

Electronic Travel Voucher Submission

Employees with NASA credentials may submit Change of Station vouchers electronically by following the link and steps outlined below:

Step 1: Click [here](#) to access the NSSC Service Catalog

Step 2: Click NSSC FM Services Support Requests



NSSC FM Services Support Requests
Request FM Services support from the NSSC. For example, NASA Community Users can request a refund and request for a bill of collection.

Step 3: Click Change of Station/Relocation



[Change of Station/Relocation](#)

Use this to submit a Change of Station Vouchers for processing.

Step 4: Click Change of Station Voucher Request



Change of Station Voucher Request

Change of Station Voucher Request

Step 5: Complete required informational fields and attach voucher document(s) to be submitted.

You can also e-mail the forms to nssc@nasa.gov with the subject "Change of Station" or fax your submission using the [NSSC fax cover sheet](#) to:

1-866-779-6772 (1-866-779-NSSC)

NASA Shared Services Center Travel Office

Attention: Change of Station