

## How to Request a Travel Advance

1. The COS travel authorization must indicate that a travel advance is authorized; if not, then the COS travel authorization must be amended and approved.
2. Complete Standard Form (SF) 1038, Advance of Funds Application, from the [NSSC Customer Service](#) website and route for approval.
3. Print and complete the NSSC Form 23, Travel Receipt Cover Sheet, from the [NSSC Customer Service](#) website.
4. Using the NSSC Form 23, fax a copy of the approved COS travel authorization and approved SF 1038 to the NSSC at 866-779-6772.
5. For assistance or to check on status of a travel advance, call the NSSC Contact Center at 877-677-2123.