

# TRAVEL TIPS

## Office of the Chief Financial Officer

The Financial Management Office realizes that travel rules and regulations are confusing. To make travel easier for all Dryden employees, we will answer the most frequently asked questions about travel.

This document was prepared as a guide for Dryden Civil Service employees who perform official Temporary Duty (TDY) travel. Please remember that the details in this document are based on regulations and guidelines that are subject to change, and that we must adhere to the most recent guidelines issued. It does not replace Federal Travel Regulations (FTR) or NASA Financial Management Requirements, Chapter 12; however, it will clarify some basic rules and procedures that must be followed while performing official travel. In addition, the Dryden Financial Management Office and the **Dryden Central Travel Office (DCTO)** are happy to answer any questions you have in order to make your travel experience as smooth as possible.

When traveling on official NASA business, the Government expects its employees to be “prudent” travelers. Please remember to show the same care in incurring expenses that you would if you were traveling on personal business. All expenses must be justified in advance. Examples of unacceptable expenses would be excessive cost, indirect routes, unnecessary delays, and luxury accommodations (such as first class seating). The following paragraph describes an excellent example of how the prudent traveler can conserve NASA’s travel funds:

**NOTICE TO TRAVELERS:** When traveling to the Ames Research Center and vicinity on official business there is an opportunity to save travel funds by lodging at the Ames Lodge. The NASA Ames Lodge is very reasonably priced. The Lodge is located on the Ames Campus and is within walking distance to NASA buildings. The rooms are very comfortable and the rate is only \$50.00 per night versus \$110.00 for local hotels and motels. During the first nine months of fiscal year 2005 we made approximately 55 trips to the Ames area that could have resulted in an estimated \$3,355.00 savings by using the Ames Lodge. Reservations for the Lodge can be made by calling (650) 603-7100. If you have any questions please contact the Dryden Central Travel Office at (661) 276-3847 or via email at [DCTO@DFRC.NASA.GOV](mailto:DCTO@DFRC.NASA.GOV).

## CONTENTS

1.) Travel Rules and Regulations .....	3
2.) Local Travel .....	3
a) Local Travel via Government Motor Vehicle .....	3
b) Local Travel via POV .....	3
3.) Group Travel .....	4
4.) Air Transportation .....	4
a) Use of Contract Airline Service between Selected City Pairs.....	4
b) Transportation to the Airport.....	5
c) Transportation at the TDY site .....	5
d) Taxis at the TDY Site .....	6
e) Personal Travel and Commercial Airfare.....	6
5.) Per Diem Allowance.....	6
a) Lodging Expenses.....	6
b) Tax Exemption for Lodging.....	6
c) Meals and Incidental Expense Rate (M&IE).....	6
d) Reimbursement for Actual Expenses.....	7
e) Extended TDY .....	7
f) Cost-Sharing Arrangements.....	7
6.) Making Reservations and Cancellations.....	8
a) Travel Dates and Times.....	8
7.) Additional Travel Information .....	8
a) Telephone Calls .....	8
b) Annual Leave .....	8
c) Graduate Studies Program and Professional Development Program .....	8
d) Advances and the Government Charge Card (GCC).....	9
e) Requesting, Authorizing, and Approving Officials .....	9
8.) Conference Fees .....	9
a) Travel orders.....	9
b) Registration Forms and Agendas.....	9
9.) Voucher Preparation .....	10
10.) Foreign Travel .....	10
11.) Emergency Official Government Travel .....	10
a) Travel Authorization Approvers.....	10
b) Travelers Responsibilities .....	11
c) Non-Work Hours .....	11
d) Travel Authorization.....	11
12.) Precautions while on TDY .....	11
13.) Conclusion.....	12
Appendices .....	12
ACRONYMS .....	12
FORMS .....	12
WEB SITES .....	12

## 1. Travel Rules and Regulations

You must have proper authorization to travel *prior* to incurring any travel expenses. **With the implementation of the automated Travel Manager System the process of gaining approval for travel has been streamlined, however you must receive notification that the process has been completed and that your trip has been approved** prior to a trip. Travel Authorizations should be submitted two weeks prior to your trip, so please make an effort to plan accordingly. In case of last minute or emergency travel, please alert the DCTO *as soon as possible so that they can alert those in the approval process*. In the event approval must be obtained after the fact, the DCTO can assist by submitting the travel authorization in your absence but a concise explanation of the delay in seeking approval must be included in the trip justification. (See Section number 11, Emergency Official Government Travel)

As of January 1, 2000, it was mandatory that all Dryden travelers obtain a Government Travel Credit Card and use it for all airline, hotel, and rental car costs, and where possible, incidental expenses. DFRC no longer provides direct deposit advances to federal employees – ATM withdrawals from the Government Travel Credit Card are used instead. The only exceptions are new employees, first time travelers, co-ops, foreign travel, and the infrequent traveler.

**All** TDY reservations (e.g. airline tickets, hotels and rental cars) must be done through the Contract Travel Office using the Government Travel Credit Card (*FMR 301-50.2*). Use of a Contract Travel Office (e.g. CI Travel) ensures that the contract city-pair fares are used (*FTR 301-10.107*), as well as ensuring compliance with all rules, for example lodging in FEMA approved hotels (*FTR 301.50.6 and FMR 301-11.11*). If you schedule an airline reservation on your own that results in avoidance of contract fares or increased cost to the government, you assume all liability for any increased costs and/or penalties (*FTR 301-10.109*).

## 2. Local Travel

**“Local Travel”** is travel within the metropolitan area of your permanent duty location (Dryden) or within the normal commuting area surrounding Dryden area. This is normally considered to be within a 50-mile radius of your duty station or residence. Travel within this area usually requires no per diem. When available, General Services Agency (GSA) vehicles (government vehicles) should be used for local travel. Check with the Garage (x3890 Motor Pool) for availability and restrictions for GSA vehicles before you drive your own car (POV).

### a) Local Travel via Government Motor Vehicle

Pickup of government vehicles is no longer restricted to the day of TDY and Local Travel. When a NASA employee on temporary duty travel is authorized to travel by Government motor vehicle and the official authorizing the travel determines that there will be a significant savings in time, a Government motor vehicle may be issued at the close of the preceding working day and taken to the employee's residence prior to the commencement of official travel. Similarly, when a NASA employee is schedule to return from temporary duty travel after the close of working hours and the official authorizing the travel determines that there will be a significant savings in time, the motor vehicle may be taken to the employee's residence and returned the next regular working day.

### b) Local Travel via POV

When authorized, NASA will reimburse the full amount of transportation costs (mileage) for local travel. Reimbursement of mileage will be calculated between the employee's residence or regular duty station and the alternate duty site. (14CFR1204-1600)

If 50 miles or less from employee's duty station or commuting residence and less than 12 hours:

- This will be considered local travel and no per diem will be paid.

If more than 50 miles from employee's duty station **AND** more than 12 hours:

- it is no longer considered “Local Travel” but a regular TDY and the following applies:
  - Must complete travel authorization
  - Will be compensated for mileage and per diem

### 3. Group Travel

FOR GROUP TRAVEL of six or more employees going to the same location for the same purpose at the same time, a group travel memorandum must be prepared and approved by the “coordinating” directorate that explains and justifies the travel of each participant. It must also be approved by the Center Director. An approved request for group travel must be submitted to the DCTO with the Pre Travel Questionnaires.

The project manager or designee of the paying organization will prepare the group travel memo. The Traveler will be responsible for ensuring that they have properly filled out the Pre-Travel Questionnaire and turning it into the DCTO.

### 4. Air Transportation

Travel out of Antelope Valley is normally routed through LAX as the “most economical” airport in terms of airfare. Due to the large commuting area around DFRC, certain exemptions have been established:

- If the driving time (as listed by [www.mapquest.com](http://www.mapquest.com)) from your residence to a regional airport is **more than** 30 minutes less than the driving time to LAX, you will be reimbursed for travel via the regional airport.
- Based on this rule, travelers whose residence is in **Tehachapi, California City, Mojave, Boron and Ridgecrest** are permitted to utilize the Bakersfield airport; travelers whose residence is in **Barstow or the Wrightwood/Victorville/Llano** area are permitted to utilize Ontario International Airport.

If you are unsure if you qualify for one of these exemptions, please contact the DCTO prior to making a reservation. If you prefer to use another local airport such as Burbank, you may do so at your **own expense** with a single exception:

- If there is a contract city-pair fare available from Burbank for no more than \$75 more than the LAX fare, then you will be reimbursed for the cost of travel through Burbank.
- If the cost is greater than \$75, reimbursement will be based on the cost of a flight out of LAX.
- If you choose to fly out of Burbank anyway, the entire additional cost is at your own expense.

*Note: in borderline situations involving both cost and time the authorizing official (Center Director Designee) will make the final determination.*

#### a) Use of Contract Airline Service between Selected City Pairs

GSA has entered into contracts with carriers to provide air passenger transportation service for official government travel at reduced rates. Use of contract services to designated “city-pairs” is **mandatory** for all NASA personnel except in the instances listed below (FTR 301-10.107):

- When space on a scheduled contract flight is not available in sufficient time to accomplish the purpose of the travel or use of the contract flight would require unnecessary overnight lodging costs.
- When there is no scheduled contract city-pair flight, employees may use a government discount fare, commonly referred to as “Me Too” fares, on a non-contract flight that meets the individual’s **official business travel requirements**.
- If there is a non-contract fare that is non-stop versus a contract fare that is direct (one stop), when the cost comparison between the city-pair fare and the government discount fare is within \$75, efficient use of government time shall be the deciding factor. If the cost requirements are satisfied, the traveler may take a non-stop flight instead of a direct flight.
- A non-contract carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the government; this determination should be based on a cost comparison to include the combined cost of transportation, lodging, meals and related expenses.

When it is determined that official travel between designated city-pairs will be performed using a non-contract airline, it must be noted and explained in the comments section of the travel authorization. **NOTE:** For all contract employees performing official travel please be aware that government fares are not available for contract employees.

**Purchase of Restricted Airline Tickets:** NASA-DFRC recommends that restricted or penalty fares **NOT** be purchased. The traveler should be aware that if he/she does purchase a restricted/penalty fare ticket, and the trip is canceled, Dryden **WILL NOT REIMBURSE THE TRAVELER** for the cost of the ticket.

## b) Transportation to the Airport

The preferred mod of transportation from Lancaster to the airport is rental car or airport shuttle bus. If utilizing a rental car, one rental car for every 2-4 travelers is authorized. Any deviation must be explained in the comments of the Travel Authorization. When feasible, travel starting from outlying areas should be by POV to Lancaster and then the above method.

## c) Transportation at the TDY site

RENTAL CARS are usually **not** authorized for cities that have an extensive mass transportation system and when it is **convenient** and **cost-effective** from the hotel to the meeting place, such as Washington D.C., San Francisco, Boston, Chicago, New Orleans, or Seattle. However, cars can be authorized in these cities for the following reasons:

- One-day trips
- If the performance of duty takes the traveler out of the metropolitan area
- When duties involve a series of appointments at different locations within the area and the use of a rental car would result in savings
- When the distance from the airport to the hotel is too far and is more beneficial to the government to pay for a rental car than any public transportation. (NFMR 301-10.450)

The use of a rental vehicle must be advantageous to NASA and must be specifically authorized. Intermediate size rental cars are the standard size rental cars to be authorized for TDY. Authorization is required for other than lowest cost rental company in terminal. Any upgrade should be authorized prior to commencement of travel.

Employees are expected to purchase gasoline at commercial gas stations and not at the rental car agency. The rental car agency can charge as much as 3 to 4 times more per gallon than a commercial gas station and this charge **may be deducted** from the traveler's reimbursement. It is prudent to fuel up before returning the car. You must exercise the same care in incurring expenses that a prudent person would if traveling on personal business. (FTR 301-2.3)

Additional insurance (collision damage or theft insurance) offered by the rental car agency is **NOT** reimbursable to the employee on domestic travel or necessary, as the government is "self-insured" (FTR 301-10.451). However, we do encourage additional insurance for foreign travel (FTR 321-10.451).

### Notes:

1. NASA will cover damages to commercial rental car only in instances where damages occur while the car is being used for official purposes and being driven by authorized travelers (NFMR 301-10.45).

When you are required to pay for damages to an authorized commercial rented vehicle with personal funds, you may be reimbursed in an amount up to the amount deductible on the insurance included as part of the rental contract without additional charge.

2. When the employee uses the rental car for personal travel and claims the gasoline expense on the reimbursement claim, the traveler must either not claim their personal portion of the gas expense or claim the entire amount but declare the number of personal miles driven. The voucher examiner will deduct the amount of gas expenses attributed to the personal use. (FTR 301-10.453) When the traveler arranges for leave during the TDY he/she is to pay for the expenses of the rental car as well as the gas. This should be reflected on the travel authorization prior to travel commencing.

3. The Office of the Chief Counsel has received a number of claims for damage to Privately-Owned Vehicles (POVs) sustained during Temporary Duty (TDY) travel. As a general rule, these claims may not be paid because of the Personal Property Claims Act ([31 U.S.C. § 3721, et seq.](#) NASA Financial Management Requirements, [14 CFR Subpart 1261.1](#))

4. Whenever possible, employees should use rental cars or Government vehicles while on TDY travel. While it is often permissible for employees to opt to use a POV, it should be understood that doing so is for the employee's convenience and that damage sustained to the POV will not ordinarily be reimbursed by the Government. If a situation arises wherein management determines that it is not in the Government's best interest for an employee to

use a rental car or a Government vehicle, and an employee is, therefore, required to use a POV for TDY, the matter should be referred to the Office of the Chief Counsel for consultation prior to issuance of travel authorization.

#### **d) Taxis at the TDY Site**

Taxis may be used to obtain meals at the nearest available place when the nature and the locations of the work at the temporary duty station are such that suitable meals cannot be obtained there. A statement of the need for such an expense must accompany the voucher. (FTR 301-10.420)

Taxis can also be used at the TDY site to get from business site, as well as to/from the airport if this is advantageous to the Government.

#### **e) Personal Travel and Commercial Airfare**

On occasion, a traveler wants to go on personal travel in conjunction with their official travel. When this occurs, contract fares cannot be used for that portion of the trip that is personal. Instead commercial airfare rates must be used. Example: A traveler is authorized to travel from Lancaster to Houston and return. For personal reasons the traveler wants to go to Chicago from Houston and then return to Lancaster. Since the Houston to Chicago to Lancaster legs are for personal reasons **commercial rates must be used**. Remember, they already have the Lancaster to Houston and return trip paid for by the government (at government rates) and can claim that cost on their voucher. If they choose to exchange their round trip ticket for one that takes them elsewhere they may do so, but must use **commercial airfare rates** for all legs of the trip that are not *directly* between the duty station and TDY site. The government is only obligated to get a traveler to their TDY and back in the most expeditious and economical manner possible. Contract passenger transportation may not be used for personal travel. (FTR 301-10.110 & 301-70.100)

### **5. Per Diem Allowance**

THE PER DIEM ALLOWANCE is the maximum amount of money you are allowed "per day" while on official travel. The per diem rate is comprised of two components: (1) Lodging and (2) Meals and Incidental Expenses (M&IE). The M&IE includes meals and tips and other miscellaneous expenses. The per diem rates vary from city to city. The preparer will use the drop down menu to select the per diem rate specific to the travel. If there is no published rate for that particular area in Travel Manager, reimbursement for actual expenses may be requested.

#### **a) Lodging Expenses**

As mentioned, the maximum per diem amount allowed for lodging per night is included on the travel authorization. If the lodging rate of your hotel exceeds the lodging rate for that area you must request reimbursement for actual expenses (see paragraph (d) for details). Reimbursement for lodging not only requires a receipt, but the receipt must show an itemized breakdown of the total amount and the method of payment. The daily room rate and each expense that was charged to the bill must be shown. It must also be clear that the rate is a single room rate. If the rate is for a double, the receipt must state the single daily room rate. Not all charges, such as movie rentals and room service are reimbursable. (FTR 301-11.13)

#### **b) Tax Exemption for Lodging**

Only the government entity itself (NASA) is tax-exempt, not its employees. Travelers should check their travel packets to make sure that a tax exemption certificate is enclosed. Although not required, hotels in some states (for instance, the state of Florida) occasionally accept a government traveler's tax-exempt certificate if a travel authorization is presented. The traveler should always inquire. The tax exemption forms must be given to the hotel upon arrival.

#### **c) Meals and Incidental Expense Rate (M&IE)**

For travel of **more than 24 hours**, the traveler will receive three-fourths of the applicable M&IE on the first and last day of travel. **Example:** A traveler going to Washington, D.C. leaves Monday morning and returns Wednesday morning. M&IE is \$46.00 per day. **Computation:** \$34.50 (3/4 M&IE on Monday) & \$46.00 (100% M&IE on Tuesday) & \$34.50 (3/4 M&IE on Wednesday) = \$115.00.

For travel of **more than 12 hrs**, but not exceeding 24 hrs, *when lodging is required*, per diem will be computed the same way as travel of more than 24 hrs. If lodging is not required, then the three-fourths M&IE is applicable. For travel of **12 hrs or less**, no per diem is allowed. **Note:** The time you leave or return no longer applies when calculating M&IE. If any meals are provided, see the following web site for the most up-to-date M&IE

<http://www.fedtravel.com/gsa/d> to determine the amount to be deducted for that applicable meal.

## d) Reimbursement for Actual Expenses

If your expenses exceed the allowed per diem rate you may request reimbursement for actual expenses **before the travel occurs**. Reimbursement for up to 300% of either lodging only, M&IE only, or both may be requested (FTR 301-11.303). For actual expenses, you must justify the reason for the request. The reason for the excess may be caused by, but not limited to, one of the following circumstances:

- **Prearranged conference site:** Lodging and/or meals are obtained at a prearranged place such as a hotel where a meeting, conference or training session is held. You must **ATTACH AN AGENDA** that states that a block of rooms was reserved specifically for the conference.
- **Subsistence costs escalated due to other functions or events in the area:** For example the American Medical Association Conference would, perhaps, increase room rates.
- **Special-lodging upgrade was necessary in performance of duties.** The circumstances must be described
- **Lodging is not available at government rates.** The Contract Travel Office verifies the effort made to locate government rates for lodging at three locations. The request for actual expense must be routed to and approved by the Branch Chief for Financial Management before being sent to the Travel Office for approval. If your request is approved, you may be reimbursed up to 300% of the allowable maximum rate. At Dryden, actual expense requests for lodging only must include the statement "Standard M&IE Requested." Otherwise, all expenses must be itemized. Claim these excess expenses on your voucher.  
**Example 1:** A traveler goes to Ontario, CA for a conference at a pre-arranged site and the maximum lodging per diem is \$60 but the room costs \$65 and therefore, may request reimbursement for the actual lodging expense.

**Example 2:** A traveler plans to attend a conference in Washington, DC but no rooms are available at the government rate. The contract Travel Agency contacts three different hotels, but nothing is available at the government rate. The least expensive room costs \$200 and the traveler requests actual expenses for lodging only. The maximum lodging reimbursement is \$110 (lodging) + \$34 (M&IE) = \$144 x 300% = \$432 - \$34 = \$398. The \$34 M&IE rate is included in the 300-percent calculation and is then subtracted out to arrive at the lodging-only per diem allowance of \$398. If the traveler requests actual expenses for lodging and M&IE, then \$432 is the maximum allowance.

## e) Extended TDY

Reduced per diem rates have been established for **extended TDY** assignments that exceed 30 days. Travelers on short term extended TDY assignments (more than 30 days and less than 120 days) will be reimbursed at 65% of the maximum per diem rate; travelers on long term extended TDY assignments (greater than 120 days) will be reimbursed at 55% of the maximum per diem rate. This reduced per diem will be applied even if the original orders are authorized for less than 30 days and then extended. Extensions must not be authorized for the purpose of simply maintaining a higher per diem rate (NMR 301-11.203).

## f) Cost-Sharing Arrangements

Travelers may choose to decline lodging reimbursement if they are staying with friends or relatives instead of at a hotel. This voluntary refusal of reimbursement for lodging expenses must be **explicitly** stated within the comments section of the travel authorization. Please include the following statement in the travel authorization : "Permissive travel authorized under the training act, reimbursement on a cost sharing basis has been agreed to as mutually advantageous to both parties."

## 6. Making Reservations and Cancellations

**“TRIP CANCELLATIONS” MUST BE REPORTED TO BOTH THE CONTRACT TRAVEL AGENCY (x2375) AND THE DCTO (X3847).** Employees are required to make airline and rental car reservations through the Contract Travel Agency. If airline reservations are not made through the Contract Travel Agency, the traveler assumes all liability for additional charges and/or penalties.

### a) Travel Dates and Times

Travelers are expected to make travel arrangements that are most expedient to the performance of the mission; however we don't expect an employee to take “unreasonable” flights. Normally, Dryden does not pay for “night-before” lodging in Los Angeles, if you have the option to take a later flight that day. Due to heightened security and the traveler's safety it is allowable for the traveler to stay overnight in Los Angeles if their flight leaves before 12:00pm. If the return flight is scheduled to land such that the traveler cannot arrive at the official duty station or home prior to 10:00 p.m. then the traveler may stay overnight at the return airport.

The general rule of thumb is that we do not expect the traveler to be **required** to leave their house earlier than 6 AM or arrive later than 10 PM. At the conclusion of a TDY, if you can reasonably obtain a return flight that arrives before 8 PM, you are expected to return home that day and additional lodging costs will not be paid. If the official business requires later departure (especially when the TDY is on the East Coast), we generally will allow you to return the next day.

*Note: those on official travel, who arrive at their residences after midnight, may be excused for a reasonable length of time before reporting for duty, but not in excess of 8 hours. NPG 3600.1 Ch. 3.6..*

When making travel arrangements, let the travel agent know when your duty begins and ends so that he/she can help you make the correct arrangements. **Incorrect travel arrangements may result in the non-payment of per diem, transportation expenses, or a charge to annual leave.** If there is any doubt, contact the DCTO at extension 3847.

## 7. Additional Travel Information

### a) Telephone Calls

NASA policy limits personal calls made during official travel status (more than 1 night) to an average of one per day and brief in duration (NFMR 301-12.4). You will be reimbursed a maximum of \$5.00 per day for personal phone calls. Business calls are not subject to dollar amount limitations but are subject to approval. Authorized telephone expenses should be claimed on the travel voucher as a miscellaneous expense. (NFMR 301-12.6)

### b) Annual Leave

AS A GENERAL RULE, annual leave may be approved in conjunction with TDY travel assuming the main purpose of the travel is for legitimate business reasons. Leave is approved on a one-for-one basis: one day of leave for one day of work at the TDY destination, **not including** travel days unless your last day is business and you are returning that evening. Annual Leave, Comp Time, and LWOP are all governed the same. Weekends (personal leave) do not count.

The number of days and dates of annual leave requested must be stated on the travel authorization. Leave starts at the end of the workday, so lodging will not be provided by the government on the last official business day of a trip (the day you would normally return home).

The traveler will absorb any costs in excess of those that would have been incurred on direct or uninterrupted travel. Any deviations from the above general rule must be justified in writing and approved by the Director, Dryden Flight Research Center, prior to the commencement of travel.

### c) Graduate Studies Program and Professional Development Program

The Center's guideline for travel relating to full-time Graduate Studies Program (GSP) and Professional Development Program (PDP) is one round-trip ticket paid by the government. All other travel between the TDY site and residence is the responsibility of the employee. Deviations to this guideline may be allowed on a case-by-case basis, but must be worked with the employee's supervisor.

## **d) Advances and the Government Charge Card (GCC)**

**ALL TRAVELERS MUST APPLY FOR THE GCC.** If you have a Government Charge Card, NASA is authorized to issue ATM cash advances explicitly for meals and incidental expenses (M&IE). Registration fees and other authorized miscellaneous expenses can be charged to the GCC which is accomplished through Human Resources. Direct deposit advances will be issued **ONLY** for the following reasons:

- New hires who don't have a GCC
- Foreign Travel
- Co-ops
- Infrequent Traveler

The cash advance is limited to 80% of the per diem and other miscellaneous expenses. If this 80% rule creates a financial hardship, a 100% advance will be considered. This exception must be documented in the travel authorization and approved by the Branch Chief for Financial Management.

Direct deposit travel advances will be provided no earlier than (3) days before travel begins. The Branch Chief for Financial Management must approve all exceptions. No advance will be issued if you have not applied for a GCC for personal reasons, or the GCC has been suspended or revoked because of delinquent payments, or for using the card for personal purchases. GCC applications are available in the Travel Office.

## **e) Requesting, Authorizing, and Approving Officials**

The Center Director holds authorization/approval authority. At Dryden, this authority has been delegated to the Financial Management Office.

## **8. Conference Fees**

Training is requested separately on DFRC Form 141. If a training request has been requested please note the information in the comment section to include the confirmation number.

### **a) Travel orders**

If you are paying the conference fees using a government travel credit card, you must coordinate with B of A to ensure that you will be able to pay the fees.

If the Human Resources Office is paying the conference fees to the vendor, they will always attempt to use the training credit card to pay the conference fee directly.

If the training request is used for conference fees when no charge cards are accepted by the vendor, you need to complete a Training Request (DFRC Form 141) and forward PR to the Human Resources Office

### **b) Registration Forms and Agendas**

- Conference Agenda: both the Human Resources Office and the Travel Office require the conference agenda, therefore, a copy should accompany the travel authorization. You should make copies of all documents before submitting them for processing. The Dryden Human Resources Office needs to see copies of paperwork processed for conference fees. This paperwork includes a copy of the travel authorization plus any company agenda information.
- Payment Before Funds Approved: Employees are not authorized to make a commitment to the vendor to attend the conference until they have obtained supervisory approval. Depending upon the internal procedures of the organization, the approval can be either verbal or written.
- Registration Fees: Must be authorized to get reimbursed, you must provide a receipt, regardless of the amount. You will not be reimbursed for entertainment expenses, social events or personal items related to attendance at a conference, except when they are inseparable from the conference fees.
- When meals or light refreshments are furnished at nominal or no cost by the Government or are included in the registration fee, the applicable M&IE will be calculated as follows: "If meals are furnished, the

appropriate deduction from the M&IE rate must be made (see FTR 301-11.18 of this chapter.)” **however** if light refreshments are furnished, no deduction of the M&IE allowance is required. (FTR 301-74.21)”

## **9. Voucher Preparation**

As the old saying goes, no job is finished until the paperwork is done, and, in this case, it must be done within **five working days** after your travel has been completed. Collect your receipts, airline ticket, hotel bills, rental car bills, and any single travel related item for \$75 or more. Complete the Travel Voucher questionnaire. The Travel Voucher questionnaire will help calculate your expenses. This can be done while you are on travel or when you return. This document (WK 9-702) is available in Informed Filler.

Once this is completed attach your receipts to the form and bring them down to DCTO for processing. The DCTO will audit the receipts and voucher before being processed for reimbursement. All travel vouchers submitted to the Travel Office will be processed in the order in which they are received and the money will be deposited in your designated bank account within 30 calendar days after submitting a proper travel claim (FTR 301-52.17). If the voucher presented to the Travel Office is incomplete, it will be returned to the traveler for completion. After completing the voucher, it should be returned to the DCTO for processing. We will re-stamp the voucher and the 30-day clock will start again.

### **Note:**

1. If Headquarters processes the travel authorization they will also process the vouchers
2. Receipts are only required for Airfare, Hotel, Car Rental and all single travel related item expenses that exceed \$75.00
3. No receipts are needed for items under \$75.00, such as ATM fees, gas receipts, official telephone calls, taxis, and parking.
4. Dry cleaning and laundry receipts can now be listed as a miscellaneous expense on the voucher for trips of four (4) or more consecutive days of lodging (FTR 301-11.311)

## **10. Foreign Travel**

To ensure your travel requirements are processed on a timely bases contact the Center Directors administrative staff at least 7 weeks before your trip is to begin.

## **11. Emergency Official Government Travel**

Federal Travel Regulations permit emergency official government travel without an approved Travel Authorization under certain conditions. See DCP-C-023. This procedure defines the process for travelers to follow to proceed on travel during non-work hours for emergencies such as to support a NASA mishap, e.g., loss of Orbiter or loss of Helios.

### **a) Travel Authorization Approvers**

Emergency official government travel without an approved Travel Authorization will be approved by the Center Director or, in his absence, a delegate, as authorized. The Center Director may delegate authority to the following in his absence:

Deputy Center Director  
Associate Center Director for Programs  
Associate Center Director for Management  
Associate Center Director for Operation

Further delegation of authority may not be made. However, in the absence of those individuals listed above, other employees designated as Acting Center Director may authorize a Dryden Civil Service employee to perform official government travel on verbal orders.

## **b) Travelers Responsibilities**

When emergency travel is necessary during work hours, normal travel procedures apply:

1. If the traveler's approver is not available, then approval for emergency travel must be obtained from the Center Director or his delegated approvers in his absence.
2. Travelers must make arrangements for travel through the DCTO if during normal work hours.
3. The Center's process does not allow a ticket to be issued at Dryden without a Travel Authorization. If a Travel Authorization is not issued, CI Travel can still make all arrangements and reservations, however, the traveler must obtain the ticket at the airport. The traveler will use his own government credit card in order to obtain a government rate.

## **c) Non-Work Hours**

When emergency travel is necessary during non-work hours, the following process applies

1. Travelers will obtain approval from the Center Director or his delegated approvers in his absence, by telephone or other means of communication, e.g., e-mail or letter of authority. To make travel reservations, the traveler should call CI Travel's 800-telephone number and use the government issued credit card.
2. When the traveler is unable to make reservations through CI travel, travel arrangements can be made by the traveler directly with the airlines. To obtain the government rate, the reservation must be made using the government issued travel charge card. Generally, only a one-way ticket should be purchased. The return trip should then be scheduled through CI Travel to provide a guaranteed rate and a ticket that is refundable or exchangeable.

## **d) Travel Authorization**

Once the traveler is underway, the traveler's support staff or the DFRC Central Travel Office will create an official Travel Authorization as required by ordinary travel, generally within one business day.

1. The traveler will contact his organizational travel preparer or the DFRC Central Travel Office with sufficient information to prepare a proper Travel Authorization. The Travel Authorization will make reference to the Center Director's approval of emergency travel.
2. The Center Director or his designated approver will forward an official document of approval, e.g., e-mail, etc. to the Central Travel office to support the traveler's emergency travel.
3. Upon return, the traveler or preparer will file a voucher within the normal five days. The voucher will then be routed to the DCTO for payment as any other normal travel voucher.

## **12. Precautions while on TDY**

There have been an increasing number of injuries to employees while on TDY status. Therefore, we would like you to be aware of your surroundings by following these safety tips:

- Use extreme caution in areas subject to icy and snowy conditions. DFRC employees have been injured walking on icy areas
- Exercise care in hotel bathrooms and shower/tub areas
- Use extreme caution when wearing high heels and walking in unfamiliar areas, especially on escalators, grates, and other rough or uneven surfaces.

**In the event you experience an injury while on TDY status, please follow these steps:**

- Obtain any necessary first aid and report the injury to your supervisor or responsible official immediately

- It is a law that you complete a written report (Law Section 8101 Title 5 USC), U.S. Department of Labor Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, and submit it to your supervisor. If you are unable to complete the form, someone else may complete it for you.
- Have a witness complete block 16 of the form. If a CA-1 form is not available for the witness to complete, have them prepare and sign a statement and attach it to the CA-1 form.
- Attach copies of any physician reports (if applicable). This report should be filed with the Office of Human Resources within 48 hours from the date of injury but no later than 30 calendar days of the date of injury.

### **13. Conclusion**

We hope these travel tips have answered your travel questions and informed you of basic travel policies. Remember that the Financial Management Office and the DCTO will help you with any issues or problems that are not addressed in this document. The DCTO will not process any travel authorization or travel vouchers, which are incomplete. Please visit our office if you have any additional questions or comments.

## **Appendices**

### **ACRONYMS**

<b>FMM</b>	<i>Financial Management Manual</i>
<b>FTR</b>	<i>Federal Travel Regulations</i>
<b>GCC</b>	<i>Government (Travel) Credit Card</i>
<b>GSA</b>	<i>General Services Agency</i>
<b>M&amp;IE</b>	<i>Meals and Incidental Expenses</i>
<b>NF</b>	<i>NASA Form</i>
<b>NFMR</b>	<i>NASA Financial Management Requirements</i>
<b>NTDS</b>	<i>NASA Training and Development System</i>
<b>OAG</b>	<i>Official Airline Guide</i>
<b>POV</b>	<i>Privately Owned Vehicle</i>
<b>SF</b>	<i>Standard Form</i>
<b>TDY</b>	<i>Temporary Duty</i>
<b>DCTO</b>	<i>Dryden Centralized Travel Office</i>

### **FORMS**

<b>CA-1</b>	<i>Federal Employee's Notice of Traumatic Injury and Claim form</i>
<b>DFRC 141</b>	<i>Training Request</i>
<b>WK9701</b>	<i>Pre Travel Questionnaire</i>
<b>WK9702</b>	<i>Voucher Questionnaire</i>
<b>DFRC 9-703</b>	<i>Local Travel Questionnaire</i>

### **WEB SITES**

<http://www.fedtravel.com/gsa/>

<http://www.hq.nasa.gov/cfo/internal/fmr/>

[http://www.nasa.gov/offices/ocfo/references/ocfo\\_fm\\_detail.html](http://www.nasa.gov/offices/ocfo/references/ocfo_fm_detail.html)