

Travel Advance for Change of Station Travel

These are the steps that the preparer should follow to request an 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 SF 1038, Advance of Funds Application, route for approval
4. 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 approved COS travel authorization and approved SF1038 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.