

## QUICK REFERENCE GUIDE

### Extended Temporary Duty

This guide is for employees preparing to take an Extended Temporary Duty trip within the continental United States (CONUS). It contains helpful information to assist you during your Government-authorized travel.

The guide outlines the allowances and expense reimbursements you are entitled to under the Federal Travel Regulation (FTR). However, it is important to note that this guide is not a copy of the FTR. Information in the FTR, Sections 301 is far more detailed. Therefore, if there are any discrepancies between this guide and the FTR, the FTR overrides any information contained herein.

### EXT. TDY DEFINITIONS

Extended TDY: TDY longer than 30 days

- Short Term Ext TDY: TDY between 31 and 120 days
  - 65% of per diem for assignment location (rounded up to the nearest dollar)
  - Reimbursement begins at 12:01 a.m. on day after arrival at extended TDY location (FMR 301-11.201 (2a))
- Long Term Extended TDY: More than 120 days
  - 55% of per diem for assignment location (rounded up to the nearest dollar)
  - Reimbursement begins at 12:01 a.m. on day after arrival at extended TDY location (FMR 301-11.201 (2b))



Customer Focused

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National Aeronautics and  
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NASA Shared Services Center

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## Travel Authorization Guidance

Prior to the traveler completing the Extended TDY Authorization, the NSSC will provide assistance to ensure the traveler understands the regulations and policies regarding Extended TDY. The traveler should complete the on-line Extended TDY questionnaire located on the NSSC website. Once the NSSC receives the completed questionnaire, the traveler will be provided a link for the Simulated Learning Action Module (SLAM) via email, which will provide a working knowledge of applicable travel regulations as they pertain to Extended TDY situations. After the traveler completes the SLAM training, the NSSC will follow up with the traveler to ensure all of their questions are answered.

## Advance of Funds

Employees must utilize their NASA-Issued Travel Card for reimbursable expenses incurred. A cash advance may be obtained by using the cash advance feature of your NASA-Issued Travel Card. If necessary, you may request to receive an advance of funds via Electronic Funds Transfer to cover some reimbursable expenses. You will need to request the advance on your Travel Manager Travel Authorization. Please note that each NASA Center authorizes advances as the Authorization is approved and determines whether an advance will be issued based on Center policy. Each request for an advance of funds must be detailed as to why an advance is necessary, and will be reviewed on a case-by-case basis. If you are issued a cash advance, the outstanding travel advance will be reclaimed with equal deductions from the travel reimbursement vouchers received over the course of the TDY, beginning with the second monthly voucher.

## Voucher Information Continued

NOTE: VOUCHERS MAY BE HELD UNTIL ALL REQUIRED DOCUMENTATION IS RECEIVED  
All finance information and receipts should be completed and faxed in using the following cover sheet:  
<https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/NSSC-Form-0023.pdf?rhid=1000&did=3950&type=released>

## Travel Voucher Common Error Examples

Travelers should not claim airline tickets charged to the CBA on their voucher as a reimbursable expense.

Traveler's airline ticket claims should reflect any adjustments; differences should be explained on the travel voucher.

Travelers should not claim expenses for personal days (annual leave and non-workdays) including rental car, hotel, per diem, phone calls, and taxi as a reimbursable expense.

Traveler per diem expenses should reflect the correct rate when duty location changes while on TDY.

Examples of prohibited expenses include: upgrades to airline ticket and lodging over per diem when actuals are not approved on the authorization.

## Extended TDY Information

General information concerning Extended Temporary Duty (TDY) can be found on the NSSC TDY website. Included here is information and announcements on the NSSC, Frequently Asked Questions, How Do I's?, reference material on entitlements, forms, and where to obtain more detailed information.

<http://www.nssc.nasa.gov/customerservice/fm/cto/domestic/index.htm>

## Other useful Information

NSSC Customer Service

<http://www.nssc.nasa.gov/customerservice/index.htm>

NSSC Contact Page

<http://www.nssc.nasa.gov/customerservice/cs/index.htm>

EXT. TDY ENTITLEMENTS
Reference FMR 301-11.213
One bedroom or efficiency apartment (furnished)
Necessary Rental furniture (if apartment is not furnished)
Utilities (connection, use, disconnection)
Basic telephone usage (no long distance or installation)
Basic cable TV service (no premium channels)
Internet service
Reasonable cleaning fees (if not included in lodging fee)
Dry cleaning
Fare/mileage from lodging to TDY (if rental car is not authorized)
Baggage (not to exceed 350 lbs.) shipped in most cost effective method to the Agency
Non-refundable deposits on lodging
Fees incurred as a result of breaking a lease (only when Extended TDY canceled by NASA)
Trips to home Center (every 3 weeks, <b>if authorized</b> )

## Notes on Above Entitlements

- When a travel assignment is 30 days or longer, travelers may be authorized 350 lbs., or the carrier's minimum weight not to exceed 1,000 lbs. Justification must be in connection with the extended TDY assignment and transportation of baggage must be in the manner most cost-effective to the Agency ([FMR 301-11.225](#))
- The authorized modes of transportation in order of preference for travel between the permanent duty station and the extended TDY station are:
  - (1) Common Carrier
  - (2) Privately-owned vehicle (POV)
  - (3) Rental Car (last resort)\*Travel Authorization must indicate the mode of transportation to be used

## Tax Information

Returning to the PDS and creating a new set of orders to return to the same extended TDY location does not circumvent the fact that the extended TDY is taxable if the total from both sets of authorizations exceed one year.

If the extended TDY is realistically expected to last for more than one year, whether or not it actually lasts for more than one year the IRS considers this to be an indefinite assignment. A series of assignments to the same location, all for short periods but that together cover a long period, may be considered an indefinite assignment. Travelers are required to include in their income any travel reimbursements they receive when the extended TDY becomes an indefinite assignment ([IRS Publication 463](#)). **Travelers are authorized reimbursement of their tax liability by filing a voucher for the Income Tax Reimbursement Allowance (ITRA)**

## Voucher Information

Vouchers should be filed monthly. ([FMR 301-52.7](#))

- Vouchers covering expenses incurred on initial start up may be filed before the first monthly voucher. These expenses could include: non-refundable lease deposit, deposits required for furniture rental, utilities, and other allowable charges.

Travelers will receive:

- The reduced rate for days at the extended TDY location
  - To receive the reduced rate for the weekend travelers must be in a 'work' status on Friday afternoon and Monday morning. Also, to receive the reduced rate for days annual leave is taken, travelers must work more than ½ of the normal work day.
- The Fixed Lodging Costs for days of annual leave and/or secondary travel  
Traveler should:
  - Submit a voucher on a monthly basis
  - Submit a copy of signed lease agreement with the 1st monthly voucher
  - Submit a copy of utility bills as soon as they are received
  - Submit a copy of any receipts for items over \$75.00
  - Submit a copy of all monthly expenditures.

## CONTACT INFO

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