Travel Advance for Domestic Travel

These are the steps that the preparer should follow to request an advance:

1. If the travel authorization does not need an amendment for a travel advance go to step # 4. If an amendment to the travel authorization is required continue with step # 2.

2. Amend the travel authorization in travel manager to reflect the amount of the advance requested.

    A. For TDY, up to 80% of estimated travel expense can be requested.

    B. For Extended TDY,
        1) Short Term, up to 65% of per diem times 45 days can be requested.
        2) Long Term, up to 55% of per diem times 45 days can be requested.

3. The amended travel authorization is routed through travel manager and approved.

4. Print the first page of the travel authorization that reflects the amount of the advance.

5. Print fax cover sheet for travel receipts from NSSC customer service website, NSSC form # 23.

6. Using the NSSC fax cover sheet for travel receipts, fax a copy of the first page of the travel authorization to the NSSC at 866-779-6772.

7. For assistance or to check on status of a travel advance the NSSC contact center can be reached at 877-677-2123.