

Travel Voucher Preparation

NASA Shared Services Center
Travel Office

August 26, 2022

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TRAVEL VOUCHER PREPARATION

- **Purpose**

- Inform the Travel Offices and User Community of the most common errors found on travel vouchers
- Provide tips to Preparers/Travelers on completing an accurate travel voucher
- Provide a Training Tool for the Centers' use

- **Expected Results**

- Decrease in number of travel voucher errors
 - Fewer Amended vouchers
 - Fewer Requests for Repayment
 - Reduction in calls made to preparer/traveler

Note: This presentation is not a comprehensive training document but rather a tool to provide information on the most common errors found in travel voucher preparation.



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AIRFARE – GENERAL

When Preparing Voucher:

- Determine whether airfare was paid with their Individually Billed Account (IBA) or the Center's Centrally Billed Account (CBA) and voucher accordingly
- Provide quotes for contract fare cost, if non-contract flight is reserved.

Remember:

- First class and Business class airline accommodations must be specifically authorized by the Premium Class Authorized Reviewer.
- Justification is required and should be included in the comments of the document details section of the authorization, when requesting premium or business class accommodations.
- See 41 CFR 301-10.123 & 41 CFR 301-10.124 for more information on premium class travel



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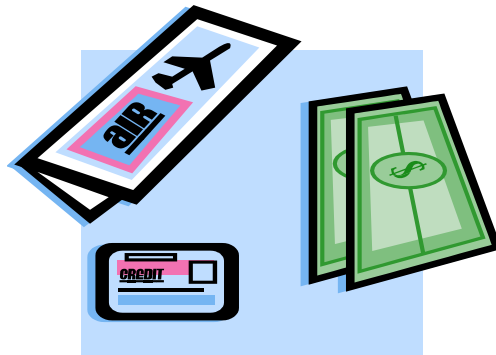
AIRFARE - IBA

When Preparing Voucher:

- Ensure requested reimbursement is for the final airfare amount
 - Be aware of any changes in itinerary which increased/decreased the cost of the original airfare amount
 - Ensure proper documentation has been submitted to support any itinerary changes, especially those resulting in an increase/decrease to the cost of the original airfare amount

Remember:

- A proper airfare receipt includes the traveler's name, destination, amount, dates of travel and method of payment and is required if traveler books outside the system.



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RENTAL CARS



When Preparing Voucher:

- Exclude personal days or unauthorized upgrades from the rental car total by prorating the amount. For example, calculate the daily amount and deduct personal days from the total amount
- Ensure the amount you have entered on the travel voucher matches the receipt amount (less any unauthorized upgrades or personal days)
- Be vigilant in checking for transposition of numbers
- Travelers are not to be reimbursed for purchasing prepaid refueling options for rental cars
41 CFR 301-10.450(d)

Remember:

- Travelers must have a specific authorization or prior approval for use of a rental car according to 41 CFR 301-2.5
- A rental vehicle must be advantageous to NASA and must be specifically authorized. Compact Cars are the standard size rental cars to be authorized prior to commencement of travel. (NPR 9710.1, section 5.10.1)

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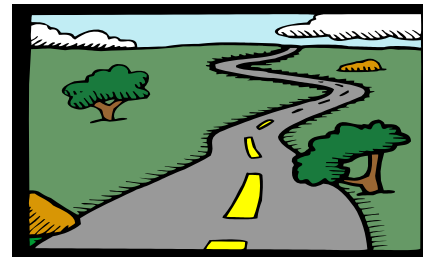
POV

When preparing voucher:

- Verify correct mileage to/from the travel location by utilizing a mileage estimator website such as Rand McNally or Google Maps.
- When the employee, for personal convenience, uses a mode of transportation other than that which is authorized, the allowable travel time and the resulting subsistence allowances payable will be computed on a constructive cost basis (NPR 9710, 5.7.1)

Remember:

- NASA reimburses mileage according to the GSA POV mileage rate. Gas expense is covered in the mileage rate and should not be claimed as an additional expense
- NASA will reimburse you for the most direct route taken to/from the travel location
- 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. As a prudent traveler, you should use satellite parking facilities rather than daily or valet parking facilities (41 CFR 301-10.308)



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PER DIEM (Lodging/M&IE)



When preparing voucher:

- Ensure the appropriate amount of nights lodging is entered on the voucher
 - Review and compare with the hotel receipt(s)
 - Ensure lodging and lodging tax is not claimed for personal time (e.g. annual leave) for TDY trips
 - Ensure M&IE is not claimed for personal time for TDY and Extended TDY trips
- Ensure the correct travel destination is used and verify the lodging and M&IE rate is correct according to the GSA rates (<http://gsa.gov/perdiem>)
- Claim lodging tax as a separate miscellaneous expense in the “Expense Summary” portion of the voucher and not as part of the lodging amount (Domestic Only)
- Verify the daily lodging tax amount is calculated and entered correctly

Remember:

- Tax Exempt Forms should be utilized. The forms can be obtained from the GSA webpage: <https://www.gsa.gov/travel/plan-book/state-tax-exemption-information-for-government-charge-cards>
- When travel is more than 12 hours but less than 24 hours, the allowance is **75%** of the applicable M&IE rate (41 CFR 301-11.101)



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LODGING

- Actual expense must be approved by your Center's designated approver(s) for TDY travel.
- OCFO must approve actual expenses; The NSSC will submit a waiver request to OCFO on behalf of the traveler for Extended TDY travel.
- Actual expense should be authorized on the travel authorization prior to traveling
 - Ensure the box for Actuals is selected in the “**Lodging and/or M&IE**” Portion of the Travel Authorization/Voucher
- Approval for actual expense that occurs “after the fact” (and therefore not approved on the authorization) requires the Authorization to be amended to indicate "actual expense necessary“ in order for document to route to "actual" approving official (dynamic approver).
 - Explanation should be noted in the Comment Section



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RECEIPTS



Remember:

- Travelers must retain lodging receipts and any receipt for an expense costing over \$75 as required by NASA standards which is 6 years. (41 CFR/ 301-52.4)
- Receipts must be attached to the travel authorization and/or travel voucher within ETS before submitting voucher for approval to the NSSC for Domestic, Foreign, and invitational travel. Extended vouchers are processed by the NSSC.
- Airfare receipts must include traveler's name, destination, travel dates, amount, and method of payment for any travel booked outside the system.

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MISCELLANEOUS

When preparing voucher:

- List miscellaneous expenses separately rather than combining them together with other miscellaneous expenses (e.g., taxi fares or other local transportation)
- Ensure the amount claimed for tips does not exceed the maximum amount allowed
 - Tips for commercially operated local transportation such as taxi is a maximum of 15% of the fare
 - For courtesy transportation service a reasonable tip is generally not more than \$2.00 (NPR 9710.1, section 5.9.2)

Remember:

- An individual miscellaneous expense over \$75 must be supported by a receipt



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FOREIGN

When preparing voucher:

- Notate any type of leave taken and number of hours in the comments section of the travel voucher to ensure proper reimbursement
- [Foreign Per Diem](#) rates are established monthly by the Office of Allowances as maximum U.S. dollar rates for reimbursement of U.S. Government civilians traveling on official business in foreign areas. Lodging and M&IE (Meals & Incidental Expenses) are reported separately followed by a combined daily rate. The breakdown of rates by meals and incidentals is found in [Appendix B](#) of the [U.S Department of State website](#).
- Do not claim lodging tax as a separate miscellaneous expense on foreign travel vouchers. Lodging tax is built into the foreign lodging rate

Remember:

- Travelers may obtain access to view their IBA credit card statements online prior to receiving bill. (Contact your Center Agency Program Coordinator for details). This mechanism can be used to obtain the actual charges which reflect the foreign currency conversion rate incurred. IBA statement should be provided to the NSSC with receipts to support the charge if using the exchange rate obtained from the credit card statement
- If the NSSC does not have the IBA statement, the VISA Converter Tool website is used for foreign currency conversion rates. To compute the conversion, we input the date a particular expense is incurred. For lodging we use the checkout date on receipt. Website: [Currency Converter - Exchange Rate Calculator | Visa](#)



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EXTENDED TDY

- All ETDY is processed by the NSSC
- Travelers may complete an NF1850 Travel request form or submit an e-mail with all Travel details. Submit to the NSSC via e-mail at NSSC-ETDY@mail.nasa.gov



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TRAVEL - GENERAL

- Utilization of the Agency's ETS is required when making travel arrangements (common carrier transportation, lodging and rental cars) – NPR 9710.1, 2.2.2
- Notate the following in the "Comments" section of the Travel Voucher:
 - Dates of annual or other leave taken
 - Changes in itinerary (e.g., destinations, number of days, etc.)
 - Any explanations of unusual expenses claimed
 - Any details that will help a reviewer/auditor get clarity regarding a travel situation
- Travelers are required to use the Government travel charge card for all official travel expenses unless you have an exemption (41 CFR 301-51.1 and 41 CFR 301-51.2)
- Travel vouchers must be submitted within 5 working days after completion of trip or every days if on continuous travel status (41 CFR 301-52.7)



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REFERENCES

- For questions regarding travel allowances and reimbursements please contact the NSSC
 - 1-877-NSSC-123 (1-877-677-2123)
 - nssc-contactcenter@nasa.gov
- You may find the following references:
 - Federal Travel Regulations
 - <https://www.ecfr.gov/current/title-41/subtitle-F>
 - General Travel Requirements
<https://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=9710&s=1df>
 - https://nodis3.gsfc.nasa.gov/lib_docs.cfm?range=97
- Check out Travel Information on the NSSC Website - <https://www.nssc.nasa.gov/>
 - Select Services
 - Type of Travel (Domestic, Foreign, etc.)

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QUESTIONS



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