the voucher number ends with a - 001 or -002 (this means which payment was received on the report). The below only has 1 payment received.

Generated: Sep 22, 2015 8:13:29 AM

### Collections Information Repository (CIR)

#### Financial Transaction Detail Report

Transaction Detail for: 25NFCK35

#### Business Information

Source Business Transaction ID	25NFCK35
Business Transaction Group ID	
Reporting Program/Subprogram	Pay.gov:OCI-I
Processing Program/Subprogram	
ALC	80000002
Voucher Number	100473
Voucher Type	210
CAN	000367
Agency Account ID	1386
Initial Location	
Office Location Code	02
Agency Transaction ID	1065967

Business Date	09/22/2015
Bill Date	
Initiation Date	09/19/2015
Channel Receipt Date	09/19/2015
Voucher Date	09/22/2015
Deposit Date	09/22/2015
Cash Flow ID	80000002
Cash Flow Name	SSFC Accounts Receivable Collection
Processing Site ID	
RTN	042000437
Reporter Identifier	paygovadmin
Non Treasury Collection Code	

#### Financial Transaction Details

Source Financial Transaction ID	25NFCK35
Source Settlement Transaction ID	6KPU2C60781
Transaction Type	Collection
Transaction Status	Settled
Payment Medium Type	Debit
Transaction Type Code	27
Agent Trace ID	
Installment Number	
Total Installment Count	

Amount		\$229.75
Credit Ind	Y	
Settlement Mechanism	ACH	
Receipt Mechanism	ACH	
Financial Transaction Code	WEB	
Channel Batch ID		
Recurring Indicator	N	
Recurring Frequency		

#### Payer Details

Party Name	
Payer RTN	
Payer Type	
Address Line 1	
City	
Postal Code	

Party Identifier	
Account Number	
Bank Account Type	
Address Line 2	
State	
Email Address	

#### Payee Details

Party Name	NSSC
Address Line 1	
City	
Postal Code	

Party Identifier	
Address Line 2	
State	

#### Reported Classification(s)

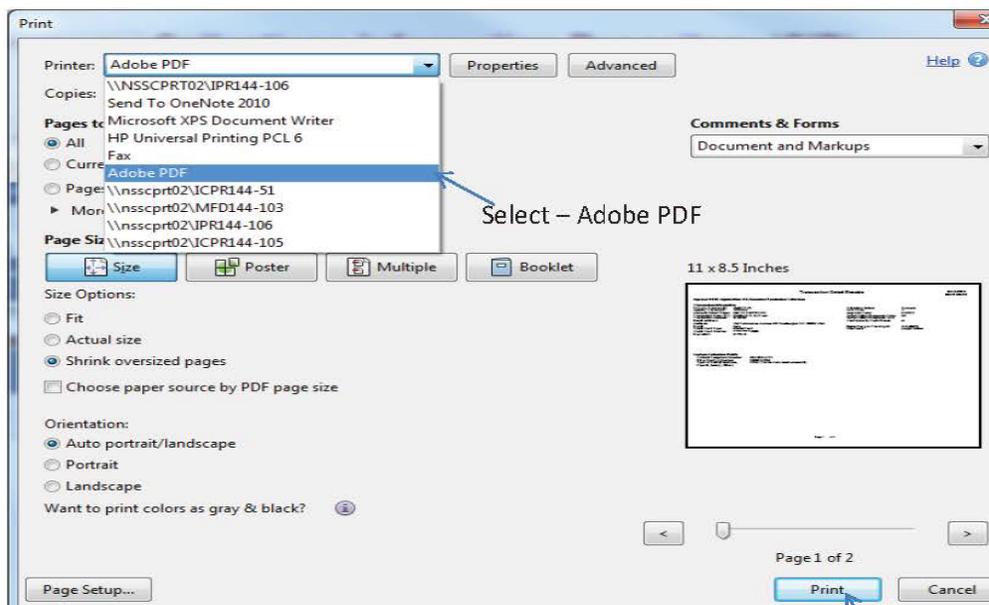
Ckey Name	Ckey Value	Tax Class	TAS								BETC	Crd Ind	Classification Total Amount
			SP	ATA	Agency ID	BPOA	EPOA	Avail Type	Main	Sub			
Pay.gov ALC+2	8000000202											Y	\$229.75

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### Step 6:

How to save a copy of the “Collections Information Repository” or Check as a PDF document to your desktop. Scroll to the bottom of the page to where you see the print features

Click on the printer icon in the bottom center of the page



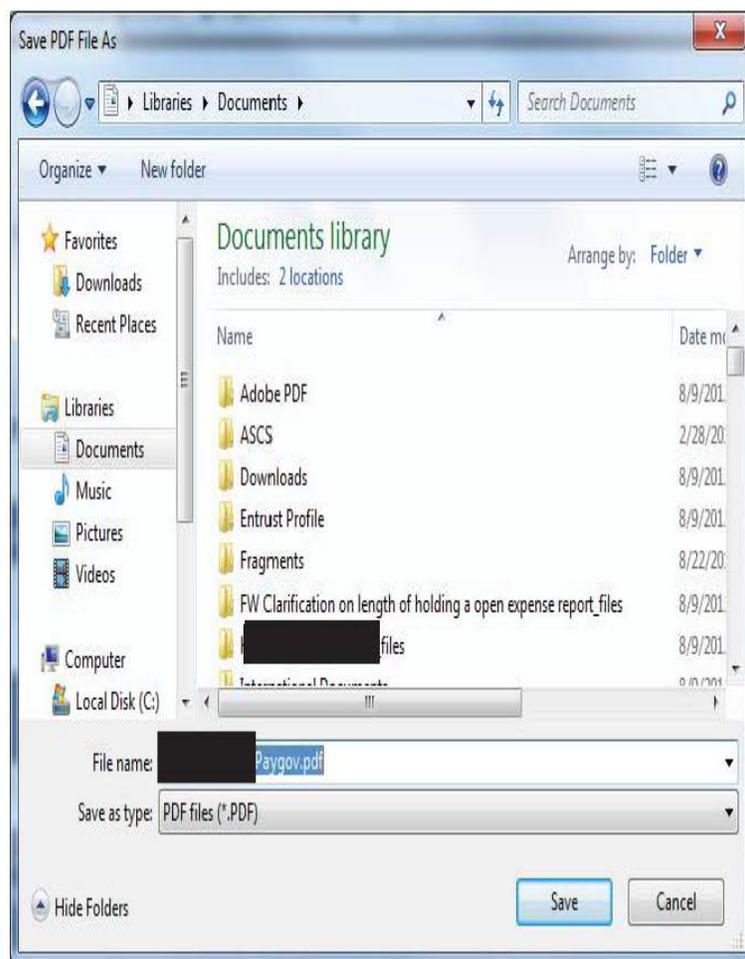
Select – “Adobe PDF” from the drop down

Click here

Print: Click on the “Print” tab in the lower right corner

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The below pops up when you selected print PDF



- 1). Select where you want to save the document-the preferred method is to your desktop
- 2). File Name: Last name\_First name\_Type of payment  
EX: Toufectis\_Kim\_PayGov or Toufectis\_Kim\_CK#1234
- 3). Save: click on the save button

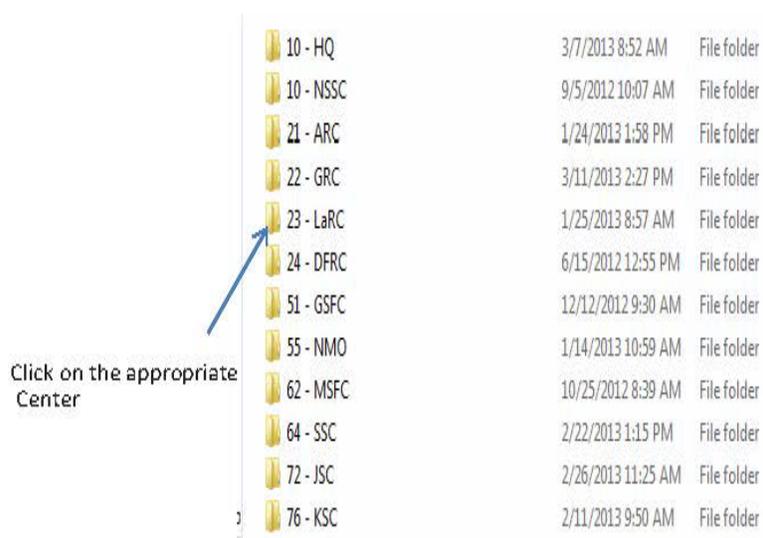
Note: The saved copy of the PDF document will appear on your screen. You can close this document. (You will be attaching this document in SAP when you get to FB03 step)

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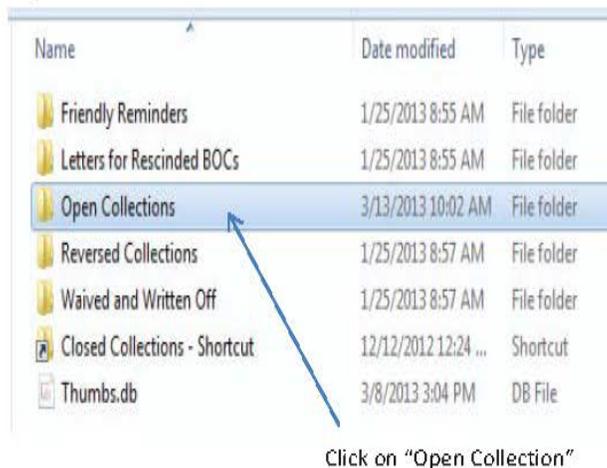
## Locating the “AR Invoice Data Requirement Form” (IDR) on the N Drive:

### Step 1

Access the N drive and go to the following path: N:\Bills of Collection\Center\Open Collection  
 (Note: often times you can determine the center that the IDR is located under by which Center the traveler is from and you can determine that on the NSR ticket)



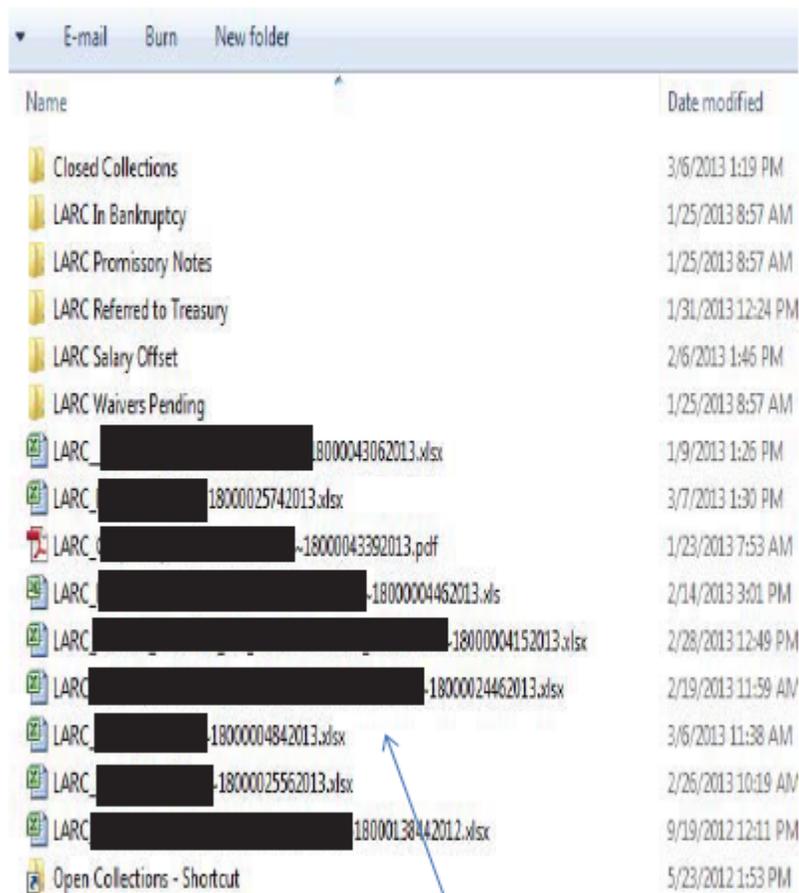
### Step 2



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### Step 3

Now select the IDR that the payment is associated with  
(Note: The IDR normally is Last name, \_First name \_TA # \_AR Bill #)



Double click on the IDR to open the document

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The IDR will open and look like the below.

1 AR Invoice Data Requirements Form		
2		
3	Name: [REDACTED]	Remedy BOC Request # 425248
4	Center Name: LANGLEY RESEARCH CENTER	Remedy Collection Received # 433012
5	Dates of Travel: 11/27-12/5/12	Remedy Rescind # (if applicable)
6	Travel Location: SAN FRANCISCO, CA & SANTA ANA, CA	Remedy Reversal # (if applicable)
7	Expense Report#: 23D31900017376	Customer# 116102
8	Date of Cash Disbursement: 12/18/12	
9	Vendor: 49158	AR BILL 1800000415
10		AP CREDIT MEMO 1700002278
11	LINE: \$ -	AP CLEARING DOC 1500050299
12	LINE: \$ 71.31	AR CREDIT MEMO
13	LINE: \$ -	
14		
15	TOTAL AMOUNT: \$ 71.31	
16		
17 EXPLANATION OF DEBT		
18	[REDACTED]	
19	[REDACTED]	
20	[REDACTED]	
21	[REDACTED]	
22	[REDACTED]	
23	[REDACTED]	
24	[REDACTED]	
25	[REDACTED]	
26	[REDACTED]	
27	[REDACTED]	
28	[REDACTED]	
29	[REDACTED]	
30	[REDACTED]	
31	[REDACTED]	
32	[REDACTED]	
33		
34 Refund to the Appropriation Bill Requires All Data Listed Below		
35	GL Account: 6100 2113	
36	Cost Center: 23E1	
37	Internal Order: FC000000	
38	WBS:	
39	WBS: 648987.02.04.07.23	
40	WBS:	
41	Fund: AERX22012D	
42	Fund Center: 23	
43	Funds Commitment: 400729646	
44	Line Item #: 2	
45		
46	Submitted by: [REDACTED]	

Review the document, pay particular attention to why the BOC was issued, also make a note of the Funds Commitment number and the line item the collection is to be posted against.

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## Posting Credit Memo (FB65)

### Step: 1 in SAP

**Enter Vendor Credit Memo: Company Code NASA**

Transact: Credit memo (Transact = "Credit Memo")

**Basic data** | Payment | Details | Tax | Withholding tax | Notes

Vendor: 49754 SGL Ind:

Inv. rcpt date: 01/25/2013

Document date: 01/25/2013 Reference: TA:51693000026061

Posting Date: 01/28/2013

Document Type: KG (Vendor credit ..)

Amount: 49.95 USD  Calculate tax

Tax amount:

Text: TA:51693000026061(Travel Overpayment-Pay.Gov-ACH)

Baseline Date:

Company Code: NASA Agency Washington DC

0 Items ( No entry variant selected )

G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	Tax c...	Tax jurisdictn code	W Assignment
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			

Input the following items under the "Basic Data" tab:

**Vendor:** Vendor Number

**Inv. Receipt Date:**

Refer to NSR ticket "Accounts Receivable" tab. The date will be provided to you under the "Date of Treasury Confirmation"

**Document Date:** This is the same date that was used on "Inv rcpt date"

**Reference:** TA Number

**Document Type:** This is determined by what year the payment was issued.

Current Year (CY) = KG (Vendor Credit Memo)

Prior Year (PY) = KW (Vendor Refund 49)

**Amount:** The actual amount being reimbursed/paid

**Text:**

Check = TA # (Travel Overpayment-Ck #)

Pay.Gov Credit Card = TA # (Travel Overpayment-Pay.Gov-CC)

Pay.Gov ACH = TA # (Travel Overpayment-Pay.Gov-ACH)

Fedwire = TA # (Travel Overpayment-Fedwire)

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Step: 2

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Credit Memo: Company Code NASA

Tree on Company Code Hold Simulate Park Editing options

Transactn Credit memo Bal. 49.95

Basic data **Payment** Details Tax Withholding tax Notes

BaselineDt 01/25/2013 Payl Terms Days  
 Due on 01/25/2013 Days  
 Discount USD Days net  
 Disc base USD To be calculd Fixed  
 Pmt Method P Pmt Meth. Sup. 51 Pmnt Block Blocked for pay..  
 Inv.ref House Bank TREAS

Vendor Address  
 Bank account  
 Bank Number

0 Items ( No entry variant selected )

G/L acct	Short Text	DJC	Amount in doc. curr.	Loc. curr. amount	Tax c.	Tax juris dictn code	W Assignment
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			

Input the following items under the "Payment" tab:

**Payment Method:**

Travel = P (Always reflect a "P" in this box)

**Pmnt Block:**

Choose "Blocked for Payment" from the drop-down menu

**Payment Method Sup:**

Center (example: 51 (GSFC)  
 This information should default

**House Bank:** Input "TREAS" in the 1<sup>st</sup> block

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Step 3

The screenshot shows a software interface for entering a vendor credit memo. The title bar reads "Enter Vendor Credit Memo: Company Code NASA". The interface includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar with various icons. Below the toolbar, there are buttons for "Tree on", "Company Code", "Hold", "Simulate", "Park", and "Editing options". The main area is divided into tabs: "Basic data", "Payment", "Details" (which is circled), "Tax", "Withholding tax", and "Notes". Under the "Details" tab, there are several input fields: "GL" (2118.1008), "Assign." (TA:51693000026061), "HeaderText" (empty), "Bus. Area" (51), "Tr.part.BA" (checkbox), "Int.block" (checkbox), and "Reason f. delay" (checkbox). To the right, there is a "Vendor" section with "Address" (redacted), "Bank account" (redacted), and "Bank Number" (redacted). At the bottom, there is a status bar that says "0 Items ( No entry variant selected )".

Input the following items under the "Details" tab:

Assign: TA Number

Bus. Area: Center # (example  
51 (GSFC))

Now return to the "Basic Data" tab

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#### Step 4

0 Items ( No entry variant selected )							
G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	Tax c.	Tax jurisdiction code	W Assignment
6100 2111		Cred..	49.95	0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			
		Cred..		0.00			

**Enter the following information in the bottom portion (based on the funds commitment line in FMZ3)**

#### G/L Acct

Amount: This is the amount of the collection

#### Text:

- Check = TA # (Travel Overpayment - Ck #)
- Pay.Gov Credit Card = TA # (Travel Overpayment - Pay.Gov-CC)
- Pay.Gov ACH = TA # (Travel Overpayment - Pay.Gov-ACH)
- Fedwire = TA #: (Travel Overpayment - Fedwire)

#### Business Area

#### Cost Center

#### Order

Earmarked Funds: Funds commitment Document Number (400#)

Earmarked Funds "Document item" : Line number (this is the line that the original payment was issued off of).

Set to "Done": Click on this box if the BOC is paid in full. However if the BOC collection is for Change of Station or the CBA, then **DO NOT** check this box.

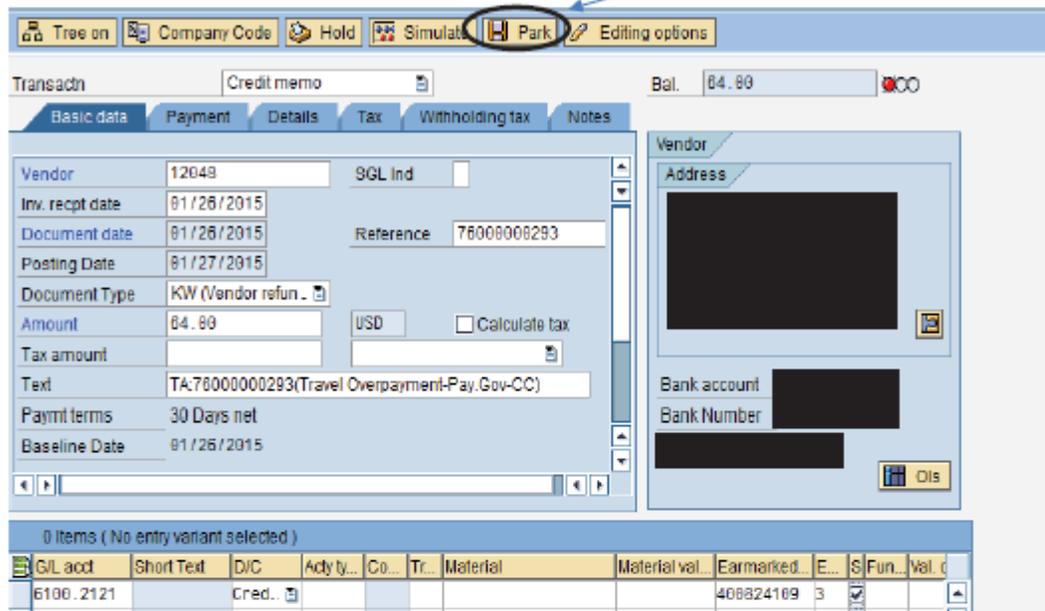
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Step 5

**When all information is entered**

- Click on the "Park" key to park the document.

Click here



The 1700 number will appear in the lower left hand corner of the screen when you park the document.

Business Transaction	Trigger document	Consumph	Crcy	Consumph	LCum	Notrelev	Notrelev	Delete Date	Doc. Date	Test	Revaluains	Status	statist	CM Status
Receipt amt		4,642.74	USD	4,642.74	USD	0.00	0.00							
Invoice/Credit Memo	1900082797 NASA2014	4,642.74	USD	4,642.74	USD	0.00	0.00	19/12/2014	08/14/2014					
Invoice/Credit Memo	1100882030 NASA2014	1,309.70	USD	1,309.70	USD	0.00	0.00	18/11/2014	08/31/2014					
Invoice/Credit Memo	1100842197 NASA2014	1,309.70	USD	1,309.70	USD	0.00	0.00	18/28/2014	08/31/2014					
Invoice/Credit Memo	1100784142 NASA2014	291.04	USD	291.04	USD	0.00	0.00	18/11/2014	07/31/2014					
Invoice/Credit Memo	1100733050 NASA2014	291.04	USD	291.04	USD	0.00	0.00	17/10/2014	07/31/2014					
Total Invoices/credit memos		4,642.74	USD	4,642.74	USD	0.00	0.00							
Consumpt		4,642.74	USD	4,642.74	USD	0.00	0.00							
Open amount		0.00	USD	0.00	USD	0.00	0.00							
Credit Memo Activity														
Earmarked Funds: 0400824109 003	1700007424 NASA2015	64.00	USD	64.00	USD	0.00	0.00		01/26/2015					PARKED

To double check your posting you can go to funds commitment document, then click on the consumption for the line and you should see the word "park" in the CM Status column.

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- The resulting credit memo will look like the below if you pull up the vendor in FBL1N
- The below reflects a “open” credit memo and the document still needs to be cleared. However before clearing the document you will need to post the parked credit memo via FBV0.

Vendor Line Item Display

Vendor: 40754  
Company Code: NASA  
Name: [REDACTED]  
City: GREENBELT

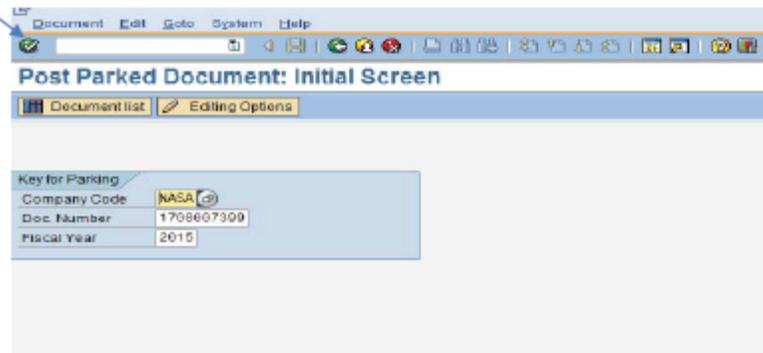
St	PKB	BusA	Pmt	User	DocumentNo	TY	Reference	Pmnt date	Pstng Date	Doc. Date	S	DD	Amount	Trmp doc	Clearing	Text
	A	51	51	NS000110	1700000299	KG	TA:51693000026061	01/25/2013	01/26/2013	01/25/2013			49.95			TA:5169300002606
		51	51	NS000335	1900024671	ZT	51693000026061	02/15/2013	01/22/2013	01/16/2013			49.95	1900024671	01/22/2013	
		51	51	EAICPIC	1900029170	ZT	51693000026061	02/15/2013	01/22/2013	01/16/2013			49.95	1900024671	01/22/2013	
		51	51	NS000971	2000020519	ZP		11/15/2012	11/15/2012	11/15/2012			1,353.46	2000020519	11/15/2012	
		51	51	EAICPIC	1900014303	ZT	51693000025111	11/30/2012	11/14/2012	11/02/2012			1,353.40	2000020519	11/15/2012	Submitted: 20121
		51	51	NS000003	2000016000	ZP		11/02/2012	11/02/2012	11/02/2012			1,216.21	2000016000	11/02/2012	
		51	51	EAICPIC	1900012131	ZT	51693000026061	11/23/2012	11/01/2012	10/26/2012			1,216.21	2000016000	11/02/2012	Submitted: 20121
													49.95			

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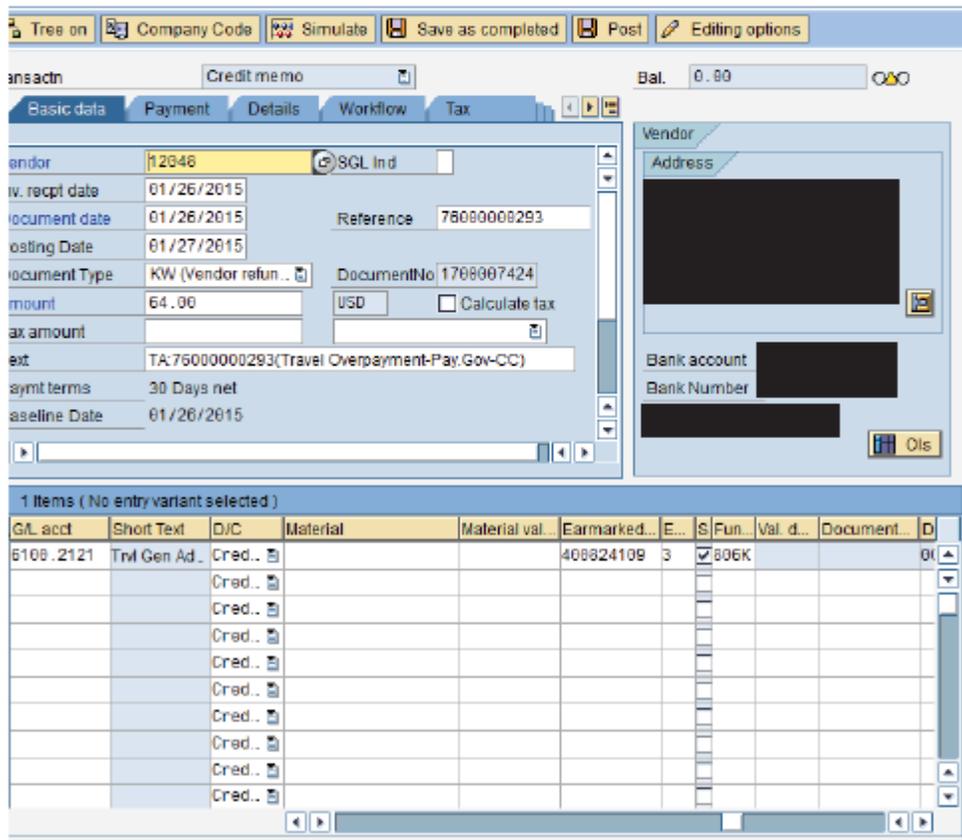
## *Posting a Parked Credit Memo (FBVO)*

### Step 1 in SAP

Click Here



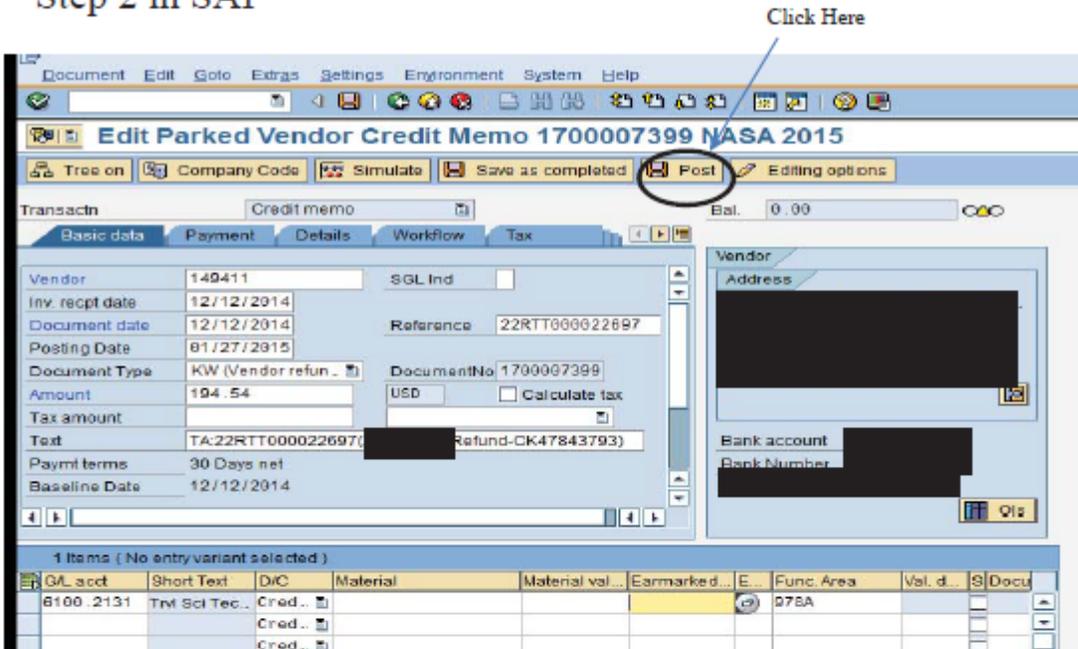
Click on the green ball with the check to open the document



Scroll over to the "Earmarked", "Earmarked funds document item" & "Select to Done".

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## Step 2 in SAP



Remove the funds commitment number in the "Earmarked" column, the funding line in the "Earmarked Funding Document Item" and remove the check mark from the "Select to Done" if there is one. Then click on the "Post" icon in the upper right side of the screen.

The below message will be received when you click on the "Post" icon. Once you receive this message you can then clearing the credit memo via F-52



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To confirm that the credit memo is no longer parked, you would Open the funds commitment document, highlight the line item that You posted to and click on the consumption button. Then look in the Colum called "CM Status", the word park is no longer there.

idion	Trigger document	Consump	Crcy	Consump	LCum	Notrele	Notrele	Delete Date	Doc. Date	Reduction text	Revaluat	Status	statist	CM St
		1,369.90	USD	1,369.90	USD	0.00	0.00							
mo	1800053423 NASA2014	1,369.90	USD	1,369.90	USD	0.00	0.00	05/05/2014	04/23/2014	22RTT000022097				
mo	0100522546 NASA2014	1,368.90	USD	1,368.90	USD	0.00	0.00	05/01/2014	04/30/2014					
mo	0100483526 NASA2014	1,368.90	USD	1,368.90	USD	0.00	0.00	04/29/2014	04/30/2014					
edit memos		1,369.90	USD	1,369.90	USD	0.00	0.00							
		1,369.90	USD	1,369.90	USD	0.00	0.00							
		0.00	USD	0.00	USD	0.00	0.00							
city														
g: 0400807674 002	1700007399 NASA2015	194.54	USD	194.54	USD	0.00	0.00		12/12/2014					
il		194.54	USD	194.54	USD	0.00	0.00							

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## Clearing a Credit Memo (F-52)

### Step 1 in SAP

The screenshot shows the SAP 'Post Incoming Payments: Header Data' screen. The 'Process open items' button is highlighted in the top left corner. The screen contains several input fields and sections:

- Document Date:** 01/25/2013
- Posting Date:** 01/28/2013
- Document Number:** (empty)
- Reference:** 00100237-001
- Doc. Header Text:** 00100237-001
- Clearing text:** 00100237-001(Travel Refund-CM:1700000298)
- Bank data:**
  - Account: 1910.8488
  - Amount: 49.95
  - Bank charges: (empty)
  - Value date: (empty)
  - Text: 00100237-001(Travel Refund-CM:17...
- Open item selection:**
  - Account: 49754
  - Account Type: K
  - Special GL Ind: (empty)
  - Prmt advice no.: (empty)
  - Distribute by age
  - Automatic search
- Additional selections:**
  - None
  - Amount
  - Document Number
  - Posting Date
  - Dunning Area
  - Others

Input the following information in the fields:

**Document Date:** This date is provided to you on the NSR ticket on the AR tab under "Date of Treasury Confirmation".

**Type:** KZ= Current year  
KV= Prior Year

**Reference and Doc Header:** This is the DRN (Document Reference Number) provided to you on the NSR ticket on the AR tab.

**Clearing Text:** This is the DRN # (Travel Refund-CM: 1700XXXX)

**Account Number:** This number is determined by what year the original payment was made,

**Cash/checks:** Current Year: 1010.6150  
Prior Year: 1010.5215

**Fedwire:** Current Year: 1010.8200  
Prior Year: 1010.5220

**Pay.Gov-Credit Card :** Current Year: 1010.8300  
Prior Year: 1010.5225

**Pay.Gov ACH:** Current Year: 1010.8400  
Prior Year: 1010.5240

Then click on "Process open items" button in the upper left hand corner

**Business Area:** Center number

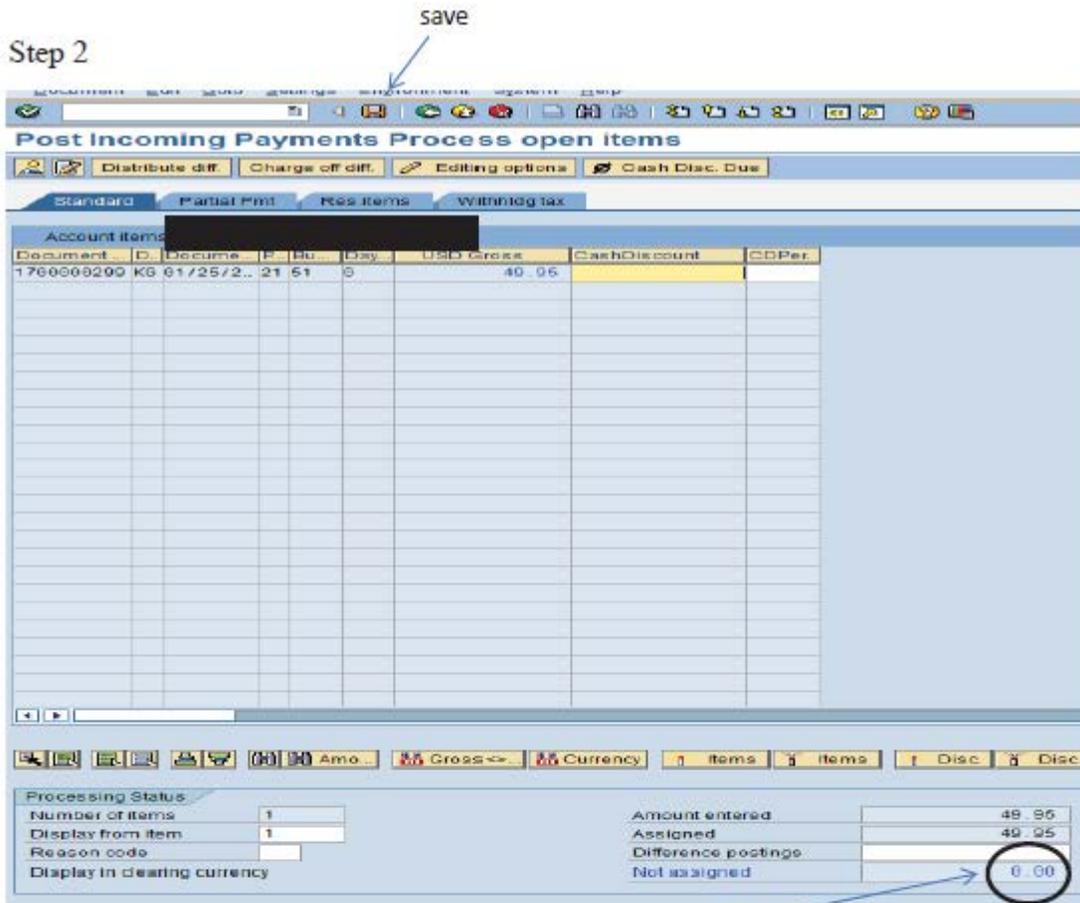
**Amount:** The amount being paid back

**Value Date:** Remove any data in this field, this field should be left blank.

**Text:** Copy and past the information from "Clearing Text" field

**Account (Under "Open Items"):**  
This is the vendor number

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- Make sure the "Not Assigned" amount = \$0.00
- Click on the save button (Looks like a floppy disk)
- Make a note of the 1500# which is your clearing document. You will see this in the bottom left hand corner of screen, see example below. You will need this information to update the NSR ticket and IDR.



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- When you now look at FBL1N, the open Credit Memo (1700 #) is now cleared against the Clearing Document (1500 #).

Vendor Line Item Display

Vendor: 48754  
Company Code: NASA  
Name: [REDACTED]  
City: GREENBELT

St	PBK	BUSA	Pmt	User	Document No	Ty	Reference	Print date	Pstng Date	Doc. Date	S	DD	LC amnt	Clrng doc
		51	51	NS080118	1580835748	KZ	80108237-081	01/25/2013	01/28/2013	01/25/2013			40.05	1580835748
	A	51	51	NS080118	1780808200	KG	TA: 51693080826061	01/25/2013	01/28/2013	01/25/2013			40.05	1580835748
		51	51	NS080335	1980824671	ZT	51693080826061	02/15/2013	01/22/2013	01/16/2013			49.95	1980824671
		51	51	EALCPIC	1980829170	ZT	51693080826061	02/15/2013	01/22/2013	01/16/2013			49.95	1980824671
		51	51	NS080971	2080829519	ZP		11/15/2012	11/15/2012	11/15/2012			1,353.48	2080829519
		51	51	EALCPIC	1980814383	ZT	51093080825111	11/30/2012	11/14/2012	11/02/2012			1,353.48	2080829519
		51	51	NS080803	2080816088	ZP		11/02/2012	11/02/2012	11/02/2012			1,216.21	2080816088
		51	51	EALCPIC	1980812131	ZT	51693080826061	11/23/2012	11/01/2012	10/26/2012			1,216.21	2080816088
													8.80	

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Updating the AR-IDR after the posting has been completed:

AR Invoice Data Requirements Form		
Name:		SN Case - BOC Request #
Center Name:		SN Case - Collection Received # 40675
Employee / NonEmployee		SN Case - Rescind # (if applicable)
Dates of Travel:		Customer#
Travel Location:		
TA #:		
Date of Cash Disbursement:		
Vendor:		
FMT#		AR BILL
		AP CREDIT MEMO 1700 #
		AP CLEARING DOC 1500 #
		AR CREDIT MEMO
LINE: \$ -		NON-EMPLOYEE ADDRESS (if applicable)
LINE: \$ -		
LINE: \$ -		
TOTAL AMOUNT: \$ -		

**SN Case - Collection Received #:** Input the FMC number and the FMT ticket number that the collection payment was received on

**AP Credit Memo:** Input the 1700# received when posting the FB65

**AP Clearing Doc:** Input the 1500 # received when posting the F-52

**Save the document and then close it.**

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## *Attaching Back-Up Documentation in SAP (FB03)*

### Step 1

Document Edit Goto View System Help

Display Document: Initial Screen

Document List First Item Editing Options

Keys for Entry View	
Document Number	1500035748
Company Code	NASA
Fiscal Year	2013

**Document Number:** Input the Clearing Document (15000XXX) number or the Credit Memo (17000XXX) number first.  
(Note: you will need to upload the attachments to both your 1500 & 1700 documents)

**Fiscal Year:** This is the Fiscal Year the document was entered

Then "Hit" the enter key

Note: Do not attach copies of the payment documentation (check, pay.gov, etc).  
Instead attach a link to the document in TechDoc. Use the hyperlink from the payment ticket.

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Step 2

Click here

Document Overview - Display

Doc.Type : KZ ( Vendor payment ) Normal document

Doc. Number 1500035748 Company Code NASA Fiscal Year 2013

Doc. Date 01/25/2013 Posting Date 01/28/2013 Period 04

Calculate Tax

Ref.Doc. 00100237-001

Doc. Currency USD

Doc. Hdr Text 00100237-001

Item	PK	Account	Account short text	Amount	Funds Center	Funded Program	Fund	Comt	Ita
1	40	1010.0400	Pay-Gov ACH Ref CY	49.95					CASH
2	35	40754		49.95-					LIAB
*				0.00					

Now click on the block that looks like a comment box.

Step 3

Click here

Accounting document NASA15000357482013

The above box will pop up on the screen.

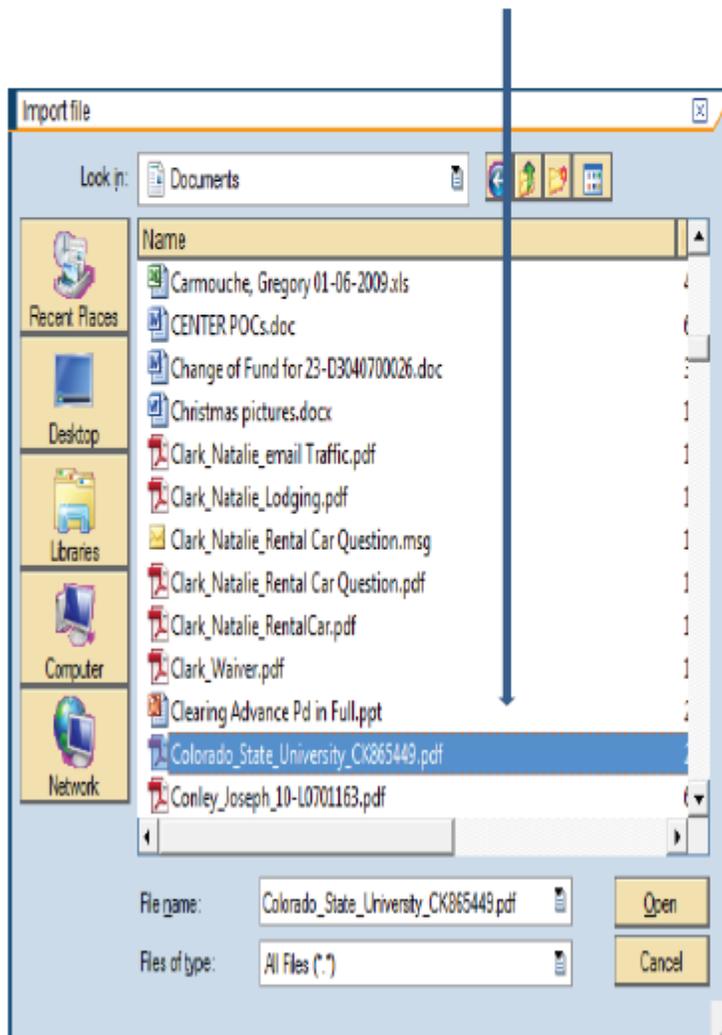
- Click on the tab that has the plain paper
- A drop down box will appear & you will select "Create Attachment"

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#### Step 4

You will now attach the updated BOC IDR Form as well as the method of payment. Example: original check or Pay.Gov that was saved to your hard drive.

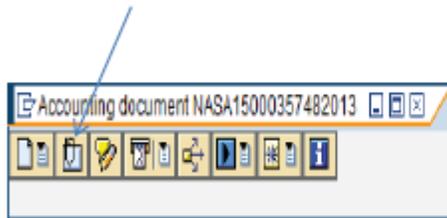
Below is an example of browsing your hard-drive to find the original check or pay.gov



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Step 5

To confirm that the documents were attached successfully. Click on the paper clip icon.



The below screen shot shows both supporting documents (BOC IDR & Payment) were attached to the transaction. Double-clicking on either document will open it up to view.

A screenshot of a window titled "Service: Attachment list". The window has a toolbar with various icons. Below the toolbar, the text "AttachmentForNASA15000357482013" is displayed. A table with four columns is shown: "Icon", "Title", "Creator Name", and "Created On".

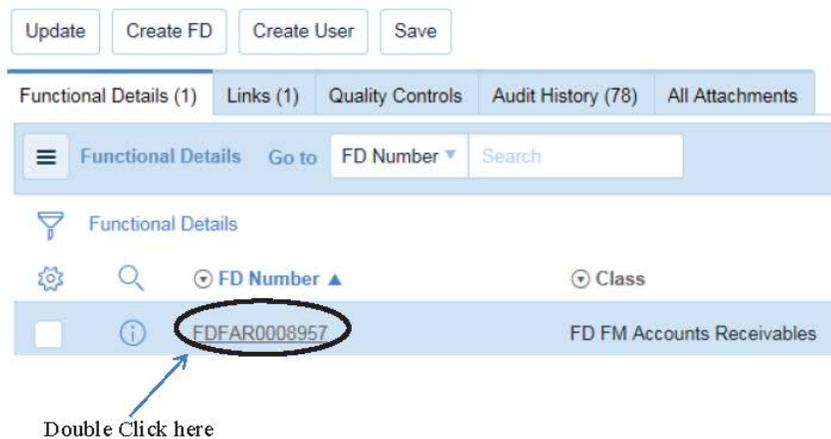
Icon	Title	Creator Name	Created On
	GSFC, [REDACTED] 516930000...	[REDACTED]	01/28/2013
	[REDACTED]	[REDACTED]	

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**Updating the ServiceNow ticket after the posting has been completed:**

**Step 1**

Open up the collection FMT ticket and scroll down to "Functional Details". Double click on the FD number to open the field



**Step 2:** Input the 1700# in the credit memo number field and the 1500# in the clearing document field.

FOIA Request Number	<input type="text"/>	Document Reference Number	<input type="text" value="002125750001"/>
FBWT Reason	<input type="text" value="Travel Refund or overpayment"/>	Return Reason	<input type="text"/>
Expected Posting Date	<input type="text" value="2016-05-31"/>	Customer Number	<input type="text" value="119646"/>
Advanced Notification	<input type="checkbox"/>	TA Number	<input type="text" value="62000012131"/>
Returned Collection	<input type="checkbox"/>	AR Bill Number	<input type="text" value="1800004097"/>
Receipt Notification	<input type="checkbox"/>	Travel/AP/MR Credit Memo	<input type="text" value="1700013730"/>
FOIA Notification	<input type="checkbox"/>	Cash Posting/Clearing Doc	<input type="text" value="1500086530"/>
IPAC Rejection	<input type="checkbox"/>		
Unidentified Check	<input type="checkbox"/>		

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**Step 3:** Click on the *Update* button in the top right hand corner to save the data that was input on the tab.

Click Here to Save

FD FM Accounts Receivables - FDFAR0009409

Update Cancel Save

Case: FMC0036960 Location: Goddard Space Flight Center

FD Number: FDFAR0009409 Category: ACCOUNTS RECEIVABLE

Customer: [Redacted] SubCategory: JV - SALARY OFFSET

Accounts Receivable Notes Notification Activity System

Customer Name: [Redacted] AR Center: Headquarters

Dollar Amount: 75.00 Collection Type: -- None --

Under \$10:  Collection Category: Salary Debt Active Employee

Check Number: TAS/BETC: -- None --

Date of Check: If Other, TAS/BETC:

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**Step 4:** Open the FMC ticket and scroll to the bottom to the *Finance Task*. Click on the FMT and updated the work notes to say “FMT is being resolved”. Then update the *Status* to “Resolved”. Before closing the ticket copy the *Short Description*.

**Step 5:** Scroll back to the bottom of the FMC to create a new *Finance Task*. Click on The blue tab that says **New**.

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**Step 6:**

- 1). *Short Description*: paste the text from the original FMT *Short Description* here
- 2). *Work Notes*: input "AR collection posting has been completed and this FMT is being re-assigned to AR".
- 3). Assignment Group: FM-Accounts Receivable L2
- 4). Assigned to: Leave Blank
- 5) Click on the *Update* tab.

Number	FMT0040915	FD Selection	-- None --
Case	FMC0036960	Status	Pending
Functional Detail		* Pending Reason	External Information
* Customer	[REDACTED]	Priority	1 - Critical
Contact		Watch list	
* Category	ACCOUNTS RECEIVABLE	Pending Days	0
* SubCategory	JV - SALARY OFFSET	Age of Task	4
* Assignment Group	FM - ACCOUNTS RECEIVAE	Task Days WIP	0
Assigned to			
* Short Description	FMC0036960: HQ - SALARY RECLASS JV - [REDACTED] (PP1608 - 1610)		
Description			
Additional comments			
Work notes	Collection has been posted and this FMT is being re-assigned to AR.		

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## Steps to Posting a Collection Salary Offset/IPAC:

Step 1: Create the Credit Memo (FB65)

Input the following items under the “Basic Data” tab

**Vendor:** Vendor Number

**Inv. Receipt Date:**

Salary offset: Refer to IDR “Salary Offset” tab. The date being used is under the Column label “Document Date”.

IPAC/IPAC Fed Debit: Refer to the date provided to you in the NSR ticket

**Document Date:** This is the same date that was used on “Inv receipt date”

**Reference:** Type in one of the following based on the type of payment

Salary Offset = “Payroll Deduction”

IPAC = “IPAC” or “Fed Debt IPAC”

**Document Type:** This is determined by what year the payment was issued.

Salary Offset: & IPAC use one of the following document types

Current Year (CY) = KG (Vendor Credit Memo)

Prior Year (PY) = KW (Vendor Refund 49)

**Amount:** The actual amount being reimbursed/paid. Refer to the IDR, “Salary Offset” tab under column label “Payment Amount”

**Text:** TA: XXXXXXX (Pay Period XXXXX) or TA: XXXXXXX (IPAC)

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Step: 2

The screenshot shows a financial software interface with a top toolbar containing icons for Tree on, Company Code, Hold, Simulate, Park, and Editing options. Below the toolbar, the transaction type is set to 'Credit memo' and the balance is '159.36'. The 'Payment' tab is active, displaying fields for BaselineDt (03/08/2013), Due on (03/08/2013), Discount, Disc.base, Pmt Method (P), Pmt Meth.Sup. (10), Pmnt Block (Blocked for pay...), and House Bank (TREAS). A Vendor section is visible on the right side of the form.

Input the following items under the "Payment" tab:

**Payment Method:**

Travel = P (Always reflect a "P" in this box)

**Payment Method Sup:**

Center (example: 51 (GSFC))

**Pmnt Block:**

Choose "Blocked for Payment" from the drop-down menu

**House Bank:** Input "TREAS" in the 1<sup>st</sup> block

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Step: 3

The screenshot shows a software interface with several tabs: 'Basic data', 'Payment', 'Details', 'Tax', 'Withholding tax', and 'Notes'. The 'Details' tab is selected. The main area contains the following fields:

- GL: 2110.1000
- Accounts Payable
- Assign.: Payroll Deduction
- HeaderText: [Empty]
- Bus. Area: 10
- Tr.part.BA: [Empty]
- Int.block: [Empty]
- Reason f. delay: [Empty]

On the right side, there is a 'Vendor' section with an 'Address' field, which is currently blank. There are also some icons and a small 'Ols' button at the bottom right of the vendor section.

Input the following items under the "Details" tab:

**Assign:**

Salary offset = "Payroll  
Deduction"  
IPAC = "TA XXXXX-IPAC"

**Bus. Area:** Center # (example 51  
(GSFC))

Now return to the "Basic Data" tab

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Step: 4

0 Items (No entry variant selected)							
G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	Tax c.	Tax jurisdictn code	Assignment
6100 .1271		Cred...	159.36	0.00			
		Cred...		0.00			
		Cred...		0.00			
		Cred...		0.00			
		Cred...		0.00			
		Cred...		0.00			
		Cred...		0.00			
		Cred...		0.00			
		Cred...		0.00			

G/L acct	Short Text	D/C	Tradin...	Bu...	Par...	Cost center	Order	Fl...	Sales order	Item i...	Sch...	Plnt
6100 .2133		Cred...		72		72CB611	FC000000					
		Cred...										

0 Items (No entry variant selected)												
G/L acct	Short Text	D/C	Acty ty...	Co...	Tr...	Material	Material val...	Earmarked..	E...	S	Fun...	Val. c...
6100 .2133		Cred...						400710739	1			

**Enter the following information in the bottom portion (based on the funds commitment line in FMZ3**

G/L Acct

**Amount:** This is the amount of the collection

**Text:** TA number (Pay Period XXX)

**Business Area**

**Cost Center**

**Order**

**Earmarked Funds:** Funds commitment Document Number (400#)

**Earmarked Funds "Document item" :** Line number (this is the line that the original payment was issued off of).

**Set to "Done":** Click on this box if the BOC is paid in full. However if the BOC collection is for Change of Station, then **DO NOT** check this box.

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Step 5

**When all information is entered**

- Click on the “Park” key to park the document.
- The 1700 # will populate in the lower left hand corner of the page once you click on the park icon. Be sure to make a note of the 1700#, for the IDR. The 1700 # is your credit memo. (see example below)

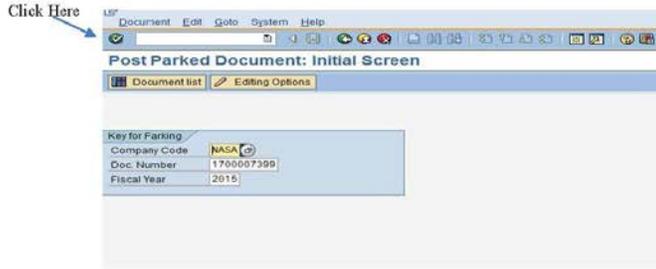
Click Here

The screenshot shows a software interface for a credit memo. At the top, there is a toolbar with buttons for 'Tree on', 'Company Code', 'Hold', 'Simulate', 'Park', and 'Editing options'. The 'Park' button is circled in red, and an arrow points to it with the text 'Click Here'. Below the toolbar, the interface displays various fields for a credit memo, including Vendor (12048), SGL Ind, Inv. receipt date (01/26/2015), Document date (01/26/2015), Posting Date (01/27/2015), Document Type (KW (Vendor refun...)), Amount (64.00), Tax amount, Text (TA:76000000293(Travel Overpayment-Pay.Gov-CC)), Payment terms (30 Days net), and Baseline Date (01/26/2015). A table at the bottom shows a single entry with G/L acct 6100.2121, Short Text, D/C, and Material. Below the screenshot, a status bar displays a green checkmark icon and the text 'Document 1700007425 NASA was parked'.

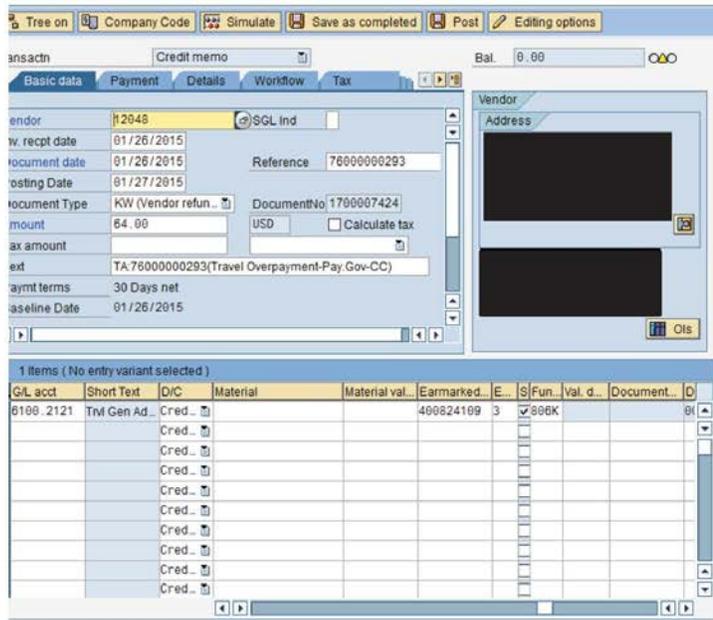
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*Posting a Parked Credit Memo (FBVO)*

Step 1 in SAP



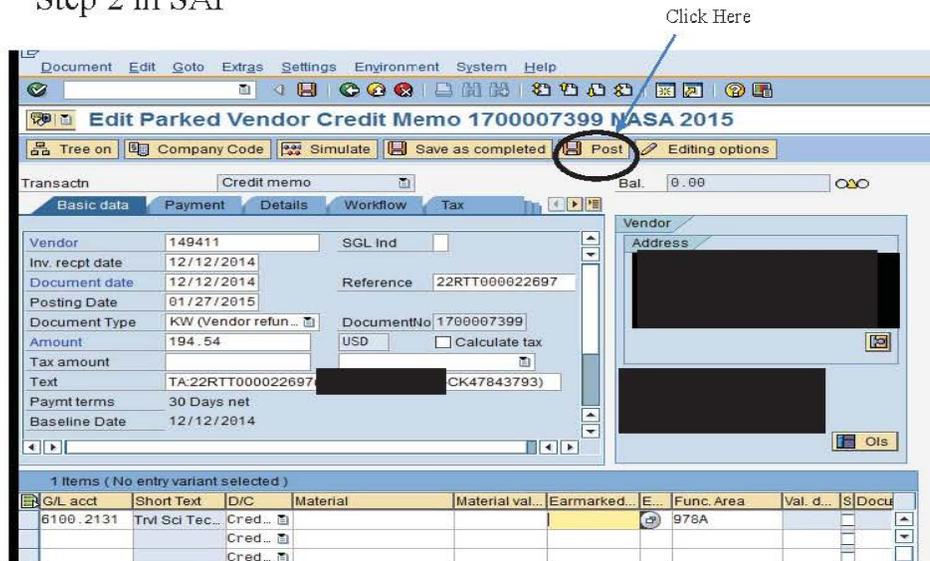
Click on the green ball with the check to open the document



Scroll over to the "Earmarked", "Earmarked funds document item" & "Select to Done".

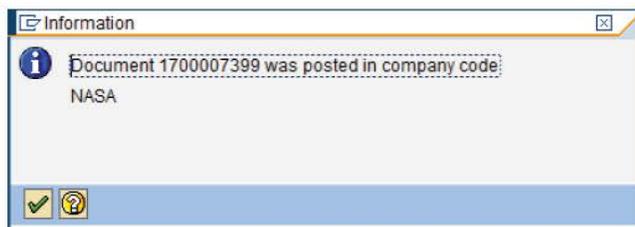
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## Step 2 in SAP



Remove the funds commitment number in the "Earmarked" column, the funding line in the "Earmarked Funding Document Item" and remove the check mark in the "Select to Done" if there is one. Then click on the "Post" icon in the upper right side of the screen.

The below message will be received when you click on the "Post" icon. Once you receive this message you can then clearing the credit memo via F-52



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To confirm that the credit memo is no longer parked, you would Open the funds commitment document, highlight the line item that you posted to and click on the consumption button. Then look in the Colum called "CM Status", the word park is no longer there.

action	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Not relev.	Not relev.	Delete Date	Doc. Date	Reduction text	Revaluatns	Status	statist	CM St
		1,369.90	USD	1,369.90	USD	0.00	0.00							
mo	1900053423 NASA2014	1,369.90	USD	1,369.90	USD	0.00	0.00	05/05/2014	04/23/2014	22RTT000022697				
mo	0100522546 NASA2014	1,368.90	USD	1,368.90	USD	0.00	0.00	05/01/2014	04/30/2014					
mo	0100483526 NASA2014	1,368.90	USD	1,368.90	USD	0.00	0.00	04/29/2014	04/30/2014					
redit memos		1,369.90	USD	1,369.90	USD	0.00	0.00							
		1,369.90	USD	1,369.90	USD	0.00	0.00							
		0.00	USD	0.00	USD	0.00	0.00							
vity														
s: 0400807674 002	1700007399 NASA2015	194.54	USD	194.54	USD	0.00	0.00		12/12/2014					
al		194.54	USD	194.54	USD	0.00	0.00							

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## Clearing Credit Memo (F-52) for "Salary Offset/IPAC"

### Step 1

Input the following information in the fields:

**Document Date:**

Salary Offset: This date is provided on the IDR under the tab called "Salary Offset" located in the "Document Date" column.  
IPAC/Fed Debit IPAC: This date will be provided to you within the NSR ticket under the "work log"

**Type:** KI= Current year KV= Prior Year

**Reference and Doc Header:**

Salary Offset: This is located on the IDR on the "Salary Offset tab" under the column called "JV #"  
IPAC/DRN # will be provided to you within the NSR Ticket under the "work log"

**Clearing Text:** This is the JV# or the IPCA/DRN # (Travel Refund-CM: 1700XXXX)

**Account Number:** This number is determined by what year the original payment was made,  
Current Year: 1010.8100 Prior Year: 1010.5100

**Business Area:** Center number

**Amount:** The amount being paid back

**Value Date:** Remove any data in this field, this field should be left blank.

**Text:** Copy and past the information from "Clearing Text" field

**Account (Under "Open Items"):**  
This is the vendor number

Click on "Process Open Items" when all the above information has been input

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## Step 2

**Post Incoming Payments Process open items**

Distribute diff. Charge off diff. Editing options Cash Disc. Due

Standard Partial Pmt Res.items Withhdg tax

Document	D.	Docume...	P.	Bu...	Day...	USD Gross	CashDiscount	CDPer.
1700004995	KG	03/08/2...	21	10	0	159.36		

Processing Status

Number of items	1	Amount entered	159.36
Display from item	1	Assigned	159.36
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

- Make sure the "Not Assigned" amount = \$0.00
- Click on the save button (Looks like a floppy disk)
- Make a note of the 1500# which is your clearing document. You will see this in the bottom left hand corner of screen, see example below. You will need this information to update the NSR ticket and IDR.



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### Step 3

Updating the AR-IDR after the posting have been completed:

Salary Offset: Input the Credit memo (1700#) and Clearing document (1500#) in the respective column under the "salary offset" tab on the IDR

IPAC: Input the Credit Memo (1700 #) and the Clearing Document (1500 #) on the IDR like normal

### Step 4

Attach a copy of the IDR to the Credit Memo and Clearing document via FB03 Follow the normal process for attaching documents in SAP

### Step 5

Update the NSR ticket per the normal process and reassign the ticket back to Accounts Receivable(AR)

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### **Steps to Posting a Advance Liquidation: (F-52)**

Input the following information in the fields:

**Document Date:**

Salary Offset: This date is provided on the IDR under the tab called "Salary Offset" located in the "Document Date" column.  
 IPAC/Fed Debit IPAC: This date will be provided to you within the NSR ticket under the "work log"

**Type:** KI= Current year      KV= Prior Year

**Reference and Doc Header:**

Salary Offset: This is located on the IDR on the "Salary Offset tab" under the column called "JV #"  
 IPAC/DRN # will be provided to you within the NSR Ticket under the "work log"

**Clearing Text:** This is the JV# or the IPCA/DRN # (Travel Refund-CM: 1700XXXXX)

**Account Number:** This number is determined by what year the original payment was made,  
 Current Year: 1010.8100    Prior Year: 1010.5100

**Business Area:** Center number

**Amount:** The amount being paid back

**Value Date:** Remove any data in this field, this field should be left blank.

**Text:** Copy and past the information from "Clearing Text" field

**Account (Under "Open Items"):**  
 This is the vendor number

**Special G/L Ind:** "Y"

Click on "Process Open Items" when all the above information has been input

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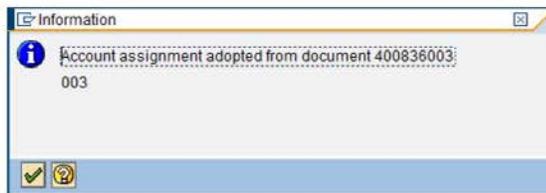
Document	D	Docume	P	Bu	Day	USD Gross	CashDiscount	CDPer
1500035708	KI	01/16/2	29	10	14	393.03		
2000001473	ZP	10/03/2	29	10	119	862.38		

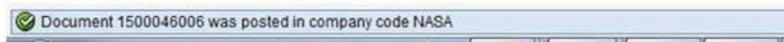
Processing Status	
Number of items	2
Display from item	1
Reason code	
Display in clearing currency	
Amount entered	393.03
Assigned	393.03
Difference postings	
Not assigned	0.00

Deselect everything but the original advance amount and the amount the traveler voucher for. When you do this you should have a zero balance under Net assigned (see example above)

If zero balance then click on the save icon to make the posting .



Click on the green check to receive the 1500 #. After you click on the check box you will receive the below 1500#.



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## PROCESS 10 – STATISTICAL SAMPLE – DOMESTIC AUDIT GUIDE

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### Background

The intention is for the NSSC audit process to be substantially paperless. Any findings will be documented and quantified in the NSSC WMS and the Statistical Sampling Access database. Soft copies of the travel vouchers may be found in the eTravel System. Soft copies of receipts should be attached to the voucher in the eTravel System. When the statistical sample is chosen, e-mails will be generated to Travelers for whom vouchers have been selected. A case will be established by the NSSC and set in the “Requested” status.

#### **STEP 1. NSSC Travel (SP) – Determine statistical sample for audit**

- A. Log into the NSSC Travel Random Audit Software (<https://statsampling.nssc.nasa.gov>) and verify the correct data has been loaded for the audit month (it should be loaded by the 4th day of the month).
- B. Note: Audit e-mails will be sent on or before the 15th calendar day of the month following the travel payment. It’s best to send the emails as close to the 4<sup>th</sup> as possible, as all audits are due to be completed by the end of the calendar month in which the random sample is generated.
- C. Domestic vouchers (excluding ETDY and Foreign (which includes domestic territories i.e., Puerto Rico, Guam, etc.)) less than or equal to \$2,500.00 are randomly selected. All Domestic vouchers (excluding ETDY and Foreign) over \$2,500.00 are selected for audit. ETDY and Foreign are audited 100% prior to payment.

The \$2,500 threshold includes both payments to the traveler plus IBA payments made to the current credit card company.

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D. Select Center Statistics – print screen for documentation.

- E. Determine the random sample size using the NSSC Statistical Sampling Calculator (<https://fm.nssc.nasa.gov>):
- F. Confidence Interval/Levels: 95%
- G. Population: Input from Center Statistics report
- H. Expected Error Rate: 10%
- I. Percent Precision: 4.9%

NSSC Statistical Sampling Calculator	
<b>Confidence Interval/Levels:</b>	<input type="radio"/> 1. (99.9%) <input type="radio"/> 2. (99.5%) <input type="radio"/> 3. (99.0%) <input type="radio"/> 4. (98.0%) <input checked="" type="radio"/> 5. (95.0%) <input type="radio"/> 6. (90.0%) <input type="radio"/> 7. (85.0%) <input type="radio"/> 8. (80.0%) <input type="radio"/> 9. (75.0%)
<b>Population:</b>	3800
<b>Expected Error Rate:</b>	10 (2-50)
<b>Percent Precision:</b>	4.9 (1.0-10.9)
<input type="button" value="Submit"/>	

- J. Print screen with attribute parameters for documentation
- K. Divide sample size by population to estimate the percentage (example  $142/7050 = .020142$ )

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- L. Return to the NSSC software and enter calculated percentage derived from previous steps (ex. 2.0142).

NASA Shared Services Center
TRAVEL RANDOM AUDIT

| Audit Select
| Center Statistics
| Application Narrative

LOADED ON 06/04/2016

PERCENTAGE

Enter Desired %

2.0142

SELECT MAILED HISTORY

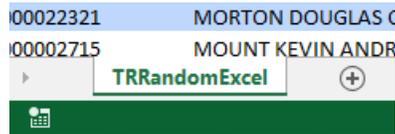
Download Bookmark

[BW Payment Data](#)

- M. Review selection to determine if any should be excluded. Exclusion should be very rare and is generally due to missing e-mail addresses.
- N. If exclusion is required,
1. Mark the "exclude box."
  2. Click Update Exclude button
    - a. The person will not receive an e-mail and the voucher will be excluded from the sampling requiring review. Before completing this process, ensure the sample size is not below the required amount based on the calculated percentage above. Clearly document the justification for excluding the voucher from the sample.
- O. Select the option to send e-mails within the statistical sampling software.
- P. Create folder on N: shared drive for each month's stat sampling activities and save all documentation.
- Q. Download results to Excel and save to audit file on N: drive. Tab on the excel file must say TRRandomExcel. If not, try to download again. For

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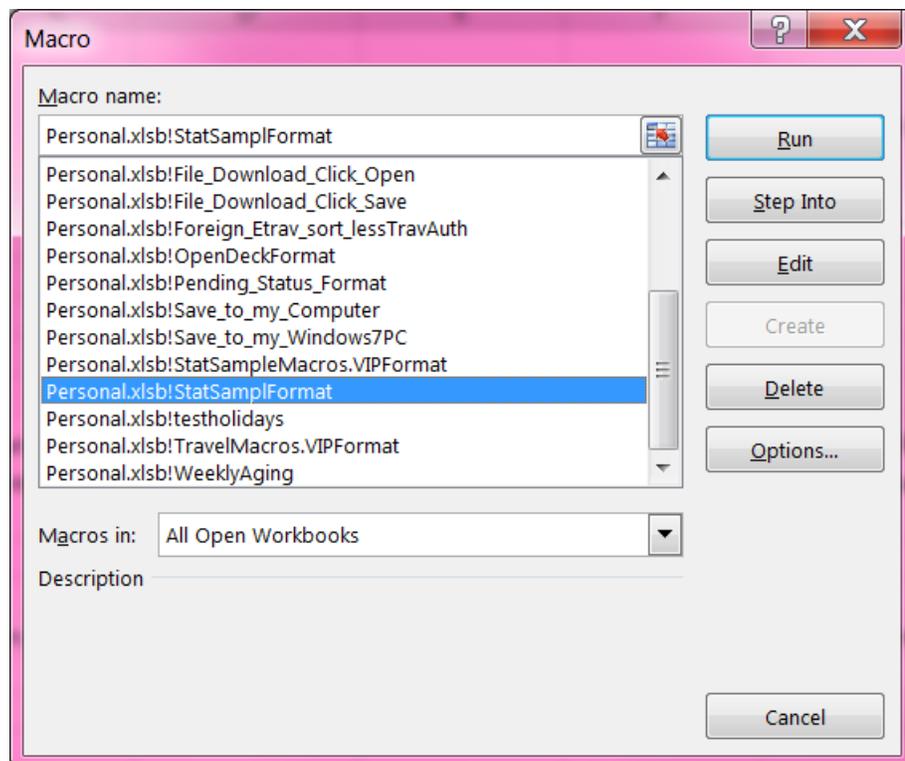
internal and audit purposes, the original copy of the audit raw data is retained in the TRRandom sampling software.



1. Verify the cases were auto-generated to track each e-mail sent using status of "Requested."
2. Save spreadsheet as an xlsx file with the basic naming pattern.... Stat Sample Raw Data File December 2015.xlsx and under the appropriate FY year in N:\TRAVEL\STATISTICAL SAMPLING folder.
3. Save a copy of the spreadsheet on your desktop to work with.
4. In your working spreadsheet, Run MACROS. (ICON is saved in top toolbar.)



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5. Sort by TRAVELER NAME.
6. If there are any lines that shouldn't be included, delete it now. (ETDY)
7. Save file to desktop again.
8. Manual Steps in case macro doesn't work:
  - a. Columns In order as saved from StatSample program:
    - i. Travel Authorization
    - ii. Traveler Name
    - iii. Email Address
    - iv. Location
    - v. Depart Date
    - vi. Return Date
    - vii. Post Date
    - viii. Disb.

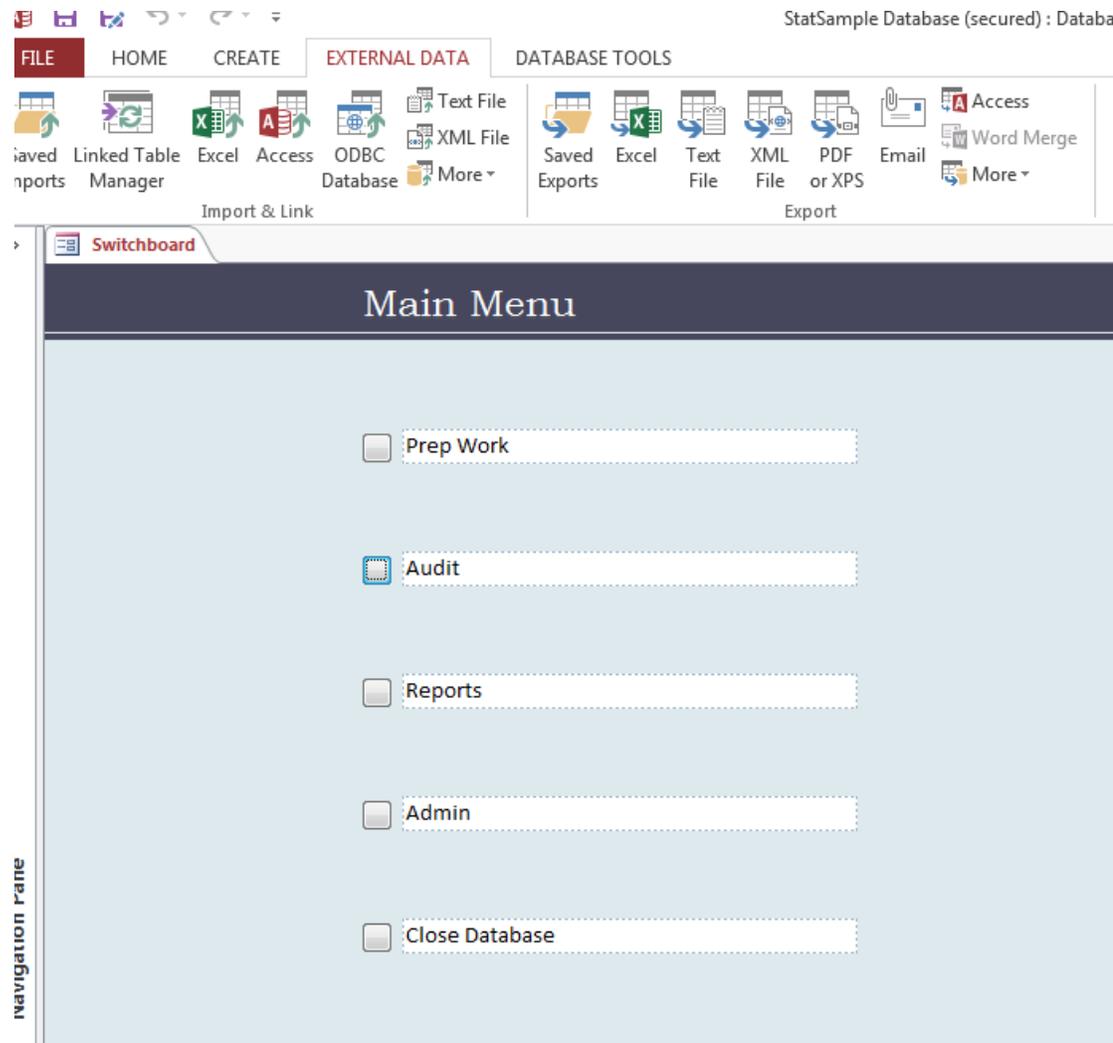
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- ix. Mailed Date
  - x. Status
  - xi. Remedy Ticket
- b. Columns In order as it should be in order to be imported into the database:
- i. Last Name
  - ii. First Name
  - iii. Middle
  - iv. Email address
  - v. Location
  - vi. Depart Date
  - vii. Return Date
  - viii. Post Date
  - ix. Disbursed
  - x. Mailed Date
  - xi. Status
  - xii. 2<sup>nd</sup> Email Request Date
  - xiii. Remedy Parent Ticket
  - xiv. Receipts?
- c. You will have to split out the name into first/middle/last in order to properly import the data.

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## R. OPEN STAT SAMPLE DATABASE

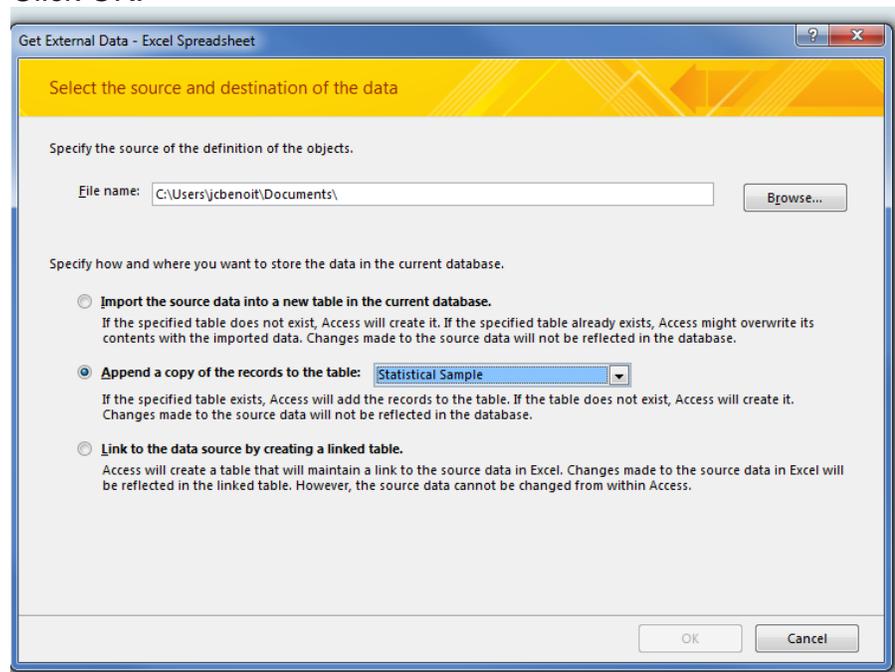
1. BACK UP DATABASE BEFORE IMPORTING NEW DATA
2. From the main menu, on the EXTERNAL DATA TAB, select EXCEL on the Import & Link portion of the tab.



3. Browse to pull the Stat Sample Data spreadsheet saved on my desktop.
4. Select APPEND A COPY OF THE RECORDS TO THE TABLE: and select STAT ISTICAL SAMPLE from the drop down.

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5. Click OK.



6. Browse over the information that generates. *Special Note: The total is not the same as the total number of audits pulled.*
7. Click NEXT.
8. Click FINISH.
9. Click OK.
10. Click CLOSE.

**Output:** Domestic Statistical Sample Selection chosen.

**STEP 2. NSSC Travel (SP) – Determine Self-Approver sample for audit**

- A. Have Domestic Travel Lead run Self-Approver Report in CGE
  1. Go to Reporting tab in CGE, select “Intelligence” from drop down.
  2. Click on NASA folder.

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Name	Modified	Actions
Archived Standard Reports	March 28, 2016 8:45:47 PM	More...
Concur Travel and Expense	May 5, 2016 7:27:34 AM	More...
Custom Reports	March 2, 2016 7:08:18 AM	More...
<b>NASA</b>	May 11, 2016 5:33:06 PM	More...
NASA (p0500107jmzl)	March 12, 2015 9:01:56 PM	More...
Standard Reports	January 26, 2016 6:42:06 PM	More...

3. Locate the "Complete Expenses Report" from the selections and then click on blue arrow to the far right of it.

Name	Modified	Actions
Retired Reports	March 10, 2016 5:14:31 PM	More...
Support Files	August 14, 2015 7:29:42 AM	More...
(PCTR) Premium Class Travel Report - NASA	May 12, 2016 4:29:56 AM	More...
Authorizations Awaiting Approval	June 30, 2016 1:07:02 AM	More...
Awaiting Approval Queue	July 6, 2016 5:13:22 AM	More...
Centrally Billed Card Reconciliation - Customized	June 15, 2016 10:09:11 AM	More...
<b>Completed Expenses Report</b>	July 5, 2016 10:30:36 AM	More...
Detailed Location Travel Authorization Info	July 6, 2016 9:45:24 AM	More...

4. Format: change from HTML to Excel 2007
5. Click "advanced options"

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**Run with options - Completed Expenses Report** Help

Select how you want to run and receive your report.

**Format:**

**Accessibility:**  
 Enable accessibility support

**Language:**

**Delivery:**

To specify a time to run the report, or for additional formats, languages, or delivery options, use **advanced options.**

6. Click on circle "run in the background"
7. Leave default option as "now"
8. Click on "edit the options" from the right

**Run with advanced options - Completed Expenses Report** Help

Select how you want to run and receive your report. If you produce a single report output, you can view it. If you produce multiple report outputs, you can save them, print them, or send an email notification.

**Time and mode:**  
 View the report now  
 **Run in the background:**  
 **Now**  
 Later:

**Options**

**Formats:**  
 HTML  
 Number of rows per Web page:  
  
 Enable selection-based interactivity  
 PDF  
 No options saved  
**Set...**  
 Excel 2007  
 Excel 2007 Data

**Delivery:**  
 Select at least one delivery method. For burst reports, the email recipients are determined by the burst specification.  
 Save the report as a report view **Edit the options...**  
 Report View of Completed Expenses Report  
 Send the report by email **Edit the options...**  
 0 recipients

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9. Add your email address in the To: field, and click OK

Set the email options - Completed Expenses Report
Help

Specify the recipients and contents of the email. To add recipients, click Select the recipients or type the email addresses separated by semi-colons. To include an HTML report as the message body, leave the Body box empty and select the report as the only attachment.

**To:**

**Subject:**

**Body:** Change to plain text >>

Attach the report

OK
Cancel

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10. Click Run at the bottom left

**Set...**

- Excel 2007
- Excel 2007 Data
- Excel 2002
- Delimited text (CSV)
- XML

**Accessibility:**

- Enable accessibility support

**Languages:**

English **Select the languages...**

**Prompt values**

No values saved

- Prompt for values

Run Cancel

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- Under "Approval Dates" select the monthly date range, for example June would be From: June 1, 2016 and To: June 30, 2016

**Completed Expenses Report**

Please make selections below, then click the **Finish** button to execute the report.  
*NOTE: By default, this version of the report shows vouchers that were approved this month.*

**NASA Center**  
Center

**Approval Dates**  
From: Jun 1, 2016  
Earliest date  
To: Jun 30, 2016  
Latest date

**Departure Dates**  
From Departure Date: Jul 6, 2016  
Earliest date  
To Departure Date: Jul 6, 2016  
Latest date

**Voucher Status**

- ACTUALS REVIEW
- AUTHCANCEL
- COMPLETE
- COMPLETE\_
- CREATED
- Concur Update
- EAI-FAILED
- FOREIGN VCH REVIEW
- FUNDS CERT REVIEW

- Under "Self Approvers" select "Include Self Approvers Only"
- Then select Finish at the bottom. You are done

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SPONSORED IN-KIND

Select all Deselect all

---

**Self Approvers**

- Include Self Approvers Only
- Exclude Self Approvers
- Include All Users

**Warning!**

This report is designed to be viewed in Excel 2007 format and may take a long time to execute. Whenever possible, you should generate the results using a background job which can be either saved into your My Folders area or sent to you in an e-mail. Attempting to generate the Excel 2007 format as a foreground job will often result in errors.

- A. Receive Excel file and Save to N Drive
- B. Disregard 1st Tab: NASA Summary 1
- C. Delete 3rd Tab
- D. Use 2nd Tab: Expense\_Summary\_2
  1. Copy Tab to new tab, called "Only Self Approved"
  2. Go to Excel "Data" Tab, and apply Filter
  3. Go to Detail Approval Chain field column, and click the filter drop down box
    - a. Choose text filter
    - b. Ends With
    - c. Type in "X"
  4. Remaining lines are those that were truly self-approved
- E. Copy those lines to a new tab called "Randomized"
  1. Add a column to the far left, called "No as occurred"
    - a. Flood numbers 1-x to number the lines
  2. Add an "other" column to the far left, called "Randomized"
    - a. Insert formula =RAND()

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- b. Copy formula to all rows
  - c. Copy all results
  - d. Paste Special, As Values
  - e. Sort smallest to largest
3. Count number of vouchers in sample
    - a. Take 10% of that total (always rounding up) – this is the number of audits to perform
    - b. Highlight the required rows, beginning with the smallest random number

Randomized	No as occurred	Center	TA Number	Amendment Number	Empl
Completed Expenses Report					
All NASA Centers					
Approved Between May 1, 2016 and May 31, 2016					
Include Self Approvers Only					
NOTE: Click the Center to return to the Agency Summary					
0.110669782	1	HQ	TA10000018432	0	BOLDI
0.142564159	4	HQ	TA10000019572	0	BOLDI
0.17465278	5	HQ	TA10000019591	0	BOLDI
0.271253629	7	HQ	TA10000020336	0	BOLDI
0.296837207	2	HQ	TA10000018562	0	BOLDI
0.426016581	8	HQ	TA10000020495	0	BOLDI
0.658658319	6	HQ	TA10000019991	0	BOLDI
0.926598912	3	HQ	TA10000019165	0	MART
		42522			
				8 total	
				0.8	0.1
				1	Rounded up

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**Output:** Self Approver Sample Selection chosen.

**STEP 2. NSSC Travel (SP) – Audit selected vouchers**

**If receipt is illegible or lost, provide a copy of the traveler’s statement concerning the circumstances surrounding the illegible or lost receipt to the civil servant team to determine if it can be accepted as a valid receipt.**

A. Audit Guidelines

1. Identify the case generated when the statistical sampling population was selected by looking in the Statistical Sampling Database (the “Database”) on the N drive (N:\Travel\Domestic\Statistical Sampling) under “Audit” on the Main Menu.
2. Sort by the Assigned Auditor column first. Select only blanks.
3. Sort by the Month/Yr column next. Select the oldest month show.
4. Insert your name in the Assigned Auditor column for the voucher you select to audit.
5. Open the audit form in the Database and set the status column to Work In Progress.
6. Open the parent audit case, change status to Work In Progress and select your name as Assignee from the drop down and save. Assign the task to yourself as well.

B. Audit of voucher:

1. Open voucher in the eTravel System.
2. An audit checklist (Excel spreadsheet-Appendix M) may be used to document your audit as an option. It is not mandatory.
3. Verify the Traveler name, TA number and travel dates to the statistical sample list.
4. Check Authorization for any special requests or approvals (ex. rental car, Personally Owned Vehicle (POV) approved).
5. Save a PDF copy of the voucher and add the receipts in the same PDF after the voucher. Audit all expenses, line by line (not summary totals throughout the voucher), to

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ensure that they comply with the FTR, NPR and NID and that no expenses are claimed on “annual leave” (or personal) days. Notes and comments can be made on the PDF during the review process.

- a. Compare transportation costs (General Reference 301-10) to receipts (check travel dates and amounts >\$75). If receipts are not present for airline ticket not charged to the CBA, you must contact Traveler and request the proper receipts using signature PIN in Appendix H. In examining the travel receipt, you must:
  - b. Verify who paid for the ticket to determine if the Traveler should be reimbursed.
  - c. CBA – (Government) charged tickets are non-reimbursable. CBA’s may be identified by the last four digits of the billing ID.

i. CBA last four digits:

21	ARC	-0952
24	AFRC	-0960
22	GRC	-0978
51	GSFC	-0986
10	HQ	-0994
72	JSC	-1000
76	KSC	-1018
23	LARC	-1026
62	MSFC	-1034
64	SSC	-1059
16	NSSC	-1042

- d. IBA – Individually Billed Account (Traveler paid with their Government credit card) are reimbursable.
- e. Personal – Traveler paid with personal credit card - are reimbursable.
- f. Verify the amount paid for the ticket.

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- g. If rental car, ensure no expenses are charged for “annual leave” days, if any, and that it doesn’t contain cost for upgrades, GPS system or other non-reimbursable expenses. Also, car should be an economy/compact. Note that certain mandatory fees may be allowable. Ensure only proper travel dates are being charged.
6. Review POV mileage, if any: (General Reference 301-10 Subpart D)
    - a. Use online mileage calculator to determine if mileage claimed appears reasonable based on most direct route.
    - b. There is an allowable mileage threshold of 10% of mileage or \$25.00. If the mileage claimed is over 10% of the mileage (rounded) using a mileage calculator Web site or if the amount of the overage (allowable mileage x current GSA mileage rate – dollar amount claimed) exceeds \$25.00, the Traveler will be billed for the overage minus the \$25.00. For example:
      - i. Traveler claimed: 2,392 miles x \$0.565 = \$1,351.48
      - ii. Online mileage calculator allows: 2,195 miles x .565 = \$1,240.18
      - iii. Did the Traveler’s mileage claimed exceed 10%? No. (2,195 miles x 1.10 = 2,414 miles. Traveler’s claimed miles of 2,392 do not exceed 2,414 miles.)
      - iv. Did the Traveler’s amount claimed exceed the \$25? Yes. (See calculations above.)
      - v. What is the maximum amount the Traveler should receive?
      - vi. \$1,240.18 + \$25.00 = \$1,265.18 (online mileage calculator allowable amount plus \$25.00 threshold).

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vii. What does the Traveler owe? \$1,351.48 – \$1,265.18 = \$86.30 (Amount claimed minus maximum allowed.)

7. Review lodging receipts: (General Reference 301-11)
  - a. Ensure only proper travel dates are being charged.
  - b. Ensure no lodging days are claimed for “annual leave” days which should be indicated on the voucher.
  - c. Ensure credits (including lodging taxes), if any, are properly accounted for by the Traveler.
  - d. Ensure there are no non-reimbursable expenses claimed within lodging such as room service, movies, wet bar, etc.
  - e. Lodging taxes should not be claimed as lodging. Instead, taxes should be claimed as lodging taxes under the “Other” section of the voucher.
8. Verify per diem rates: (General Reference FTR 301-11)
  - a. Verify that correct location was used to select per diem. (301-11.102) Per diem should be at the TDY location unless Traveler was unable to obtain lodging at that location or another valid business reason is provided.
  - b. If any meals were furnished by the government, ensure that the per diem rate has been adjusted. (301-11.18).
  - c. Ensure that per diem is reimbursed at 75% on the first and last day of travel. (301-11.101).
9. Review “Other” expenses (>\$75 still applies) to ensure that they are allowable. Common allowable expense include (General Reference FTR 301-12.1):
  - a. Tips for taxis (15% maximum).
  - b. Courtesy shuttle tips (\$2.00 per trip on the shuttle).
  - c. Internet access for official use. In-flight internet fees will only be allow if a business justification is provided on the voucher.

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- d. Automated Teller Machine (ATM) fees for government contractor-issued charge card.
  - e. Parking and tolls.
  - f. Lodging taxes (FTR 301-11.27).
  - g. Laundry and dry cleaning are allowed if Traveler incurred a minimum of four consecutive nights lodging on official business. This does not apply to non-foreign OCONUS locations such as Hawaii and Alaska. (FTR 301-11.31).
  - h. Phone calls (NID 301-12.4).
10. Registration fees may be claimed for non-NASA sponsored conferences. (FTR 301-74.2).
11. If ACTUAL expenses are claimed: (General Reference FTR 301-11.300)
- a. If "Actual" expenses are claimed, they must be claimed in the Travel Authorization. To determine if properly authorized, check the status column in the routing list for ACTUALS REVIEW. If properly authorized on the voucher, this is acceptable.
  - b. If actuals are not properly approved in the authorization, manager approval must be obtained after-the-fact by the Traveler and attached to voucher in the eTravel System. The standard e-mail in Appendix I can be sent requesting this information.
  - c. If management approval is not provided, an audit adjustment must be made for the appropriate expenses.
- C. When additional information is required from Travelers:
- 1. Do not create cases for requests for additional information for audit. Instead, document open items in the "Work Info" section of the case.
  - 2. Use standardized e-mail language in Appendix H to request additional information.
- D. When discrepancies are found:

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1. Notify the Center Travel Office (CTO) of any audit finding using the e-mail language in Appendix T, with the adjustment form attached to the email.

E. Documentation of Findings:

Note: Consistency in documentation of audit findings is very important.

1. Details regarding the audit should be documented in the Work Info section of the case and by attaching the audit checklist (Appendix M), if used, into the case via the Attachments tab, or by clicking and dragging the file to the Case. This will be a permanent record of your work and you should document sufficient detail that would assist someone in understanding how you came to a certain decision and enable you to answer questions months, even years, down the road. All e-mails, telephone conversations, internal research, etc. should be documented in the work log of the case/task.
2. The database is intended to summarize audit findings for reporting purposes, workflow statusing, and preparing travel voucher amendment documentation for findings. Please adhere carefully to the following guidelines.
  - a. Document your name in the "Assigned Auditor" column.
  - b. Document appropriate "Status" in the audit form.
  - c. If information is requested, document the request date in the "Info Request Date" field.
  - d. Update the "Evaluation" when audit is completed.
  - e. If there is a finding, briefly describe the finding in the "Comments Form" and select the "Evaluation" description that best applies to the largest dollar amount finding if there are multiple findings.
  - f. Document audit completion date in the "Completion Date" field.
  - g. Document adjustment amount, if applicable, in the appropriate "Adj." field. If the Gov't owes the Traveler, then enter the amount owed as a

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positive amount. If the Traveler owes the Government, then enter a negative amount. Adjustments should be entered regardless of amount (i.e., if it's 1 cent, then enter it).

- h. If no audit adjustments are found and the Audit Complete/No Issues is correctly documented in the "Status" and "Evaluation" fields, no documentation is required in the "Comments Form."
  - i. Once audit is completed, return to case.
3. In the case:
- a. In Work Info section, document findings and that audit is complete. Document if it was completed without issues or describe findings, as appropriate.
  - b. Attach a copy of the Audit Checklist, if used, along with the PDF copy of the voucher if used to the case.
  - c. If audit was completed without issues, in DOM-FOR FD form, go to Audit Results field and select Audit Complete – No Findings from the drop down tab. Then select "Send Audit E-mail." Then resolve the task and case.
  - d. If there were findings, complete a Voucher Adjustment template for supplemental payments or BOCs and attach to case. Also complete an AR Invoice Data Requirements form for BOCs and attach to the task. Leave case & task in Pending status and status reason as Confirmation.
  - e. Any BOCs or Supplemental findings must go on the monthly report and be agreed upon by the center, before BOCs can be issued or Supplemental templates sent to the traveler.
  - f. Once approval of the audit finding is received from the CTO, then notify travelers of adjustments using the e-mail language in Appendices J and K.

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## PROCESS 11 – ADVANCE LIQUIDATION REPORT

### STEP 1. NSSC Travel (SP) - Open up SAP

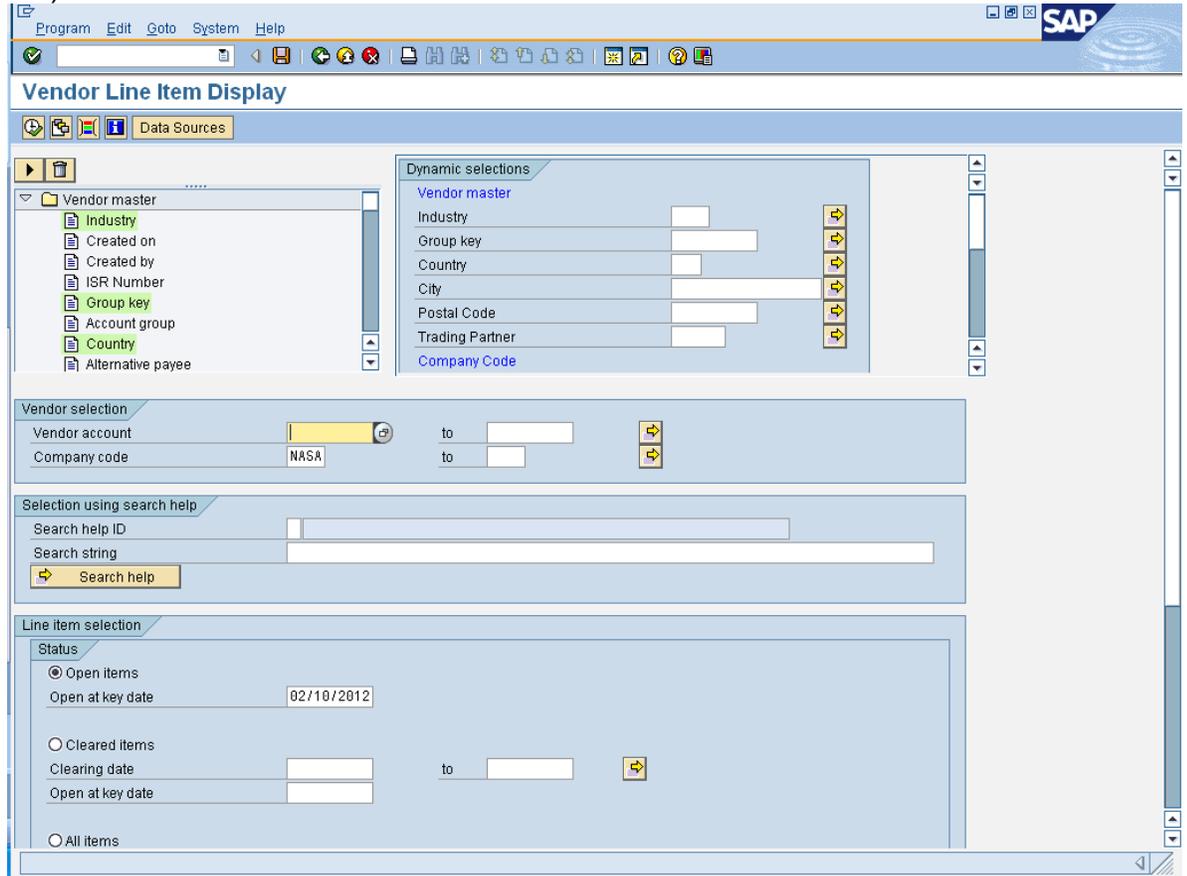
#### A. go to T-Code FBL1N

The screenshot shows the SAP Vendor Line Item Display (FBL1N) interface. The window title is "Vendor Line Item Display" and the SAP logo is visible in the top right corner. The interface is divided into several sections:

- Vendor selection:** Includes fields for "Vendor account" (with a dropdown arrow) and "Company code" (containing "NASA").
- Selection using search help:** Includes fields for "Search help ID" and "Search string", with a "Search help" button.
- Line item selection:**
  - Status:**
    - Open items: "Open at key date" is set to 02/10/2012.
    - Cleared items: "Clearing date" and "Open at key date" fields are present.
    - All items: "Posting date" field is present.
  - Type:**
    - Normal items
    - Special G/L transactions
    - Noted items
    - Parked items
    - Customer items

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B. Click on the “Dynamic Selection tab in the upper left corner. (red/green/blue tab)



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C. Scroll down to Doc Type and Business Area

The screenshot shows the SAP Vendor Line Item Display interface. The top menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The title bar reads 'Vendor Line Item Display'. Below the title bar, there are several sections:

- Assignment:** A list of fields with input boxes and arrows: Document Number, Posting Date, Document Date, Currency, Document Type (set to 'ZP'), Business Area (set to '21'), and Payment Method.
- Vendor selection:** Fields for Vendor account, Company code (set to 'NASA'), and 'to' fields.
- Selection using search help:** Fields for Search help ID, Search string, and a 'Search help' button.
- Line item selection:** A 'Status' section with radio buttons for 'Open items', 'Cleared items', and 'All items'. Under 'Open items', there is a date field set to '02/10/2012' and 'Open at key date'.

D. Input "ZP" in the Document Type field

E. Input the Center number in the Business Area. You will need to do this for each Center being pulled.

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F. Scroll down the screen to view “Line item Selection”

The screenshot shows the SAP 'Vendor Line Item Display' interface. The 'Line item selection' section is active, showing the following options:

- Status:**
  - Open items
    - Open at key date: 02/10/2012
  - Cleared items
    - Clearing date: [ ] to [ ]
    - Open at key date: [ ]
  - All items
    - Posting date: [ ] to [ ]
- Type:**
  - Normal items
  - Special G/L transactions
  - Noted items
  - Parked items
  - Customer items

G. Click on the radial button that says “Open Items” the Open at key date should reflect today’s date.

H. Under the “Type” box click on the following boxes

1. Normal Items
2. Special G/L transactions
3. Noted items
4. Parked items
5. Customer items

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I. Click on the "Execute" button to run the report

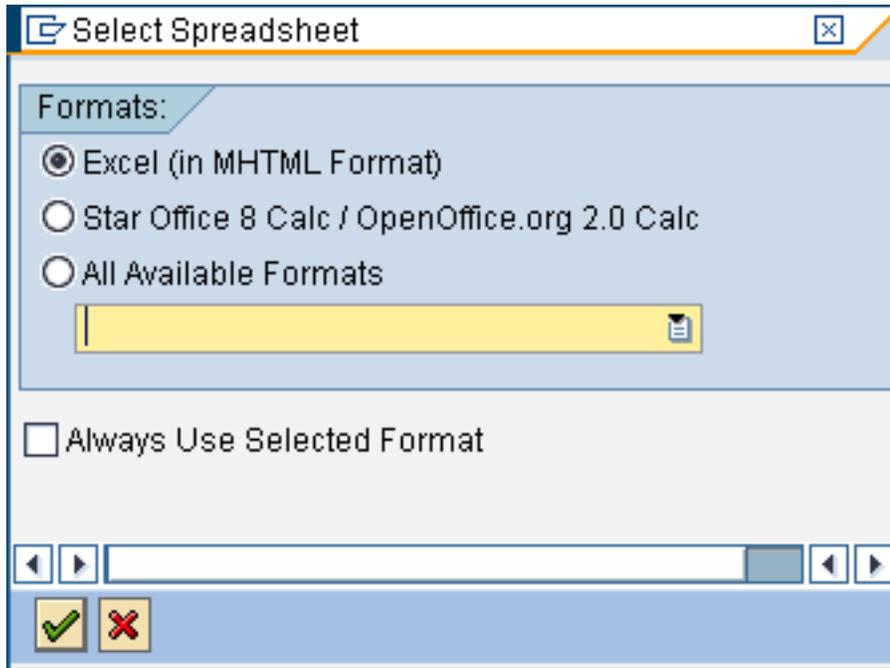
The screenshot shows the SAP Vendor Line Item Display interface. The vendor is NASA. The report displays 11 items with the following data:

St	PBK	BusA	Pmt	User	DocumentNo	Ty	Reference	Pmnt date	Pstng Date	Doc. Date	S	DD	LC amnt	Clrng doc.	Clearing
	A	10	10	6S02789...	2000088042	ZP		05/01/2006	05/01/2006	05/01/2006	Y		299.00		
	A	10	10	6S00706...	2000108625	ZP		06/08/2005	06/08/2005	06/08/2005	Y		540.00		
	A	10	10	NS000027	2000049937	ZP		02/03/2012	02/03/2012	02/03/2012	Y		530.40		
	A	10	10	JSU00LN4	2000168392	ZP	PCS030073	09/24/2004	09/24/2004	09/24/2004	Y		2,550.00		
	A	10	10	6S02789...	2000127416	ZP		07/20/2005	07/20/2005	07/20/2005	Y		700.00		
	A	10	10	6S02789...	2000130557	ZP		07/25/2005	07/25/2005	07/25/2005	Y		1,000.00		
	A	10	10	JSU000E0	2000156146	ZP		09/03/2004	09/03/2004	09/03/2004	Y		2,500.00		
	A	10	10	6S02789...	2000071360	ZP		03/18/2005	03/18/2005	03/18/2005	Y		2,500.00		
	A	10	10	6S02789...	2000127883	ZP		07/27/2005	07/27/2005	07/27/2005	Y		5,085.00		
	A	10	10	6S02789...	2000155048	ZP		09/07/2005	09/07/2005	09/07/2005	Y		4,995.00		
	A	10	10	NS000803	2000144508	ZP		08/20/2010	08/20/2010	08/20/2010	Y		757.41		
													21,457.61		

11 items displayed

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J. Go to Top and click on “List”- “Export”-Spreadsheet”



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K. Click on the green check box to export to Excel

Note: Save to Advance Folder under N:\Travel or update the current spreadsheet with the new entries

	A	B	C	D	E	F	G	H	I	J
	Cleared/open items symbol	Payment Block	Business Area	Pmt meth. supplement	User Name	Document Number	Document Type	Reference	Payment date	Pos
2	<input checked="" type="checkbox"/>	A	10	10	GS027897HQ	2000088042	ZP		5/1/2006	
3	<input checked="" type="checkbox"/>	A	10	10	GS007064HQ	2000108625	ZP		6/8/2005	
4	<input checked="" type="checkbox"/>	A	10	10	NS000027	2000049937	ZP		2/3/2012	
5	<input checked="" type="checkbox"/>	A	10	10	JSU00LN4	2000168392	ZP	PCS030073	9/24/2004	
6	<input checked="" type="checkbox"/>	A	10	10	GS027897HQ	2000127416	ZP		7/20/2005	
7	<input checked="" type="checkbox"/>	A	10	10	GS027897HQ	2000130557	ZP		7/25/2005	
8	<input checked="" type="checkbox"/>	A	10	10	JSU000E0	2000156146	ZP		9/3/2004	
9	<input checked="" type="checkbox"/>	A	10	10	GS027897HQ	2000071360	ZP		3/18/2005	
10	<input checked="" type="checkbox"/>	A	10	10	GS027897HQ	2000127883	ZP		7/27/2005	
11	<input checked="" type="checkbox"/>	A	10	10	GS027897HQ	2000155048	ZP		9/7/2005	
12	<input checked="" type="checkbox"/>	A	10	10	NS000803	2000144508	ZP		8/20/2010	
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										

**Output:** The Excel document should look similar to the above example. Save the document as:

Travel\Advances\Year\Center Month Year.xlsx (i.e., Travel\Advances\2012\HQ March 2012.xlsx)

Repeat this step for each Center. Once all Centers have run, you will go to Excel to clean up the spreadsheet.

**STEP 2. NSSC Travel (SP) - Excel Spreadsheet**

A. Open the xlsx Advance spreadsheet for a Center.

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- B. Cut and paste the following fields in the below order: Document Number, Document Type, Account, Payment Date, Posting Date, Document Date, Amount in local currency, and Text.
- C. Delete any remaining columns and information
- D. Insert the following Column Header names after the "Text" field column: Credit Memo, Traveler, TA, Analysis, Travel Type & Extra notes
- E. Now compare the previous month advance report for the Center you're working on with the new one. If the same document appears on the new advance report, then copy and paste all data/information to the new spreadsheet.
- F. If there is a new advance added to the report then you will need to research in SAP and complete the spreadsheet.
  - 1. Credit memo, TA number, and the traveler name can be located via FBL1N in SAP (Note: The account number on the report is the vendor id in SAP)
  - 2. The Travel Type can be located via FMZ3. (Note: You can access the 400 document, using the TA number that is provided on the report).
- G. Highlight the new line item in light orange. Once you update it to include the credit memo, traveler name, TA, and Travel Type. This lets the Travel Tech reviewing the document know that the item is new.
- H. Double click on the "tab" and rename it with the Center name. (i.e., JSC)
- I. Do a "Save As" and rename for the month you are working on. (i.e., June 2012)
- J. Go to a new tab within the file and complete the steps 1-8.
- K. Save the document after each Center has been added.
- L. Once the report is completed, send an e-mail to the Domestic, Foreign, Change of Station Leads, and cc Functional Supervisor.

**Output:** Report completed

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## PROCESS 12 – BILL OF COLLECTION DISPUTE PROCESS

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**STEP 1. NASA Traveler** – Receives bill from NSSC and has questions on bill received

A. Traveler contacts NSSC and is routed to AR

- a. **NSSC AR (SP)** – AR determines the Traveler is disputing the bill of collection and contacts functional area (Travel) to contact traveler and go over bill via task.
- b. **NSSC Travel (SP)** – receives task and validates the initial bill and contacts the traveler to review the bill

- i. If the Traveler is satisfied with discussion and agrees to pay bill, the task is updated with communication with Traveler, and the task is returned to NSSC AR SP L2 to continue bill procedures.
- ii. If the Traveler is not satisfied with discussion and still disputes bill, the task is updated with communication with Traveler, and the task is elevated.

1. **NSSC Travel (SP)** – notifies L3 of dispute and requests their validation.

- a. L2 Sends task to L3 to review

c. **NSSC Travel (CS)** – validates Travel BOC dispute

- i. If Travel L3 determines the BOC to be valid, Travel L3 notifies the traveler of BOC validity and updates task with communication to the traveler

1. Travel L3 notifies AR L2 to proceed with billing procedures and updates the task

- ii. If Travel L3 determines the BOC to be invalid, the bill is reviewed

1. If the entire bill is invalid, Travel L3 notifies the Traveler that the BOC is invalid and updates the task with the communication. Then Travel L3 notifies Travel L2 to have AR L2 rescind the BOC

2. If parts of the bill are invalid, Travel L3 notifies the Traveler of the valid and invalid portions of the bill and updates the task with the communication. Then Travel

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L3 requests BOC correction and reissuance if necessary by Travel L2 to AR L2.

**B. Traveler** contacts NSSC and is routed directly to Travel

a. **NSSC Travel (SP)** – receives task and validates the initial bill and contacts the traveler to review the bill

- i. If the Traveler is satisfied with discussion and agrees to pay bill, the task is updated with communication with Traveler, and the task is returned to NSSC AR SP L2 to continue bill procedures.
- ii. If the Traveler is not satisfied with discussion and still disputes bill, the task is updated with communication with Traveler, and a task is sent to notify AR L2 to put the BOC in a dispute status.

1. **NSSC Travel (SP)** – creates new task and sends task to Travel L3 of dispute and requests their validation.

b. **NSSC Travel (CS)** – validates Travel BOC dispute

- i. If Travel L3 determines the BOC to be valid, Travel L3 notifies the traveler of BOC validity and updates task with communication to the traveler
  1. Travel L3 notifies AR L2 to proceed with billing procedures and updates the task
  2. If the traveler still disagrees with the bill after it has been validated and requests a waiver, a notification will be sent to AR L2 to start waiver procedures
- ii. If Travel L3 determines the BOC to be invalid, the bill is reviewed
  1. If the entire bill is invalid, Travel L3 notifies the Traveler that the BOC is invalid and updates the task with the communication. Then Travel L3 notifies Travel L2 to have AR L2 rescind the BOC
  2. If parts of the bill are invalid, Travel L3 notifies the Traveler of the valid and invalid portions of the bill and updates the task with the communication. Then Travel L3 requests BOC correction and reissuance if necessary by Travel L2 to AR L2.

C. Traveler (if still in disagreement of bill) sends in Waiver request.

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- a. **NSSC AR (L3)** requests Functional Area Statement (FAS) from Travel
- b. **NSSC Travel (SP)** creates outline of situation and sends to L3
- c. **NSSC Travel L3** writes official FAS and sends to AR L3

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## PROCESS 13 – NSSC QUARTERLY TRAVEL TIPS

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The NSSC Travel Team publishes a quarterly travel tips document to highlight items discussed in the Travel community from a Domestic, Foreign, Local, Extended Temporary (ETDY) or Change of Station (COS) prospective or changes to Federal Travel Regulations or NASA Policy (sample of Newsletter is located in Appendix U)

- STEP 1.** **NSSC Travel (SP)** – Travel POC select topic to be included in newsletter (topics may vary each quarter) and creates WMS FM Case to track process.
- STEP 2.** **NSSC Travel (SP)** –NSSC SP compiles topic throughout each quarter
  - A. (Newsletter is located N:\TRAVEL\JOB AIDS and PRESENTATIONS\NEWSLETTER.
  - B. Draft Newsletter in Microsoft Publisher, once finalize save as PDF
- STEP 3.** **NSSC Travel (SP)** – Travel SP POC drafts quarterly travel tips document and routes to Travel Lead
- STEP 4.** **NSSC Travel (SP)** – NSSC Travel Supervisor reviews draft document, and routes WMS FM Task to CS for review.
- STEP 5.** **NSSC Travel (CS)** – Travel Lead reviews, edits quarterly newsletter and routes to Chief of ATSB
- STEP 6.** **NSSC Travel (CS)** – Chief of ATSB reviews and approves quarterly newsletter and notifies Travel Lead
- STEP 7.** **NSSC Travel (CS)** – Travel Lead notifies Sr. Accountant newsletter is approved.
- STEP 8.** **NSSC Travel (CS)** – Sr. Accountant accepts all edits and finalizes quarterly newsletter
- STEP 9.** **NSSC Travel (CS)** – CS POC routes ticket via WMS to Travel SP to publish the document
- STEP 10.** **NSSC Travel (SP)** – Updates TechDoc Link and publishes newsletter on NSSC Travel Webpage, update and resolve ServiceNow task

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## METRICS

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
Financial Management / Domestic Travel	Travel Payment		Validate and process 85% of domestic travel vouchers within four business days of receipt of a complete voucher (including adequate funding)
Financial Management / Foreign Travel	Travel Payment		Validate and process 85% of foreign travel vouchers within five business days of receipt of a complete voucher (including adequate funding)

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## SYSTEM COMPONENTS (EXISTING SYSTEMS)

IT System Title	IT System Description	Access Requirements
SAP		<ul style="list-style-type: none"> <li>▪ Agency NSSC Travel Payment Processor</li> <li>▪ Certification Processor</li> <li>▪ Agency Travel Authorization Processor</li> <li>▪ Receivables Processor</li> </ul>
eTravel System		<ul style="list-style-type: none"> <li>▪ NSSC Approver(s)</li> <li>▪ NSSC Auditor</li> <li>▪ NSSC Reports</li> </ul>
U.S. Treasury Secure Payment System (SPS)		<ul style="list-style-type: none"> <li>▪ Data Entry Operator</li> <li>▪ Certifying Officer</li> </ul>
Federal Payroll Personnel System (FPPS)		<ul style="list-style-type: none"> <li>▪ Display Access</li> </ul>
NSSC IT Service Management (ServiceNow)		<ul style="list-style-type: none"> <li>▪ Read</li> <li>▪ Create</li> <li>▪ Modify</li> </ul>
bReady		<ul style="list-style-type: none"> <li>▪ Pre-Edit Report</li> </ul>

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## **CUSTOMER CONTACT CENTER STRATEGY**

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Each activity requires a clearly defined contact Center strategy which answers the question "Who will answer the call and handle the request" and defines the escalation parameters for the activity. Because of the varied nature of the NSSC's activities and volume of transactions, each activity has a unique contact Center strategy. Refer to the NSSC Customer Contact Center (CCC) Service Delivery Guide for the contact Center strategy for this activity.

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## APPENDIX A – ACRONYM LIST

Acronym	Definition
AAO	Agency Application Office
ACH	Automated Clearing House
AP	Accounts Payable
AR	Accounts Receivable
ATM	Automated Teller Machine
BOBJ	Business Object
BOC	Bill of Collection
CBA	Centrally Billed Account
CCC	Customer Contact Center
CFO	Chief Financial Officer
CGE	Concur Government Edition
CO	Certifying Officer
CS	Civil Servant
CSRS	Civil Service Retirement System
CTO	Center Travel Office
DEO	Data Entry Operator
DRN	Document Reference Number
EFC	Electronic File Contents
EFT	Electronic Funds Transfer
EPSS	Enterprise Performance Support System
ETS	Electronic Travel System
ETDY	Extended Temporary Duty
ETTRA	Extended TDY Tax Reimbursement Allowance
FAS	Functional Area Statement
FC	Foreign Country
FERS	Federal Employees Retirement System
FICA	Federal Insurance Contributions Act
FPPS	Federal Payroll Personnel System
FTR	Federal Travel Regulations
GL	General Ledger
GRS	General Records Schedule
GSA	General Services Administration
HQ	Headquarters
IBA	Individually Billed Account
IDR	Invoice Data Requirements

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IPA	Intergovernmental Personnel Act
IPAC	Intra-governmental Payment and Collections
IRS	Internal Revenue Service
LTTDY	Long Term Temporary Duty
M&IE	Meals and Incidental Expenses
MRI	Master Record Index
NARA	National Archives and Records Administration
NASA	National Aeronautics Space and Administration
NID	NASA Interim Directive
NPR	NASA Procedural Requirements
NRRS	NASA Records Retention Schedules
NSSC	NASA Shared Services Center
OASDI	Old-Age, Survivors, and Disability Insurance
OCFO	Office of the Chief Financial Officer
OCONUS	Outside the Continental United States
OIC	Official in Charge
PDS	Permanent Duty Station
PIN	Personal Identification Number
POC	Point of Contact
POV	Personally Owned Vehicle
P/P	Pay Period
SAP	Systems, Applications and Products in Data Processing
SOD	Statement of Difference
SP	Service Provider
SPS	Secure Payment System
SSN	Social Security Number
TA	Travel Authorization
UUPIC	Universal Uniform Personal Identification Code
VIP	Very Important Person
WBS	Work Breakdown Structure
WMS	Work Management System
WTA	Withholding Tax Allowance

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## APPENDIX B – SAMPLE E-MAILS DUE TO RETURNS - DISPOSITION OF ERRORS - DOMESTIC

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### A. Returns due to SAP System Error Messages

1. Depending upon the error message received, enter the following comment in “Approver’s Comments” of the eTravel System voucher with the error message included in parentheses: (These are the most common errors. If you get an error not listed, consult with the domestic travel lead or supervisor.) Refer to column on far right “return document to” to determine if traveler should contact the travel office or funds certifier for assistance.

(a) NSSC: Interface error “XXXXXXX” has occurred. Please contact your Center travel office for assistance.

(b) NSSC: Interface error “XXXXXXX” has occurred. Please contact your funds certifier for assistance.

#### Samples of Common NSSC: Interface errors:

- **“Budget Exceeded”** has occurred. Please resubmit your voucher so that it will forward to the funds certifier for correction.
- **“IBA card numbers are not allowed in this transaction”** has occurred. Please contact your Center travel office for assistance.
- **“IBA card numbers are not allowed for non-card holder”** has occurred. Please contact your Center travel office for assistance.
- **“Travel Purpose Narrative is not valid”** has occurred. Please contact your Center travel office for assistance
- **“No matching vendor found for business area 72 or vendor PMS is blank”** has occurred. Please contact your funds certifier for assistance.
- **“This transaction must have an IBA Credit Card”** has occurred. Please contact your funds certifier for assistance.
- **“Payment method IBA is not allowed for non-card holders”** has occurred. Please contact your travel office for assistance
- **“Order FC000000 does not exist”** has occurred. Please contact your Center travel office for assistance
- **“CGE was unable to process this document. Please create a new document”**. Please contact your Center travel office for assistance

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2. Return the voucher. An e-mail is not required for these types of errors. The Traveler can also view these error messages in the "Comments" of the voucher.

**B. Returns because foreign voucher bypassed NSSC Foreign Travel Dept. approval:**

1. E-mail Traveler (with cc to Preparer and Foreign Travel Approver) using the following standard language: (Note the Foreign Travel Approver should be listed in the Approval History. They should be the second approver after the Traveler submitted the voucher)

Dear (Traveler),

This is to notify you that voucher XXXXXXXX has been returned to you because it bypassed the NSSC-Foreign Travel Office. The cause of the bypass is due to the Center Foreign Travel Coordinator inadvertently approving the voucher prior to the NSSC audit. Please resubmit the voucher for payment.

The Center Foreign Travel Coordinator should take no further action with the voucher, and should only be approving the travel plan.

If you have any questions or concerns, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

Thank you,

NSSC Travel Office

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

**C. Returns because corrections are required by Traveler/Preparer (ETDY only, Single Domestic are not audited)**

E-mail the Adjustment sheet to the Preparer/Travel Office (with cc to Traveler) using the following standard language:

1. Adjustment sheet is e-mailed to the Travel Office using the following standard language (with cc to Preparer):

Dear Travel Office,

Corrective action is required from you to complete processing of voucher (###). Please correct the voucher to reflect the corrections detailed in the attached

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spreadsheet. Once you have completed these corrections, please print a copy of the attached spreadsheet and fax to eTravel System using the fax transmittal sheet from your voucher. After confirming that the fax has attached to your voucher, please submit it for approval.

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

Thank you,

NSSC Travel Office

Web: <http://www.nssc.nasa.gov/travel>

Going on Extended Travel? View the NSSC's Video Update on Extended TDY Policy at <http://www.nssc.nasa.gov/etdyvideo>.

2. Enter the following comment in "Approver's Comments" of the eTravel System voucher:

NSSC: Corrections are needed to complete processing of your voucher. See separate e-mail from NSSC-Travel for further instructions.

3. Open a ticket in SNOW, attach a copy of the adjustment spreadsheet and be certain to insert a copy of the return email above into the Activity Log.

Category = Domestic Travel

SubCategory = Voucher Returned

Assignment Group= FM-Domestic Travel L2

Assigned to= Travel Tech's name

Short Description= FM-Voucher Returned-Traveler Name,-TA #-(Return)

Attachments Tab = Attach a copy of the correction spreadsheet. You can also click and drag the attachment to the top of the case.

In DOM-FOR FD Form:

TA number=input the TA number as it would appear in eTravel System

Date Failure Occurred = Date Manager Approved Voucher

Date Failure Resolved = Date voucher is being returned

Work info Entry=input why the document is being returned.

Case Status = Closed-Complete

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4. Return the voucher and document the case number on the PDF voucher.

**D. Missing receipt request e-mail (E-mail to Preparer/Travel Office with cc to Traveler):**

1. E-mail the Preparer (with cc to Traveler) using the following standard language:

Dear Travel Office,

This is to notify you that we have received your voucher XXXXXXXX and need a copy of your (specify what receipt is missing) in order to complete the payment process. Please attach a copy of receipt(s) to your voucher using the eTravel System fax transmittal sheet.

In the meantime, we have opened a work tracking ticket to help us monitor the progress of your reimbursement and to ensure payment is made in a timely manner. If you need additional information, please call the NSSC Contact Center at 1-877-NSSC-123 (1-877-677-2123)

Sincerely,

The NSSC Travel Office

Web: <http://www.nssc.nasa.gov/travel>

2. Open, then immediately resolve, a case using the criteria documented in Step A3 above. Document the case number on your PDF voucher.

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## APPENDIX C – SAMPLE E-MAIL FOR AMENDMENTS REQUIRED

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### AMENDMENTS

A. An amendment is required by Traveler/Preparer (Generally applies to audits.)

1. E-mail the Amendment sheet to the Traveler (with cc to Preparer) using the following standard language:

Dear (Traveler),

The NSSC has performed a statistical sampling audit of your voucher number (xxxx). Based on our review, we have determined that you have additional allowable expenses for which you should be reimbursed. Please amend your voucher to reflect the corrections detailed in the attached spreadsheet. Once you have completed these corrections, please print a copy of the attached spreadsheet and fax to eTravel System using the fax transmittal sheet from your voucher. After confirming that the fax has attached to your voucher, please submit it for approval.

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

Thank you,

NSSC Travel Office

Web: <http://www.nssc.nasa.gov/travel>

Going on Extended Travel? View the NSSC's Video Update on Extended TDY Policy at <http://www.nssc.nasa.gov/etdyvideo>.

2. A copy of the e-mail and amendment worksheet should be attached to the parent audit case.

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## APPENDIX D – SAMPLE E-MAILS DUE TO RETURNS - DISPOSITION OF ERRORS - FOREIGN

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Reasons for returns:

- Corrections
- No receipts at all
- Bypassed Foreign Travel first approval stop
- Self-Approved missing Chief of Staff approval initial notice
- Return e-mail for Self-Approved missing Chief of Staff approval

### E. Returns because corrections are required by Traveler/Preparer

E-mail the Adjustment sheet to the Traveler (with cc to Preparer) using the following standard language:

5. Adjustment sheet is e-mailed to the Traveler using the following standard language (with cc to Preparer):

Dear (Traveler),

Corrective action is required from you to complete processing of voucher (###). Please correct the voucher to reflect the corrections detailed in the attached spreadsheet. Once you have completed these corrections, please print a copy of the attached spreadsheet and fax to eTravel System using the fax transmittal sheet from your voucher. After confirming that the fax has attached to your voucher, please submit it for approval.

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

Thank you,

NSSC Travel Office

Web: <http://www.nssc.nasa.gov/travel>

Going on Extended Travel? View the NSSC's Video Update on Extended TDY Policy at <http://www.nssc.nasa.gov/etdyvideo>.

6. Enter the following comment in "Approver's Comments" of the eTravel System voucher:

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NSSC: Corrections are needed to complete processing of your voucher.  
See separate e-mail from NSSC-Travel for further instructions.

- Open, the FMT within the case, ATTACH A COPY OF THE ADJUSTMENT SPREADSHEET and be certain to insert a copy of the Approver's Comments above into the Activity Log.

Category = Foreign Travel

SubCategory = Voucher Returned

Assignment Group= FM-Foreign Travel L2

Assigned to= Travel Tech's name

Short Description= Foreign-TA #-(Return)

Attachments Tab = Attach a copy of the correction spreadsheet as well as a copy of the working document pdf. You can also click and drag the attachment to the top of the case.

Work Notes = Copy and paste the e-mail above into the log for future reference

In DOM-FOR FD Form:

TA number=input the TA number as it would appear in eTravel System

Input Traveler's Name: LAST NAME, FIRST NAME

Work info Entry=input why the document is being returned.

Close Task

Case Status = Closed-Complete

- Return the voucher and document the case number on the daily spreadsheet.

**F. Missing receipt request e-mail (E-mail to Traveler with cc to Preparer):**

- E-mail the Traveler (with cc to Preparer) using the following standard language:

Dear (Traveler),

This is to notify you that we have received your foreign travel document number XXXXXXXX and need a copy of your (specify what receipt is missing) in order to complete the payment process. Please attach a copy of receipt(s) to your voucher using the eTravel System fax transmittal sheet.

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In the meantime, we have opened a work tracking ticket to help us monitor the progress of your reimbursement and to ensure payment is made in a timely manner. If you need additional information, please call the NSSC Contact Center at 1-877-NSSC-123 (1-877-677-2123)

Sincerely,

The NSSC Travel Office

Web: <http://www.nssc.nasa.gov/travel>

4. Open, then immediately resolve, a case using the criteria documented in Step A3 above. Document the case number in the Foreign Travel queue spreadsheet.

**G. Voucher bypassed foreign travel first stop for approval (E-mail to Traveler with cc to Preparer and Foreign Travel Approver)**

1. E-mail Traveler (with cc to Preparer and Foreign Travel Approver) using the following standard language: (Note the Foreign Travel Approver should be listed in the Approval History. They should be the second approver after the Traveler submitted the voucher.)

Dear (Traveler),

This is to notify you that voucher XXXXXXXX has been returned to you because it bypassed the NSSC-Foreign Travel Office. The cause of the bypass is due to the Center Foreign Travel Coordinator inadvertently approving the voucher prior to the NSSC audit. Please resubmit the voucher for payment.

The Center Foreign Travel Coordinator should take no further action with the voucher, and should only be approving the travel plan.

If you have any questions or concerns, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

Thank you,

NSSC Travel Office

Web site: <http://www.nssc.nasa.gov/travel>

2. Enter the following comment in "Approver's Comments" of the eTravel System voucher:

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NSSC: Voucher bypassed the NSSC-Foreign Travel office for approval.  
Please resubmit the document for NSSC approval.

3. Open, then immediately resolve, a case using the criteria documented in Step A3 above.
4. Return the voucher.

#### H. Foreign Travel Self-Approver Missing Chief of Staff Approval e-mail

1. E-mail Foreign Travel Coordinator (with cc to Traveler, Preparer, & Center CFO) using the following standard language:

SUBJECT: Chief of Staff E-mail required for self-approved foreign travel

Per HQ OCFO request, NSSC Travel is required to check all self-approved foreign vouchers to see if they have been approved by the Chief of Staff. This is to notify you that the NSSC Foreign Travel office has received self-approved voucher TXXXXXXXXX for (Traveler). A copy of the approval e-mail from the Chief of Staff is needed to complete the payment process. If requested documentation is not attached within five business days, the NSSC process is to return the voucher to the Traveler.

Please attach the requested documentation to your travel authorization using the fax transmittal sheet in eTravel System or via PDF upload as soon as possible. After confirming that the document has been attached to your voucher, please notify the NSSC via e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

Sincerely,

The NSSC Travel Office

Web site: <http://www.nssc.nasa.gov/travel>

Fax: 1-866-779-6772

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**I. Foreign Travel Self-Approver Missing Chief of Staff Approval Return e-mail**

1. E-mail the Traveler (with cc to Preparer) using the following standard language:

Dear Traveler,

This is to notify you that the NSSC Foreign Travel office has returned your voucher because the self-approver e-mail from the Chief of Staff is not attached to voucher XXXXXXX. Please attach a copy of the e-mail to the voucher using the eTravel System fax transmittal sheet. After confirming that the fax has attached to your voucher, please resubmit.

If you have any questions or concerns, or need further assistance, please contact us at 1-877-677-123 (1-877-NSSC123) or by e-mail at [cnssc-contactcenter@nasa.gov](mailto:cnssc-contactcenter@nasa.gov).

Thank you,

NSSC Travel Office

2. Enter the following comment in “Approver’s Comments” of the eTravel System voucher:

“Approval e-mail from the Chief of Staff is not attached to the voucher. Please fax your approval e-mail to eTravel System using the fax transmittal sheet from your voucher. After confirming that the fax has attached to your voucher, please resubmit.”

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## APPENDIX E – SAMPLE EXTENDED TDY INTRODUCTORY E-MAIL

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Dear (Customer Name),

It has been determined that your Extended TDY (ETDY) assignment has exceeded or will be exceeding 365 days. Internal Revenue Service (IRS) Publication 463 states that long term assignments in excess of one year at the same location are considered to be income by the IRS. NASA, as an employer, is obligated to report all ETDY travel reimbursements as income to the employee from the point that it can be reasonably determined that the assignment will exceed 365 days.

As your vouchers are processed, the NSSC will report the reimbursements as taxable income. Taxes will be deducted from your ETDY expense reimbursements as well as any home trips and/or official travel to your Permanent Duty Station. Taxes deducted include: Social Security (if applicable), Medicare, and State Tax for the location of your ETDY. This will be reflected on the same W-2 form that you receive for your salary income. To prevent you from using part of your travel reimbursement to pay Federal Tax, a Withholding Tax Allowance (WTA) is applied. Please see the attached tax information for an example of how this is computed.

If your ETDY assignment is in the District of Columbia, but you temporarily reside in another state (e.g., Virginia), you may fill out a waiver for state tax withholdings based upon the state of your temporary residence. If you would like to use the waiver please go to [ETTRA DC Waiver](#). Complete, sign and attach the form to your next ETDY voucher.

In the upcoming tax year, you will be requested to comply with Federal Travel Regulation 310-11 Subpart F. Therefore you must file an Extended TDY Tax Reimbursement Allowance (ETTRA) claim. ETTRA is an allowance to reimburse employees for substantially all of the additional Federal, state, and local income taxes incurred as a result of an Extended TDY assignment. This means that you may be entitled to receive a portion of the funds withheld. The NSSC will issue a notification and explain the documentation required to complete this claim.

Please refer to the attached Employee Agreement to Repay Withholding Tax Allowance ETTRA Agreement and complete the following procedures:

1. Read and understand the requirements of the ETTRA Agreement.
2. Complete the requested information, sign, date, and submit the ETTRA Agreement within 30 days or prior to submission of your next voucher. To submit the ETTRA Agreement:

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- a. Access the Electronic Travel System (ETS) Travel Voucher, print a fax cover sheet and fax the agreement and coversheet to the ETS fax number indicated on the front of the cover sheet OR
- b. Attach the agreement as a PDF to the voucher.

It is important that you comply with the submission requirements for your ETTRA claim. However, in the case of non-compliance, NASA will initiate collection efforts to recover the tax allowances paid on your behalf.

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

Sincerely,

NSSC  
Travel Office  
Web: <https://www.nssc.nasa.gov/travel>  
Fax: 1-866-779-6772

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## APPENDIX F – SAMPLE EXTENDED TDY CHECKLIST

### ETDY Interim Checklist

Traveler Name (First - Last):	<input type="text"/>	Open Orders Completed:	<input type="text" value="(Clear)"/>
Travel Voucher No.:	<input type="text"/>		
Travel Voucher Dates:	<input type="text"/>	Add/Update Masterfile:	<input type="text" value="(Clear)"/>
ETDY Location:	<input type="text"/>		
ETDY Auditor:	<input type="text"/>		
Audit Date:	<input type="text"/>		

Per Diem Rates per GSA:	100%	85%	75%
Lodging	0	\$ -	-
MSIE	0	\$ -	\$ -

M&IE	Yes	No	N/A	Comments
<b>M&amp;IE</b>				
1. If enroute voucher, was 75% M&IE, based on per diem for location traveler stayed the night claimed first day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. If exit voucher, was 75% M&IE based on ETDY per diem rate claimed on last day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Was M&IE excluded for leave, comp time or nested trips?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Dates Traveler was on leave, if applicable.				
5. Dates Traveler was on secondary travel, if applicable.				
6. Dates Traveler was on nested home-personal, if applicable.				
7. Dates Traveler was on nested home-official, if applicable.				
8. Are rates properly adjusted for meals provided (FTR 301-11.18), if any?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Other - Please describe in Comments				
<b>LODGING (FTR 301-11)</b>				
1. Date Lease Begins?				
2. Date Lease Ends?				
3. Lease signed by both parties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Taxable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Date Current Auth Begins?				
6. Date Current Auth ends?				
7. Previous Auth dates within current assignment?				
8. OIC approval attached if over 90 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. IPA Agreement begin date, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. IPA Agreement end date, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. IPA Agreement attached, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ENROUTE</b>				
12. If enroute voucher and traveler arrived same day and has a lease in place, was full lodging claimed first day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. If enroute voucher and traveler arrived same day and stayed in a hotel (does not have a lease yet) was a actual lodging claimed, not to exceed max per diem?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. If enroute voucher and traveler stopped overnight did traveler travel a minimum of 300 miles to receive lodging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. If enroute voucher and traveler stopped overnight prior to arriving at ETDY, was actual lodging claimed, not to exceed max per diem for location they stayed the night for first night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>MONTHLY</b>				
16. Were lodging receipts provided for all days claimed on voucher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. If a actual lodging cost being claimed, is a waiver from DCO attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Are lodging taxes properly claimed as "Other Expenses", if applicable (FTR 301-11.22)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Other - Please describe in Comments				
<b>RENTAL CAR</b>				
1. Is rental car economy/compact car. (NID 301-10.450)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. If not, is proper justification provided for larger car. (NID 301-10.450)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is rental car expense properly excluded for annual leave days, if any?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are costs for unauthorized or unjustified upgrades, GPS' or other non-reimbursable expenses properly excluded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Do receipts match expenses claimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is rental car authorized for ETDY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is gas for rental car valid for dates in voucher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is gas cost within reason, being claimed for travel to/from work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Other - Please describe in Comments				
<b>POV</b>				
Input GSA Rate				
GSA Mileage Rate -				
1. Vicinity Mileage total allowed to/from work?				
2. Mileage total to/from ETDY airport?				
3. Mileage total to/from FDS airport?				
4. Mileage total home to ETDY?				
5. If driving to ETDY, is cost comparison provided showing cost to fly versus cost to drive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is proper mileage rate used (FTR 301-10.303)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is distance traveled properly calculated. (FTR 301-10.302)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**ETDY Interim Checklist**

8.	Is mileage to/from work excluded for weekends, holidays, leave, teleworking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	If NSSC calculates different mileage, is difference less than the greater of 10% of miles or \$25 in total?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Is the total cost of POV & airport parking less than taxi fare & 15% tip to and from the airport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Other - Please describe in Comments				
<b>AIRFARE (FTR 301-10) - IBA</b>					
1.	Was contract airfare used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	If non-contract fare, was it less than contract and was it approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	If non-contract fare, was receipt provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Is travel by coach class (FTR 301-10.122)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	If not, is proper authorization/approval provided (FTR 31-10.123)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Other - Please describe in Comments				
<b>OTHER</b>					
1.	Are transportation tips limited to 15% of the transportation cost (FTR 301-10.420/NID 301-10.421)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Are courtesy transportation tips limited to \$2 of the transportation cost (FTR 301-10.420/NID 301-10.421)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Are receipts provided for all expenses >\$75 (NID 301-11.25)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	If laundry claimed, has traveler been at ETDY for a minimum of 4 consecutive nights (FTR 301-11.31)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Is parking expense allowed/authorized, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Receipt provided for parking, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Is shipping 350 lbs or less ground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Was insurance claimed in shipping cost?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	If using a uhaul, was cost comparison showing uhaul and gas versus flying provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	If in flight/airport internet was claimed, was a justification provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Other - Please describe in Comments				

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**ETDY Nested Checklist**

Traveler Name (First - Last): \_\_\_\_\_  
 Travel Voucher No.: \_\_\_\_\_  
 Travel Voucher Dates: \_\_\_\_\_  
 ETDY Location: \_\_\_\_\_  
 Home or Secondary? \_\_\_\_\_  
 ETDY Auditor: \_\_\_\_\_  
 Audit Date: \_\_\_\_\_

**Open Orders Completed:**  
 (Clear)

**Are Home Trips Exceeded?**  
 (Clear)

Per Diem Rates Per GSA:	100%	75%
Lodging (secondary)	0.00	
M&IE (secondary)	0.00	0.00
M&IE (home)	0.00	0.00

*Lodging and M&IE Detail may be reconciled on next tab(optional)*

	Yes	No	N/A	Comments
<b>LODGING &amp; M&amp;IE</b>				
1. If home trip, was 3/4 ETDY location per diem M&IE only claimed for travel days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. No lodging claimed at PDS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Taxable? (check for new authorization)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. If secondary, were lodging receipts provided for all days claimed on voucher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Are lodging taxes properly claimed as "Other Expenses", if applicable (FTR 301-11.27)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Other - Please describe in Comments				
<b>RENTAL CAR</b>				
2. If home trip (non official), is rental less than cost of taxi?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Is rental car economy/compact car. (NID 301-10.450)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. If not, is proper justification provided for larger car (NID 301-10.450)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is rental car expense properly excluded for annual leave days, if any?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are costs for unauthorized or unjustified upgrades, GPS <sup>1</sup> or other non-reimbursable expenses properly excluded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Do receipts match expenses claimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is gas for rental car valid for dates in voucher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Other - Please describe in Comments				
<b>POV</b>				
Input GSA Rate				
2. GSA Mileage Rate -				
2. Mileage total to/from ETDY airport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Mileage total to/from PDS airport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Mileage total home to ETDY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. If driving home, is cost comparison provided showing cost to fly versus cost to drive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is proper mileage rate used (FTR 301-10.303)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is distance traveled properly calculated. (FTR 301-10.302)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is the total cost of POV & airport parking less than taxi fare & 15 % tip to and from the airport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Other - Please describe in Comments				
<b>AIRFARE (FTR 301-10) - IBA ONLY</b>				
1. Was contract airfare used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. If non-contract fare, was it less than contract and was it approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. If non-contract fare, was receipt provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is travel by coach class (FTR 301-10.122)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. If not, is proper authorization/approval provided (FTR 31-10.123)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Other - Please describe in Comments				
<b>OTHER</b>				
1. Are transportation tips limited to 15% of the transportation cost (FTR 301-10.420/NID 301-10.421)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are courtesy transportation tips limited to \$2 of the transportation cost (FTR 301-10.420/NID 301-10.421)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are receipts provided for all expenses >\$75 (NID 301-11.25)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. If laundry claimed, has traveler been at ETDY for a minimum of 4 consecutive nights (FTR 301-11.31)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Receipt provided for parking, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. If in flight/airport internet was claimed, was a justification provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Other - Please describe in Comments				

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## APPENDIX G – SAMPLE OPEN ORDER SPREADSHEET

<b>OPEN ORDERS</b>					
<b>Name:</b>					
<b>ETDY Center:</b>			<b>Home Center:</b>		
<b>Travel Order #:</b>					
<b>Ext TDY Period:</b>					
Voucher #	Trips		Trips		Tech Initials
	Home Official	Dates of Official Trips Home	Home Personal	Dates of Personal Trips Home	

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## APPENDIX H – SAMPLE E-MAIL - REQUESTING ADDITIONAL RECEIPTS

---

(cc: the Preparer)

Re: Travel Authorization Number:  
Destination:  
Dates of Travel:

Dear (Traveler),

We are in the process of auditing the above referenced travel voucher. In order to complete our audit process, additional documentation is required as follows:

- Describe additional documentation required (for example: Airline itinerary /receipt which must include the Traveler's name, dollar amount and form of payment.)
- Describe additional documentation required
- Describe additional documentation required

Please attach the requested documentation to your voucher using the fax transmittal sheet in eTravel System within five (5) business days. After confirming that your fax has attached to your voucher, please notify the NSSC via e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

Thank you,

NSSC Travel Office

Web site: <http://www.nssc.nasa.gov/travel>

Fax: 1-866-779-6772

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## APPENDIX I – SAMPLE E-MAIL FOR REQUESTING MANAGEMENT APPROVAL FOR ACTUAL EXPENSES

---

(cc: the Preparer AND Center Travel Office)

Re: Travel Authorization Number:  
Destination:  
Dates of Travel:

Subject: Audit of voucher TA#XXXXXXXXXX

Dear (Traveler):

During our audit of your voucher, we determined that actual lodging expenses were claimed but were not properly approved by one of the designated approvers of actual expenses at your Center.

Federal travel regulations (FTR 301, Subpart D) require that actual expenses be authorized in advance of travel; however, after the fact approvals may be granted when supported by a reasonable explanation.

For these expenses to be allowable, you will need to obtain the written approval of your Center's designated approver and attach it to your voucher in *eTravel System*. Your request for approval should provide an explanation as to why actual expenses were required after the fact. For names of your designated approvers, please contact your Center travel office.

Once you have confirmed that a copy of the approval is attached to the referenced voucher, please notify the NSSC that the action has been taken so we may complete our audit. You may contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at [nssc-contactCenter@nasa.gov](mailto:nssc-contactCenter@nasa.gov). This action should be completed within 10 business days.

Thank you,  
NSSC Travel Office

Web: <https://www.nssc.nasa.gov/travel>

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## APPENDIX J – SAMPLE E-MAIL FOR AUDIT RESULTING IN A BOC

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(cc: the Preparer AND Center Travel Office)

Subject: Audit of (Traveler), Voucher TA#XXXXXXXXXX

Re: Travel Voucher Number:  
Destination:  
Dates of Travel:

Dear (Traveler),

The NSSC has performed a statistical sampling audit of the above travel voucher. Based on our review, we have determined that you claimed expenses for which you should not have been reimbursed as explained in the attached spreadsheet. Please amend your voucher to reflect the corrections detailed in this spreadsheet. Once you have completed these corrections, please ensure a copy of the attached spreadsheet is faxed to the e-travel system using the fax transmittal sheet from the voucher. After confirming that the fax has attached to your voucher, please submit it for approval.

You will be receiving a request for repayment for the amount due to the government.

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

Thank you,

NSSC Travel Office

Web site: <http://www.nssc.nasa.gov/travel>

Going on Extended Travel? View the NSSC's Video Update on Extended TDY Policy at <http://www.nssc.nasa.gov/etdyvideo>.

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## APPENDIX K – SAMPLE E-MAIL FOR AUDIT RESULTING IN A SUPPLEMENTAL PAYMENT

---

(cc: the Preparer AND Center Travel Office)

Subject: Audit of (Traveler), Voucher TA#XXXXXXXXXX

Re: Travel Voucher Number:  
Destination:  
Dates of Travel:

Dear (Traveler),

The NSSC has performed a statistical sampling audit of the above travel voucher. Based on our review, we have determined that you may have additional allowable expenses for which you should be reimbursed. We have summarized our findings in the attached spreadsheet. Please review this information. If you determine that these expenses should be claimed, you may submit an amended voucher by following your Center's process.

If your voucher is amended, please ensure a copy of the attached spreadsheet is faxed to the e-travel system using the fax transmittal sheet from the voucher. After confirming that the fax has attached to the voucher, please submit it for approval.

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

Thank you,

NSSC Travel Office

Web site: <http://www.nssc.nasa.gov/travel>

Going on Extended Travel? View the NSSC's Video Update on Extended TDY Policy at <http://www.nssc.nasa.gov/etdyvideo/>

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## APPENDIX L – SAMPLE E-MAIL TO TRAVELER FOR FIRST AUDIT NOTIFICATION

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Subject: Audit of Travel Voucher: XXXX

Traveler's name: XXXXXXXXXXXXX  
Travel Voucher Number: XXXXXXXXXXXXX  
Destination: XXXXXXXXXXXXX  
Dates of Travel: XXXXXXXXXXXXXXXXXXXX  
Amount Paid: \$XXXXXXXXXX

The above referenced travel voucher has been selected for audit\*.

**Please disregard this request if you have already attached all required receipts related to this travel voucher.**

Please ensure all required receipts are attached to your travel voucher in the eTravel system. If your receipts are not attached, either fax or electronically attach your receipts to your travel voucher in the eTravel system within the next five business days.

We appreciate your cooperation and will strive to make this process as smooth as possible.

If you have any questions, or need further assistance please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

Thank you,

NSSC

Travel Office

Web: <https://www.nssc.nasa.gov/customerservice>

According to the Federal Travel Regulations (FTR), Part 301-11.25, travelers must provide lodging receipts and any authorized expenses incurred over \$75.

Airline receipts or electronic ticket invoices must include the travelers name, destination, dollar amount, and form of payment.

As prescribed by the FTR, Part 301-52.4 #3, receipts must be retained for 6 years and 3 months as prescribed by the National Archives and Records Administration (NARA)

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under General Records Schedule 6, paragraph 1 (<http://www.archives.gov/records-mgmt/ardor/grs06.html>).

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## APPENDIX M – SAMPLE AUDIT CHECKLIST

### NSSC TRAVEL - DOMESTIC AUDIT QUESTIONNAIRE

Traveler Name (First MI Last):	<input type="text"/>	Findings:	<input type="text" value="(Clear)"/>						
Travel Voucher No.:	<input type="text"/>								
Net Payment to Traveler: (IBA + OTHER to traveler)	<input type="text"/>								
Remedy NSR Reference:	<input type="text"/>								
Auditor:	<input type="text"/>								
Audit Date:	<input type="text"/>								
Travel Dates:	<input type="text"/>								
Travel Destination(s):	<input type="text"/>								
Per Diem Rates per GSA:	<table border="1" style="display: inline-table; margin-right: 10px;"> <tr> <td style="text-align: center;"><small>Input from FedTrav Itinerary</small></td> <td style="text-align: center;"><small>Input GSA Rate</small></td> </tr> <tr> <td style="text-align: center;">Location</td> <td style="text-align: center;">100%</td> </tr> <tr> <td style="text-align: center;">75%</td> <td></td> </tr> </table>	<small>Input from FedTrav Itinerary</small>	<small>Input GSA Rate</small>	Location	100%	75%			
<small>Input from FedTrav Itinerary</small>	<small>Input GSA Rate</small>								
Location	100%								
75%									
Location 1 - Lodging	<input type="text"/>								
- M&IE	<input type="text"/>	\$							

*Lodging and M&IE Detail may be reconciled on next tab(optional)*

M&IE (FTR 301-11)	Yes	No	N/A	Comments	+		-	
					Govt owes Trav	Trav owes Govt	Govt owes Trav	Trav owes Govt
1. Is correct location used to select per diem (FTR 301-11.101-102)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
2. Do rates claimed agree to GSA(FTR 301-11.101-102)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
3. Is 75% properly claimed for first and last day of travel(FTR 301-11.101)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
4. Are rates properly adjusted for meals provided (FTR 301-11.18), if any?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
5. Is M&IE properly excluded for personal leave days, if any (FTR 310-11.21)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
6. Other - Please describe in Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
<b>LODGING (FTR 301-11)</b>					Govt owes Trav		Trav owes Govt	
1. Are lodging expense claimed only for authorized travel dates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
2. Do lodging receipts match expenses claimed (FTR 301-11.25/NID 301-11.1 - 11.21)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
3. Is lodging per diem rate claimed for proper location (FTR 301-11.7 - 11.8)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
4. If lodging exceeded per diem and actuals are not approved, did lodging expense match the allowable per diem for that TDY location per GSA (FTR 301-11.25)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
5. Are lodging taxes properly claimed as "Other Expenses" (FTR 301-11.27)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
6. Is lodging expense properly excluded for personal leave days, if any (FTR 310-11.21)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
7. Are credits, if any properly accounted for by the traveler?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
8. Are non-reimbursable expenses (e.g., wet bar, room service, movies) properly excluded from the travel voucher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
9. If actuals claimed, is proper justification provided (FTR 301-11.300 - 306)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
10. Other - Please describe in Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
<b>RENTAL CAR</b>					Govt owes Trav		Trav owes Govt	
1. Is rental car economy/compact car. (NID 301-10.450)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
2. If not, is proper justification provided for larger car (NID 301-10.450)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
3. Is rental car expense properly excluded for annual leave days, if any?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
4. Are costs for unauthorized or unjustified upgrades, GPS' or other non-reimbursable expenses properly excluded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
5. Do receipts match expenses claimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-
6. Other - Please describe in Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	-	\$	-

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POV	Input GSA Rate				Govt owes Trav	Trav owes Govt
GSA Mileage Rate						
1.	Is proper mileage rate used (FTR 301-10.303)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
2.	Is distance traveled properly calculated (FTR 301-10.302)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
3.	If NSSC calculates different mileage, is difference less than the greater of 10% of miles or \$25 in total?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
5.	Is the total cost of POV & airport parking less than taxi fare & 15 % tip to and from the airport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
6.	Other - Please describe in Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
<b>TRANSPORTATION (FTR 301-10)</b>					<b>Govt owes Trav</b>	<b>Trav owes Govt</b>
1.	Is transportation charged to CBA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
2.	If not, is a proper receipt submitted showing traveler's name, travel dates, destination, amount paid and payment method?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
3.	Is travel by coach class (FTR 301-10.122)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
4.	If not, Is proper authorization/approval provided (FTR 31-10.123)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
5.	Other - Please describe in Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
<b>OTHER</b>					<b>Govt owes Trav</b>	<b>Trav owes Govt</b>
1.	If lodging expense is at or below per diem, do lodging tax expenses claimed match receipts (FTR 301-11.27)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
2.	If lodging expense is above per diem, is lodging tax claimed only up to the amount of allowable per diem (FTR 301-11.27)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
3.	Is Lodging tax properly excluded for personal leave days, if any (FTR 310-11.21)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
4.	Are transportation tips limited to 15% of the transportation cost (FTR 301-10.420/NID 301-10.421)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
5.	Are courtesy transportation tips limited to \$2 of the transportation cost (FTR 301-10.420/NID 301-10.421)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
6.	Are receipts provided for all expenses >\$75 (NID 301-11.25)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
7.	If laundry claimed, is travel for a minimum of 4 consecutive nights (FTR 301-11.31)? No laundry allowed in Alaska & Hawaii.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
8.	Was self parking used at the hotel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
9.	If not and valet parking was claimed, was a justification provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
10.	If excess baggage is claimed, was a justification provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
11.	If in flight/airport internet was claimed, was a justification provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
12.	Other - Please describe in Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	\$ -
<b>SUBTOTAL - ADJUSTMENTS</b>					\$ -	\$ -
<b>NET ADJUSTMENT - Govt owes Trav (Trav owes Govt)</b>					\$ -	\$ -
<b>REVISED TRAVEL VOUCHER AMOUNT:</b>					\$ -	\$ -

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## APPENDIX N – SAMPLE AR INVOICE DATA REQUIREMENTS FORM

AR Invoice Data Requirements Form			
<b>Name:</b>		<b>SN Case - BOC Request #</b>	
<b>Center Name:</b>		<b>SN Case - Collection Receipt #</b>	
<b>Employee / NonEmployee #:</b>		<b>SN Case - Rescind # (if applicable)</b>	
<b>Dates of Travel:</b>		<b>Customer #</b>	
<b>Travel Location:</b>			
<b>TA #:</b>			
<b>Date of Cash Disbursement:</b>			
<b>Vendor:</b>			
<b>FM Task #</b>			
<b>LINE:</b>	\$ -	<b>AR BILL</b>	
<b>LINE:</b>	\$ -	<b>AP CREDIT MEI</b>	
<b>LINE:</b>	\$ -	<b>AP CLEARING C</b>	
		<b>AR CREDIT MEI</b>	
		<b>NON-EMPLOYEE ADDRESS (if applicable)</b>	
<b>TOTAL AMOUNT:</b>	\$ -		
EXPLANATION OF DEBT			
Refund to the Appropriation Bill Requires All Data Listed Below			
<b>GL Account:</b>			
<b>TAS (if Federal Customer)</b>			
<b>Cost Center:</b>			
<b>Internal Order:</b>			
<b>VBS:</b>			
<b>VBS:</b>			
<b>VBS:</b>			
<b>Fund:</b>			
<b>Fund Center:</b>			
<b>Funds Commitment:</b>			
<b>Line Item #:</b>			
<b>Submitted by:</b>			
<b>Date:</b>			

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## APPENDIX O – SAMPLE ETDY COUNSELING CHECKLIST

	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  NASA SHARED SERVICES CENTER STENNIS SPACE CENTER, MS 39529-8000	<b>Extended Temporary Duty (ETDY) Assistance Checklist</b>	
<b>Section 1 - Customer Information</b>			
Current Date	<input type="text"/>	Traveler's Name	<input type="text"/>
Telephone	<input type="text"/>	E-mail	<input type="text"/>
Permanent Duty Station (PDS)	<input type="text"/>	ETDY Location	<input type="text"/>
What Center are you employed by?	<input type="text"/>		
Is your PDS location different from your residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, where is your residence?	<input type="text"/>		
Dates of Travel:	From: <input type="text"/>	To: <input type="text"/>	
Purpose	<input type="text"/>		
Has traveler been on ETDY to this location before?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, From:	<input type="text"/>	To:	<input type="text"/>
Counselor	<input type="text"/>	Date Counseled	<input type="text"/>
<b>Section 2 - Will you be requesting a cash advance?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Government Credit Card Advances</b>			
<input type="checkbox"/> You may receive a travel advance with the Government-issued travel charge card by cash withdrawal at Automated Teller Machine (ATM) or at bank facilities. Exceptions are: You do not have a travel card.			
<input type="checkbox"/> A weekly cash limit of \$300 is established by the agency but this limit may be increased up to \$1500 in coordination with the Center Agency Program Coordinator (CAPC).			
<input type="checkbox"/> The financial utilization on the Government Travel Individually Billed Account (IBA) should not exceed the expected cost of the trip authorized. If that occurs, it is misuse of Government funds under the law.			
<input type="checkbox"/> Repayment of travel advances from a Government-issued charge card is due in full by the statement due date.			
NOTE: See Electronic Fund Transfer (EFT) cash advance section below for more information.			
<b>Electronic Fund Transfer (EFT) Cash Advances</b>			
<input type="checkbox"/> EFT cash advances may be issued to you without a Government-issued travel card. (NID 9700.2 Appendix A 301-51.204)			
<input type="checkbox"/> Cash advances must be authorized on your travel orders. You will need to coordinate with the Center's Travel Business Process Lead in the Office of the Chief Financial Officer (OCFO).			
<input type="checkbox"/> The maximum amount of a cash advance is for 45 days at the reduced per diem rate (Example: DC area \$173 x 45 = \$7785). See www.gsa.gov for current per diem.			
<input type="checkbox"/> Repayment of EFT cash advances begins on the first monthly voucher. Equal deductions based on the number of days covered by the interim voucher will be made to reclaim the advance. If the advance amount is still outstanding at the end of the ETDY assignment, a bill of collection will be required. (NID 9700.2 Appendix A 301-71.305)			

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<b>Section 3 - Intergovernmental Personnel Act (IPA) Agreement</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> If you are or will be under an IPA, a copy of this agreement must be attached and submitted with your first expense report.	
<b>Section 4 - Househunting Trips</b>	
<input type="checkbox"/> Househunting trips are NOT allowed on ETDY. If you are traveling to your ETDY location on a separate official business trip prior to beginning your ETDY assignment, you may take the opportunity to check into lodging accommodations on your own time.	
<b>Section 5 - Will family be accompanying you?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> There is no authority for NASA to pay per diem expenses for any family members who are not NASA employees at the ETDY site. An employee who decides to take family members along on the ETDY assignments should be prepared to pay for all of their related expenses. (NID 9700.2 Appendix A 301-11.213)	
<b>Section 6 - Is spouse a NASA government employee on ETDY or Change of Station (COS) orders?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, what is Spouses Name? <input style="width: 500px;" type="text"/>	
What Location? <input style="width: 500px;" type="text"/>	
<input type="checkbox"/> One spouse will receive reduced per diem rate of up to 65% and the accompanying spouse will receive up to 65% of the M&IE only. (NID 9700.2 APPENDIX A 301-11.214)	
<input type="checkbox"/> There could be potential conflicts in entitlements for ETDY versus COS. We will research after we have completed our counseling and notify you if we identify any issues.	
<b>Section 7 - Enroute Transportation</b>	
<input type="checkbox"/> The official mode of transportation for travel between the permanent duty station and the ETDY station is the common carrier. If the traveler chooses to take another mode of travel other than the preferred official mode, they will be limited up to the cost of common carrier. (NID 9700.2 Appendix A 301-11.208)	
<input type="checkbox"/> The authorized mode of transportation for travel between the permanent duty station and the ETDY station is the common carrier.	
<input type="checkbox"/> Prior to authorization of enroute transportation allowances, a determination should be made by the authorizing official to ascertain what local transportation is available at the particular ETDY station in an effort to decide if a rental car should be authorized.	
<p>Example of Privately Owned Vehicle (POV) Advantageous to Government vs. Personal Preference</p> <ul style="list-style-type: none"> <li>● Common carrier available to ETDY point and local transportation available at the ETDY point = POV is personal preference only.</li> <li>● Common carrier available to ETDY point, but local transportation not available = cost comparison must be completed for travel to and at ETDY location to determine what is most advantageous.</li> <li>● Common carrier not available to ETDY point and local transportation not available = POV may be authorized as advantageous to government.</li> </ul>	

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<b>Section 7 - Enroute Transportation (Continued)</b>	
<p><b>Common Carrier (airfare, train)</b></p> <p><input type="checkbox"/> The contract city-pair fare must be used. If you do not use the contract city-pair fare you must meet the criteria in FTR 301-10.107 and you must have approval from your Deputy Chief Financial Officer (DCFO) (or designee) that it is practicable and cost effective.</p> <p><b>POV</b></p> <p><input type="checkbox"/> Reimbursement will be limited to the cost of common carrier. A cost comparison is required showing cost for airfare compared to direct mileage. (NID 9700.2 APPENDIX A 301-10.309)</p> <p><b>Rental Car</b></p> <p><input type="checkbox"/> The use of a rental vehicle must be advantageous to NASA and must be specifically authorized prior to travel. (NID 9700.2 APPENDIX A 301-10.450)</p> <p><input type="checkbox"/> Economy / Compact size rental cars are the standard size rental cars to be authorized for TDY. (NID 9700.2 APPENDIX A 301-10.450)</p> <p><input type="checkbox"/> Any upgrade should be authorized prior to commencement of travel and justification is required. (NID 9700.2 APPENDIX A 301- 10.450)</p> <p><b>Other</b></p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div> <p>NOTE: If other transportation, further research may be required. Once research has been completed, we will get back with you.</p>	
<b>Section 8 - Will you be shipping any Unaccompanied (Excess) Baggage</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><input type="checkbox"/> Baggage must be transported in manner most cost effective to the government and is justified in connection with your ETDY assignment. (NID 9700.2 APPENDIX A 301-11.225)</p> <p><input type="checkbox"/> Excess baggage does not include furniture or household goods. (NID 9700.2 APPENDIX A 301-11.225)</p>	
<b>Section 9 - Enroute Lodging (If the authorized mode of transportation is POV)</b>	
<p><input type="checkbox"/> You are expected to take the most direct route to and from your ETDY location.</p> <p><input type="checkbox"/> Travel by common carrier (air, rail, bus) is considered the most advantageous method to perform official travel. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost by common carrier exceeds the cost by another method of transportation (FTR 301-70.101).</p> <p><input type="checkbox"/> Trip to ETDY Location: First day-Traveler will receive lodging up to the per diem rate where traveler stays the night and 3/4 M&amp;IE. Reduced per diem based on ETDY location per diem rate will begin second day regardless if traveler is still enroute. Trip from ETDY Location at end of ETDY: Traveler will receive reduced per diem rate on enroute travel back to PDS after ETDY ends.</p>	

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	<b>Section 10 - Transportation at ETDY Location</b>
<p><b>NOTE: Authorized mode of transportation must be listed on authorization.</b></p> <p><b>POV (If Authorized)</b></p> <p><input type="checkbox"/> If Center has authorized POV then your Center can authorize vicinity miles to / from work at the ETDY location, if local transportation is not available (<i>metro</i>). Approval for vicinity miles must be noted on the authorization.</p> <p><input type="checkbox"/> Gas will not be reimbursed because it is included in the mileage rate.</p> <p><input type="checkbox"/> Shipping of an automobile is not an allowable expense (<i>including auto train</i>).</p> <p><input type="checkbox"/> POV mileage will be reimbursed based on the current General Services Administration (GSA) rate.</p> <p><b>Rental Car (If Authorized)</b></p> <p><input type="checkbox"/> Your agency must determine that use of a rental vehicle is advantageous to the Government and must specifically authorize such use. (<i>FTR 301-10.450</i>)</p> <p><input type="checkbox"/> Rental car should be used for official travel to / from work. You are responsible for any additional cost resulting from the unauthorized use of a commercial rental automobile for other than official travel-related purposes (<i>FTR 301-10.453</i>).</p> <p><b>Metro</b></p> <p><input type="checkbox"/> If local transportation is available at the ETDY location you should check with your travel office for a transit subsidy. If you are provided a subsidy pass you should ensure this is notated on your authorization. If subsidy is not available, you should select the most cost effective purchase, such as a monthly pass.</p> <p><input type="checkbox"/> A determination should be made by the authorizing official to ascertain what local transportation is available at the particular ETDY station before authorizing any transportation allowances. (<i>NID 9700.2 APPENDIX A 301-11.208</i>)</p> <p><b>Taxi</b></p> <p><input type="checkbox"/> NASA has determined that a reasonable tip for commercially operated local transportation such as a taxi is a maximum of 15% of the fare. (<i>NID 9700.2 APPENDIX A 301-10.421</i>)</p> <p><input type="checkbox"/> Taxi cannot be used as transportation to / from work unless advantageous. It should only be used for transportation to common carrier terminals or official business where local transportation is not available and is shown to be advantageous. (<i>NID 9700.2 APPENDIX A 301-10.20</i>)</p>	
<b>Section 11 - Per Diem Rate Definitions</b>	
ETDY Per Diem Rates <input style="width: 500px; height: 20px;" type="text"/>	
Lodging - 65% = <input style="width: 500px; height: 20px;" type="text"/>	
Meals and Incidental Expenses (M&IE) - 65% = <input style="width: 500px; height: 20px;" type="text"/>	
<input type="checkbox"/> Reduced rate is the flat rate allowed for each full day at the ETDY location. You will be reimbursed up to 65% of the maximum per diem. ( <i>NID 9700.2 APPENDIX A 301-11.203</i> )	

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<b>Section 11 - Per Diem Rate Definitions (Continued)</b>	
<input type="checkbox"/> Reduced rate reimbursement begins on the second day of travel regardless of the mode transportation. (NID 9700.2 APPENDIX A 301-11.205) <input type="checkbox"/> Daily Fixed Costs are the expenses other than meals authorized in the ETDY per diem rate. (NID 9700.2 APPENDIX A 301-11.215 / NID 9700.2 APPENDIX A 301-11.216)	
<p><b>NOTE:</b> The fixed cost rate of up to 65% of the lodging portion of the per diem rate is applied on monthly vouchers when you are away from the ETDY location for any reason which includes annual leave, comp time, returns to PDS or secondary travel. (NID 9700.2 APPENDIX A 301-11.215 / NID 9700.2 APPENDIX 301-11.216)</p> <p><b>NOTE:</b> Before starting ETDY the traveler should check the State Tax laws for their ETDY location. Some states may consider the traveler a permanent resident after working there for a certain time-frame. If the traveler brings their POV to the ETDY location, that state may require them to register the POV in that state.</p>	
<b>Section 12 - Lodging at the ETDY Location</b>	
<p><b>NOTE:</b> The lodging choice must be FEMA certified conventional Lodging (<i>hotel / motel, boarding house or apartment</i>) (NID 9700.2 APPENDIX A 301-11.11)</p> <p style="color: blue;"><b>Long Term Lodging (LTL) under the Transportation, Delivery and Relocation Solutions (TDRS) Schedule 48 (NOTE: Not Applicable for foreign TDY locations)</b></p> <input type="checkbox"/> Designed for lodging needs of 30 days or more. This program provides housing accommodations that are within the current per diem rates and allow for short or long term stays. Typical facilities include apartment or condominium type properties that may be furnished with all the amenities of a regular home. Current list of vendors is available at <a href="http://www.gsa.gov/longtermlodging">www.gsa.gov/longtermlodging</a> .	
<p>The following is included as part of the reduced per diem rate. (NID 9700.2 APPENDIX A 301-11.213 / NID 9700.2 APPENDIX A 30-11.216)</p> <input type="checkbox"/> The costs of a efficiency or one bedroom furnished apartment through the GSA Schedule 48 lodging program or, if not available, an unfurnished efficiency or one bedroom apartment. If renting other than a one bedroom, a comparable quote will need to be provided with first voucher of what a one bedroom would be. <input type="checkbox"/> If not furnished, appropriate and necessary furniture can be rented, not to exceed (up to 65%) of the lodging portion of the per diem rate. <input type="checkbox"/> Connection, use and disconnection of utilities. <input type="checkbox"/> Basic telephone usage fee ( <i>no installation or long distance</i> ). <input type="checkbox"/> Basic Cable ( <i>no premium channels</i> ). <input type="checkbox"/> Internet service ( <i>high speed is allowable</i> ). <input type="checkbox"/> Cost of reasonable fees for cleaning service if not included in lodging. <input type="checkbox"/> Parking at residence <input type="checkbox"/> Miscellaneous deposits / fees such as amenity fee, lodging deposit, move-in fee, application fee, garage fee, storage fee, etc. (GSBCA 16478-TRAV)	
<p style="color: blue;"><b>Government Quarters</b></p> <input type="checkbox"/> You will be reimbursed, as a lodging expense, the fee or service you pay for use of the quarters not to exceed the reduced lodging portion for that location. (FTR 301-11.12 (a) (2) )	

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	<b>Section 12 - Lodging at the ETDY Location (Continued)</b>
<p><b>Lodging with Friends or Relatives</b></p> <p><input type="checkbox"/> You will not be reimbursed for lodging, but will be reimbursed 65% of the M&amp;IE. (FTR 301-11.12 (a) (3) )</p> <p><input type="checkbox"/> You may only be reimbursed for any additional costs that can be shown to be directly related to your staying with friends or relatives, such as the cost to rent bedroom furniture. (NID 9700.2 APPENDIX A 301-11.220)</p> <p><b>Non-Conventional Lodging</b></p> <p><input type="checkbox"/> You may be reimbursed for the cost of other types of lodging when there are not conventional lodging facilities in the area or when conventional lodging facilities are in short supply because of an influx of attendees due to a special event. (FTR 301-11.12 (a) (4) )</p> <p><input type="checkbox"/> When renting a room from a private individual, the following criteria must be met.</p> <ul style="list-style-type: none"> <li>● The relationship between the landlord and the employee must be at "arms length," meaning the landlord is not a relative or a personal friend.</li> <li>● The relationship must be of a business purpose, meaning the landlord must be in the business of renting out the room in their home.</li> <li>● A lease agreement is in place and the rent charged is reasonable.</li> </ul> <p>NOTE: If the above criteria is met, you will receive up to 65% of the lodging for the area in which you are performing the TDY. (GSBCA 143980-TRAV)</p> <p><b>Recreational Vehicle</b></p> <p><input type="checkbox"/> You may be reimbursed for expenses (parking fees, connection use and disconnection of utilities, bath or shower fees and dumping fees) as lodging cost. You will not be reimbursed any expenses associated with the purchase, sale or payment of a recreational vehicle or camper. (FTR 301-11.12 (a) (5) )</p> <p><b>Other</b></p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>NOTE: Your agency will not reimburse you for:</p> <p>(1) Personally-owned residence. You will not be reimbursed for any lodging expenses for staying at your personally-owned residence or for any real estate expenses associated with the purchase or sale of a personal residence at the TDY location, except in conjunction with an authorized relocation pursuant to Chapter 302 of this Title. (FTR 301-11.12 (b) (1) )</p> <p>(2) Personally-owned Recreational vehicle (trailer / camper). You will not be reimbursed any expenses associated with the purchase, sale or payment of a recreational vehicle or camper at the TDY location.</p> <p>(3) Preexisting rental agreements must be at arms length. (FTR 301-11.12 (b) (2) )</p>	
<p><b>Section 13 - Request for Actuals</b></p> <p><input type="checkbox"/> You may request for reimbursement of actual expenses in instances when the prescribed per diem rate for an ETDY assignment will not cover the continuing cost of the assignment. (NID 9700.2 APPENDIX A 301-11.224)</p>	

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 <p>NATIONAL AERONAUTICS AND SPACE ADMINISTRATION NASA SHARED SERVICES CENTER STENNIS SPACE CENTER, MS 39529-8000</p>	<h3>Extended Temporary Duty (ETDY) Assistance Checklist</h3>
	<p><b>Section 13 - Request for Actuals (Continued)</b></p> <p><input type="checkbox"/> A request for actuals must be submitted to the Director, Policy Division, OCFO, NASA Headquarters. All requests must be submitted in writing and signed by the designated authorizing official (<i>traveler's supervisor / director / chief</i>). The request must include:</p> <ul style="list-style-type: none"> <li>● A statement that the additional cost is a necessary expense to the Government.</li> <li>● A statement that approval of the request is in the best interest of the Government.</li> <li>● Estimated additional cost.</li> <li>● Fund Center and Fund that will finance the additional cost.</li> <li>● Start and end date of additional entitlement.</li> <li>● Thorough explanation of why actual expenses are required.</li> </ul> <p>NOTE: When this information is collected, prepare a memorandum for the signature of the Director of Business Integration that identifies the traveler, describes the requested exemption waiver / approval, and states that the request is approved. The request should route through the Agency Travel Business Process Lead and the Director, Policy Division for their concurrence.</p> <p><b>Section 14 - Allowable Miscellaneous Expenses</b></p> <p><input type="checkbox"/> Laundry / Dry Cleaning for travelers clothing used during official business only. (<i>FTR 301-11.31</i>) You must incur four full consecutive nights of lodging at your ETDY or on TDY to claim this expense. If you are on leave or at your home duty station for personal or business related, you cannot claim laundry expense. (<i>laundry soap is not an allowable expense</i>)</p> <p><input type="checkbox"/> ATM Fees (<i>Government Card Only</i>)</p> <p><input type="checkbox"/> Metro fare (<i>if not receiving subsidy</i>) or mileage (<i>if authorized</i>) to / from official business</p> <p><input type="checkbox"/> Excess baggage (<i>not to exceed 350 pounds</i>) (<i>NID 9700.2 APPENDIX A 301-11.225</i>)</p> <p><input type="checkbox"/> Tolls, Shuttles, Taxi, Tips (<i>not to exceed 15% for taxi or \$2 for shuttle</i>) (<i>NID 9700.2 APPENDIX A 301-10.421</i>)</p> <p><input type="checkbox"/> Parking at airport and POV mileage (<i>not to exceed the cost of taxi fare to / from the terminal</i>). As a prudent traveler, you should use satellite parking facilities rather than daily, valet or garage parking facilities. (<i>NID 9700.2 APPENDIX A 301-10.308</i>)</p> <p><input type="checkbox"/> Fees incurred as a result of breaking a lease as long as ETDY is canceled by NASA and prudent efforts were made to obtain a refund. NASA will not pay your expenses if you did not try to obtain a refund, if you did not take steps to minimize the costs, or if you did not act reasonably and prudently in incurring the prepaid lodging expenses. (<i>NID 9700.2 APPENDIX A 301-11.16</i>)</p> <p><b>Section 15 - Home Trips</b></p> <p><input type="checkbox"/> If authorized, trips to PDS are allowed an average of every three weeks, not to exceed 17 trips per a one year assignment or the prorated equivalent rounded down for assignments of a lesser duration. (<i>Example: A six month assignment should not exceed 8 trips.</i>) Some programs, such as the leadership programs, may reduce the allowed number of trips home. (<i>NID 9700.2 APPENDIX A 301-11.221</i>)</p> <p><input type="checkbox"/> The use of a rental car can be authorized at the PDS for official business if the rental car can be justified to be advantageous to the government and not merely a personal convenience. Rental car cannot be claimed on days traveler is not working while at PDS.</p> <p><input type="checkbox"/> Home trips should be vouchered on a separate expense report called a "nested" trip. The nested trip is related to your ETDY authorization, but has a separate voucher number.</p> <p><input type="checkbox"/> Trips to PDS should be notated on the voucher and should indicate whether they are home visits or official business.</p> <p><input type="checkbox"/> On day of departure from ETDY location and on day of return to ETDY location, traveler is entitled to 75% M&amp;IE plus fixed lodging at the ETDY location.</p> <p><input type="checkbox"/> You will receive the fixed lodging rate of up to 65% of the lodging portion of the per diem rate on the monthly voucher.</p>

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<b>Section 15 - Home Trips (Continued)</b>	
<input type="checkbox"/> No per diem ( <i>lodging or M&amp;IE</i> ) is paid at the PDS. <input type="checkbox"/> If annual leave is taken all expenses will be pro-rated to account for leave days.	
<b>Section 16 - Secondary Travel</b>	
<p>NOTE: When a traveler is on ETDY and is requested to perform TDY at another location (<i>other than their permanent duty station</i>), this is considered Secondary Travel.</p> <input type="checkbox"/> Fixed lodging rate should be authorized at the ETDY location. While on secondary travel, travelers cannot claim M&IE at the ETDY location. This rate is up to 65% of the lodging portion of the per diem rate. <input type="checkbox"/> Monthly ETDY vouchers should have the secondary travel dates and authorization number annotated in the comments section. <input type="checkbox"/> Secondary travel vouchers and monthly ETDY vouchers should be compared to ensure there is no overlap in payment of expenses.	
<b>Section 17 - Weekends / Leave</b>	
<p><b>Weekends</b></p> <input type="checkbox"/> You are paid the reduced ETDY per diem rate for weekends as long as you are not in a leave status at the end of the workday preceding the weekend and at the beginning of the workday following the weekend.	
<p><b>Leave</b></p> <input type="checkbox"/> Sick Leave: If you take sick leave, you will receive the regular ETDY rate. ( <i>FTR 301-30.4</i> ) <input type="checkbox"/> All Other Leave: <ul style="list-style-type: none"> <li>● You will only receive the fixed lodging rate (<i>up to 65% of the lodging portion of the per diem rate</i>) on monthly voucher if taking any amount of leave on any work day.</li> <li>● You will only receive fixed lodging rate (<i>up to 65% of the lodging portion of the per diem rate</i>) on non-work days if you are in a 'leave status' at the ending of the work day before and the beginning of the work day after non-work days. (<i>FTR 301-11.21</i>)</li> </ul>	
<b>Section 18 - Filing Travel Vouchers</b>	
<input type="checkbox"/> All ETDY Assignments greater than 90 days must be approved by an Official in Charge (OIC) at HQ offices or Center Director. Approval must be submitted with first voucher ( <i>NID 9700.2 APPENDIX A 301-11.202</i> ). <input type="checkbox"/> Vouchers should be submitted on a monthly basis ( <i>NID 9700.2 APPENDIX A 301-52.7</i> ). Payments are not made during the last 3 business days of the month or on the first business day of the following month due to month end close out purposes. For this reason, it is recommended that your voucher be approved by your management at least 4 business days prior to the last payment date to allow enough time to review and process the voucher. <input type="checkbox"/> Attach a copy of the lodging receipt and / or proof of payment and submit with each travel voucher. <input type="checkbox"/> Attach a copy of your signed lease agreement with the first travel voucher. If lease is extended or changed, a new lease must be provided. The lease must be signed by both lessee and lessor. <input type="checkbox"/> All lease agreements must indicate how many rooms are included. If not provided within lease verbiage please make a notation on the lease before submitting to your center for approval. Lease must be attached to the Travel Authorization before Center Travel Office approval. ( <i>NID 9700.2 APPENDIX A 301-11.213 / NID 9700.2 APPENDIX A 301-11.216</i> ) <input type="checkbox"/> You may submit your first voucher with less than 30 days in order to arrange recurring payment in a more convenient time of the month.	

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	<p><b>Section 18 - Filing Travel Vouchers (Continued)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of rental payment must be submitted monthly. A front and back copy of a canceled check or paid invoice from lessor is acceptable. (NID 9700.2 APPENDIX A 301-11.25 / 301 -11.203)</li> <li><input type="checkbox"/> Attach copies of receipts for expenses over \$75.</li> <li><input type="checkbox"/> Receipts should be attached to your voucher.</li> <li><input type="checkbox"/> Vouchers may be held from processing by the NSSC until all required documentation is attached and received.</li> <li><input type="checkbox"/> Vouchers which require corrections will have to be returned to the traveler / preparer. The NSSC is unable to make changes on the voucher.</li> <li><input type="checkbox"/> Any special circumstances, annual leave, secondary or home trips need to be mentioned in the comments section of the voucher. Trips home need to be descriptive to advise whether this was an official visit home or a personal home visit.</li> <li><input type="checkbox"/> If you will be teleworking, on a alternate / flex schedule or work weekends, this should be notated on your voucher.</li> <li><input type="checkbox"/> A breakdown of expenses is required for all items placed in the "other expense" category.</li> <li><input type="checkbox"/> Nested (<i>home / secondary</i>) vouchers should be submitted prior to the monthly interim voucher.</li> <li><input type="checkbox"/> Work closely with your preparer to ensure per diem does not overlap between nested trips and monthly interim voucher.</li> </ul> <p><b>Section 19 - ETDY Taxes (Extended TDY Tax Reimbursement Allowance)(ETTRA)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> From the point it can be determined that your assignment will exceed 365 days, the NSSC should be notified immediately so that we can begin deducting taxes from the subsequent monthly vouchers. (FTR 301-11.601)</li> <li><input type="checkbox"/> Any assignment to a specific location (<i>within a 50 mile radius</i>) will be treated as one continuous assignment unless there is a 7 month break in service. If the break is less than 7 months, your travel reimbursement will be taxable (IRS Memorandum 200026025).</li> <li><input type="checkbox"/> The amount of deduction is determined by the IRS for all taxable reimbursements.</li> <li><input type="checkbox"/> This taxable information is then reported to Department of Interior (DOI) to be included on employee's W-2 at the end of the calendar year and must be sent to the traveler for filing of their ETTRA.</li> <li><input type="checkbox"/> If you return to your PDS and create a new set of orders to return to the same ETDY location, this does not circumvent the fact that the ETDY is taxable if the totals from both sets of orders exceeds 1 year. (FTR 301-11.601)</li> <li><input type="checkbox"/> If the ETDY is expected to last for more than 1 year, whether or not it actually last for more than a year, the IRS considers this to be an indefinite assignment and is subject to taxes. (FTR 301-11.601)</li> <li><input type="checkbox"/> If you determine that the ETDY may exceed 365 days, you should contact the NSSC to discuss ETDY taxes in more detail.</li> </ul> <p><b>Section 20 - Additional Comments / Action Items</b></p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

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## APPENDIX P – SAMPLE E-MAIL FOR CONTACTING CTO FOR REVIEW OF AUDIT COMPLETED

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(Subject) Audit of (Traveler), Voucher TA#XXXXXXXXXX

Re: Travel Voucher Number:

Destination:

Dates of Travel:

Dear Center Travel Office,

The NSSC performed a statistical sampling audit of the above travel voucher and we are providing your office with the audit results. Attached you will find the corresponding NSSC Travel Voucher Adjustment Template with the details of the audit findings. The traveler will not be notified of these audit results until the CTO's review of the monthly metric report is completed. This email is a courtesy review of the audit findings prior to the NSSC notifying the traveler of the results. Please do not amend the voucher until the actual bill (BOC) or supplemental (SUP) notices are distributed to the traveler.

Please review the spreadsheet and contact us within 5 business days if you disagree. You should contact Janel Benoit, at 1-877-677-2123 (1-877-NSSC123) or by e-mail at [nssc-contactCenter@nasa.gov](mailto:nssc-contactCenter@nasa.gov).

Thank you,

NSSC Travel Office

Web site: <http://www.nssc.nasa.gov/travel>

Going on Extended Travel? View the NSSC's Video Update on Extended TDY Policy at <http://www.nssc.nasa.gov/etdyvideo>.

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## APPENDIX Q – SAMPLE E-MAIL FOR ETDY COUNSELING

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Dear Mr. XXXXXX,

Thank you for completing your ETDY (Extended Temporary Duty) questionnaire. [Alina Davis](#) has been assigned to assist you during your ETDY assignment.

We recommend that you view the short [video](#) on ETDY that is available on our Web site (<https://www.nssc.nasa.gov/extendedtdy>) and take the ETDY orientation course, which is available in the System for Administration, Training, and Educational Resources at NASA ([SATERN](#)). Please follow the instructions below to locate the course.

Once logged into SATERN, click on “Catalog”.

1. Click on “Simple Catalog Search”.
2. In the “Keywords” box, type “Extended TDY”, and click “Search”.
3. Locate “NSSC EXTENDED TDY BRIEFING”.
4. Click “Launch content” to view the course.

[Alina](#) will be contacting you to set up an appointment to further review your specific ETDY assignment and to address any questions you may have.

If you choose not to take the orientation course, please contact the NASA Shared Services Center (NSSC) by e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov) or call 1-877-677-2123 (1-877-NSSC123) so we may proceed with setting up an appointment.

We also highly recommend you review the [NASA Desk Guide on Domestic Temporary Duty \(ETDY\)](#).

We look forward to working with you and to assisting you during your ETDY assignment.

Thank you,

NSSC Travel Office

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

Fax: 1-866-779-6772

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## APPENDIX R – ETDY COUNSEL APPOINTMENT SCHEDULE EMAIL

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Dear (Mr./Ms. Customer Name),

I have been assigned as your Extended TDY caseworker and will be personally assisting you during your assignment. At your convenience, I would like to speak with you about the details of your Extended TDY. The call will take approximately 30 to 45 minutes of your time.

Please contact us by phone at 1-877-677-2123 (1-877-NSSC123) or by e-mail ([nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)) and let us know a date and time that would be convenient for you to speak with your Extended TDY caseworker.

As an additional resource, please view the Extended TDY video at [www.nssc.nasa.gov/etdyvideo](http://www.nssc.nasa.gov/etdyvideo).

I look forward to assisting you during your Extended TDY assignment.

Thank you,

NSSC  
Travel Office  
Web: <http://www.nssc.nasa.gov/customerservice>  
Fax: 1-866-779-6772

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## APPENDIX S – POST ETDY COUNSEL EMAIL

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Dear (Mr./Ms. Customer Name),

Thank you for contacting your Extended TDY caseworker to review the details of your travel assignment. We hope the information provided by your caseworker is helpful to you during your assignment. We attached a copy of the completed Extended TDY Checklist used during the phone call.

We also highly recommend you review the [NASA Desk Guide on Domestic Temporary Duty](#). If you have not already done so, please review the Extended TDY video at [www.nssc.nasa.gov/etdyvideo](http://www.nssc.nasa.gov/etdyvideo).

If you have any further questions, please contact (caseworker first name) by e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov) or call 1-877-677-2123 (1-877-NSSC123).

We look forward to assisting you during your Extended TDY assignment.

Thank you,

NSSC

Travel Office

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

Fax: 1-866-779-6772

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## APPENDIX T – SAMPLE E-MAIL FOR SENDING AUDIT RESULTS TO THE CENTER TRAVEL OFFICE FOR REVIEW

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(Subject) Audit of (Traveler), Voucher TA#XXXXXXXXXX

Re: Travel Voucher Number:  
Destination:  
Dates of Travel:

Dear Center Travel Office,

The NSSC performed a statistical sampling audit of the above travel voucher and we are providing your office with the audit results. Attached you will find the corresponding NSSC Travel Voucher Adjustment Template with the details of the audit findings. The traveler will not be notified of these audit results until the CTO's review of the monthly metric report is completed. This email is a courtesy review of the audit findings prior to the NSSC notifying the traveler of the results. Please do not amend the voucher until the actual bill (BOC) or supplemental (SUP) notices are distributed to the traveler.

Please review the spreadsheet and contact us within 5 business days if you disagree. You should contact Janel Benoit, at 1-877-677-2123 (1-877-NSSC123) or by e-mail at [nssc-contactCenter@nasa.gov](mailto:nssc-contactCenter@nasa.gov).

Thank you,

NSSC Travel Office

Web site: <http://www.nssc.nasa.gov/travel>

Going on Extended Travel? View the NSSC's Video Update on Extended TDY Policy at <http://www.nssc.nasa.gov/etdyvideo>.

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## APPENDIX U – NSSC NEWSLETTER

# NSSC Travel

www.nssc.nasa.gov/travel

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### NSSC Travel Newsletter

From the Customer Relationship Management Team

NSSC Travel Team

**Welcome**  
The NSSC Travel Office provides travel reimbursement services for all authorized Agency travel including: domestic, foreign, local, Extended Temporary Duty (ETDY), and Change of Station (COS).

**Must I have authorization to travel?**  
Yes, See FTR §301-2.1. Refer to NPD 9710.1, Delegation of Authority - To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters, for more information on who is empowered to authorize TDY travel. NASA Centers' Deputy Chief Financial Officers (DCFOs) shall establish a matrix outlining approving officials by position and authority. NASA-wide approving officials shall include the appropriate levels of management and financial review.

**Is a travel authorization required for travel beyond 50 miles when per diem will not be authorized since the official travel is 12 hours or less?** A. No, a travel authorization is not required when a POV is used. A local voucher may be used to claim mileage expenses, tolls,

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Resources

**Contact and Information:**  
NASA Shared Services Center  
Attn: NSSC Travel Office  
Building 1111, Jerry Hlass Road  
Stennis Space Center, MS 39529

NSSC Customer Contact Center  
Phone: 877-677-2123  
Email: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)  
Web: <https://www.nssc.nasa.gov>

For concerns or suggestions regarding NSSC Travel Newsletter:  
**Call:** 1-877-677-2123 Or **email:** [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov) Attn: NSSC Travel Office

NSSC Travel Website:  
<https://www.nssc.nasa.gov/travel>

Concur Login:  
<https://cpe.concursolutions.com/portal.asp>

**Did you know?**

1. You are required to use the Government contractor issued charge card for all official travel expenses, unless you have an exemption FTR 301-51.1
2. Travel vouchers must be submitted within 5 working days after completion of trip (FTR 301-52.7)
3. Incidental expenses—fees and tips given to porters, baggage carriers, hotel staff, etc. (FTR 301-11.18)
4. Your TDY location determines your per diem rate (FTR 301.11.7)

Click [here](#) to access General Services Administration's Federal Travel Regulations or type: <http://www.gsa.gov/portal/category/21222>

Disclosure: NASA Travelers must comply with Agency guidance and policy

and parking.

B. Yes, a travel authorization is required when a Government vehicle is used. A local voucher may be used to claim tolls and parking.

C. Yes, a travel authorization is required when air transportation, including Government provided is used. A TDY travel voucher may be submitted for mileage expense, tolls, and parking.

**Must my Agency pay an allowance (either a per diem allowance or actual expenses)?** Yes, unless you are attending a training event under the Government Employees Training Act for which you "agree not to be paid per diem expenses," or you are traveling to a pre-employment interview and the interviewing agency does not authorize payment of per diem expenses. (See FTR §301-11.3).

**What is the maximum per diem rate I will receive if lodging is not available at my TDY location?** If lodging is not available at your TDY location, NASA may authorize or approve the maximum per diem rate for the location where lodging is obtained. If NASA does not authorize or approve the maximum per diem rate for the location where lodging is obtained, you will receive the lodging amount for your TDY location.