



**DRYDEN
PROCEDURAL
REQUIREMENT**

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RESPONSIBLE OFFICE: C/Chief Financial Officer

SUBJECT: Requirements for Making Travel Arrangements and
for Using the Contractor-Issued Travel Charge Card

Approved:

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12/20/07

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PREFACE

P.1 Purpose

This document identifies Dryden-specific requirements for making travel arrangements and using the Government contractor-issued travel charge card (IBA = Individually Billed Account) for official travel. This procedure also provides requirements for obtaining an IBA card, training, and proper use of the card and, in the event a traveler cannot obtain an IBA, the requirement to obtain an exemption from using the card. Depending upon the circumstances, travelers must obtain written permission from the Center Director to use the Center-issued Government contractor-issued travel charge card (CBA = Centrally Billed Account). See additional discussion in Chapter 3, Travel Authorization, Section 3.1.

The primary difference between the CBA and the IBA is:

- CBA – Issued to the Government. The Center retains liability for payment. This card is used to make reservations for travelers, in certain circumstances as discussed above, for air or bus transportation only. Permission to use a CBA card is given only to the Travel Management Center’s service provider.
- IBA – Issued to individuals. The individual retains liability for proper use and for prompt payment of their account. This card is used to make airline and hotel reservations and to pay for meals and other incidental official travel expenses.

P.2 Applicability

- In accordance with the Federal Travel Regulations (FTR) 301-70.700, Federal employees must use a Government contractor-issued travel charge card (IBA) for official travel.
- This DPR is applicable to Dryden Flight Research Center (DFRC) employees and invitational travelers whose travel is funded by DFRC. Exceptions may be granted on an individual basis with approval from the CFO.

P.3 Authority

- GSA Federal Travel Regulations
- NASA Financial Management Requirements (FMR), Volume 12

P.4 Applicable Documents

- 41 CFR 300 – 304 Travel Regulations
- NPR 1441.1 NASA Records and Retention Schedules

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P.5 Measurement/Verification

- Travelers who do not have a Government charge card (IBA) will not be able to obtain a Government rate through the Travel Management Center's service provider.
- Travelers who are unable to obtain an IBA must obtain the Center Director's written approval to travel using the CBA. Approvals will be noted on the Travel Authorization (TA) in the Travel Manager system.

P.6 Cancellation

None

CHAPTER 1: RESPONSIBILITY

1.1 Traveler

1. Obtain and use an IBA charge card for all official travel.
2. Complete required training on the proper use of the contractor-issued travel charge card. Training is provided by the travel processors in the Dryden Centralized Travel Office (DCTO) at the time the traveler completes the application for the IBA charge card.
3. Prepare and submit a Pre-Travel Request for Authorization (Dryden form [D-WK 701-9](#)) at least two weeks in advance of initiating travel to the DCTO when possible.
4. Use the Center's Travel Management Center for all travel arrangements, e.g., airline transportation, hotel/motel reservations, and rental car reservations.
5. Use the travel charge card for official use only.
 - a. The travel charge card may be used only during the travel dates, except for using the ATM for travel advance no earlier than two days prior to travel and may not be used for personal expenses at any time.
 - b. Travelers are personally liable for all charges made on the travel charge card.
6. File a travel voucher using Dryden form [D-WK 702-9](#) within five working days after completion of travel.
7. Pay the balance in full on the IBA within the time stipulated by the issuing bank, without respect to whether the voucher has been paid to the recipient.
 - a. There is no minimum payment that can be made to keep the account from becoming delinquent. NASA may collect undisputed delinquent amounts owed to an IBA provider (FTR 301-54.1 and 301-54.100) by garnishing wages.
 - b. The bank may cancel an IBA if it has been suspended two times during a 12-month period and when it becomes past due at 120-calendar days past the closing date on the statement. Consequences of the cancellation are
 - 1) The card will not be reinstated and the traveler will be unable to use the card
 - 2) The ability to do your job may be affected if you are not able to travel
 - 3) The action may result in a personnel action such as an official disciplinary letter in your personnel record
 - 4) Cancellation may be reported to credit bureaus, which will affect your personal credit rating.

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1.2 Office of the Chief Financial Officer (Code C)

1. The DCTO will provide the traveler with an application to obtain an IBA charge card.
2. The DCTO will provide training to the traveler on the appropriate use of the travel charge card prior to submitting the application to the bank.
3. The DCTO will process through the NASA Shared Services Center (NSSC) the traveler's voucher in a timely manner, generally within five working days.
4. NSSC will process the traveler's voucher for payment within five workdays of receipt of their voucher and receipts. The Office of Chief Financial Officer (OCFO) makes every effort to work with travelers who, on an unusual or exceptional basis, have experienced delays in obtaining reimbursements for their travel expenses. In those cases, the OCFO works closely with the traveler, NSSC, and the bank card provider to resolve the situation.
5. The Financial Management Office will review each employee's travel card use on a monthly basis. Verify that the use of the card was within the authorized period of travel, that the travel card was used appropriately, and that payments are current.
 - a. Provide travelers a reminder if they are delinquent in paying their travel charge account.
 - b. A letter of notification of any apparent or suspected misuse or of delinquent accounts will be provided to the traveler, his/her supervisor, and other management officials, as appropriate.

CHAPTER 2: DELEGATION OF AUTHORITY

The Center Director holds approval authority for all travel at DFRC. This authority has been delegated to the Office of the Chief Financial Officer.

CHAPTER 3: TRAVEL AUTHORIZATION

3.1 Travel Request

1. Travel authorization begins with the employee preparing a Pre-Travel Request for Authorization ([D-WK 701-9](#)). See "Forms" at <http://xnet.dfrc.nasa.gov/DrydenManagement/Forms/index.html> on the DFRC Xnet Home Page.
2. Dryden form [D-WK 701-9](#) shall be completed by the traveler and routed to the DCTO. The DCTO will obtain approval from the appropriate resource analyst for certification of funds availability. Some resource analysts require the form

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- to be routed to them first for funds availability before it is routed to the DCTO. Check with your organizations resource analyst for correct routing procedure.
3. Travelers participating in the Travel Gainsharing Program must also obtain approval from their supervisor prior to routing the pre-travel request to the DCTO. Supervisors shall indicate their approval by initialing the [D-WK 701-9](#) in the top right corner of the form.
 4. When the funding organization is different from the traveler's organization, approval of both organizations shall be coordinated by the traveler.
 5. Travel arrangements are made through the DCTO or by providing a copy of the [D-WK 701-9](#) to the Center's Travel Management Center (CI Travel). See Chapter 4, Travel Arrangements.

3.2 Travel Approval

1. Travelers shall have proper authorization to travel prior to incurring any travel expense.
2. When possible, official travel requests should be submitted for approval at least two weeks prior to travel. Requests to participate in the Travel Gainsharing Program should be submitted for approval at least one month prior to the travel date.
3. Temporary duty travel authorizations shall be approved no earlier than thirty days prior to the expected travel commencement (FMR Volume 5, Chapter 1).

CHAPTER 4: TRAVEL ARRANGEMENTS

4.1 Services of the Travel Management Center (TMC)

1. Effective January 1, 2001, Federal employees are required to use the TMC travel agency selected by the Agency for all common carrier, lodging, and car rental arrangements.
 - a. Only the head of the Agency or his designee may exempt certain types of travel arrangements from the mandatory use of the Travel Management Center (TMC). Absent an approved exception under FTR 301-50.4 or FTR 301-73.104, travelers are responsible for any additional cost incurred as a result of not using the TMC. Furthermore, travelers may be subject to appropriate disciplinary action. (See FTR 301-50.5.)
2. Travelers shall request travel arrangements through the TMC by preparing a travel request as directed in Chapter 3, Travel Authorization, Section 3.1.
3. Services of the TMC travel agent will ensure that:

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- a. The Agency is in compliance with the Fly American Act, Government-wide travel policies, contract city pair fares, electronic ticketing, and ticket delivery.
- b. Compliance with the Hotel/Motel Fire Safety Act.

4.2 Government Contractor-Issued Travel Charge Card (IBA)

1. Travelers must use an IBA charge card for all official expenses. (CFR 301-70.700)
2. Exemptions to the use of the charge card include:
 - a. A vendor who does not accept the travel charge card
 - b. Exemptions from the mandatory use of the card may be granted by the Administrator of GSA for the following:
 - Laundry/dry cleaning
 - Parking
 - Local transportation system
 - Taxi
 - Tips
 - Meals (only when use of the card is impractical)
 - Phone calls in accordance with agency regulations
 - Individuals traveling on invitational travel
 - New employees
 - c. The NASA Administrator or designee has granted an exemption
3. Travelers who are unable to obtain an IBA charge card must obtain written approval from the Center Director to use the Centrally Billed Account (CBA) maintained by the Office of Chief Financial Officer.
 - a. Approval for the exemption shall be only for the current trip unless otherwise stated. This exemption “unless otherwise stated” is based on the premise that the travel is absolutely mission-critical. The CBA shall be used only for the airline ticket. All other expenses associated with the travel must be placed on the traveler’s personal credit card. No travel advance will be authorized under this exemption. A paper copy of the exemption shall be maintained in the travelers file, located in the DCTO.

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Appendix A: Acronyms

CBA	Centrally Billed Account
CFR	Code of Federal Regulations
DCTO	Dryden Centralized Travel Office
FMR	Federal Management Requirements
FTR	Federal Travel Regulations
GSA	General Services Administration
IBA	Individually Billed Account
NSSC	NASA Shared Services Center
OCFO	Office of Chief Financial Officer
TA	Travel Authorization
TMC	Travel Management Center

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