

## TRAVEL HELPFUL HINTS

### DOMESTIC

- Travelers are required to use their Government travel charge card for all official travel expenses
- Travelers must have a specific authorization or prior approval for use of a rental car according to FTR 301-2.5
- A rental vehicle must be advantageous to NASA and must be specifically authorized. Intermediate cars are the standard size rental cars to be authorized prior to commencement of travel. (FMR 301- 10.450)
- When taking your POV to the airport, NASA may reimburse your parking fee as an allowable transportation expense not to exceed the cost of taxi fare to/from the terminal
- The NSSC utilizes the Rand McNally website at <http://www.randmcnally.com/> for correct mileage to/from the travel location
- All lodging receipts and any expense costing over \$75 must be provided at the time the voucher is submitted
- Airfare receipts must include traveler's name, destination, travel dates, amount, and method of payment
- When travel is more than 12 hours but less than 24 hours, the allowance is **75%** of the applicable M&IE rate (FTR 301-11.101)
- Utilize the comment section of the travel voucher to clarify events or provide additional information that will help the reviewer/auditor in reviewing your voucher
- Travel vouchers must be submitted within 5 working days after completion of trip (FTR 301-52.7)
- Travelers do not have to reduce their M&IE allowance when the meal is provided by a common carrier or by a hotel/motel
- Taxi gratuity is reimbursed at the rate of 15% or a maximum of \$2.00 for courtesy transportation

### FOREIGN TRAVEL

- Report total expenditures in U.S. dollars and provide the rate of exchange at which the foreign money was obtained (FMR 301-52.2). IBA credit card statements can be used to obtain the actual charges with the correct foreign currency conversion rate
- Do not claim lodging tax as a separate miscellaneous expense on foreign travel vouchers. Lodging tax is built into the foreign lodging rate
- To convert currency rates, use the FX Converter which can be found by clicking on the following link:  
<http://www.oanda.com/convert/classic>
- Lodging receipts and any receipt for an expense costing over \$75, as required by NARA standards must be retained for 6 years and 3 months. (FTR/FMR 301-52.4)

Please call the NSSC Customer Contact Center at 1-877-NSSC-123 (1-877-677-2123) if you have any questions.