

FINANCIAL MANAGEMENT REQUIREMENTS

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TRAVEL

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CHAPTER 1. TRAVEL

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CHAPTER 1. TRAVEL**1.1 OVERVIEW.**

- 1.1.1 The National Aeronautics and Space Administration (NASA) travel management policies seek to improve the management and systems utilized by federal employees and contractors to enable efficient travel. These efforts involve:
- A. Continuously evaluating travel and relocation programs and policies;
 - B. Examining new technologies and automated systems;
 - C. Analyzing the impact of current and proposed regulations, laws, executive orders, and international agreements;
 - D. Facilitating the Interagency Travel Management Committee (ITMC); and
 - E. Educating and training of federal travel professionals.
- 1.1.2 The General Services Administration's (GSA's) Office of Government-wide Policy's Center for Travel and Transportation Policy Formulation sponsors an Interagency Travel Management Committee (ITMC) that provides a forum through which federal agencies can exchange information and ideas for resolving common interests relating to the effective utilization of the Federal Travel Regulation (FTR). Through the ITMC, GSA strengthens lines of communication and disseminates information to agency representatives. To ensure compliance with internal agency rules and regulations, federal employees are referred back to his/her ITMC representative for direct assistance.

1.2 POLICY.

- 1.2.1 The Federal Travel Regulation (FTR), published by the General Services Administration (GSA), Travel and Transportation Management Policy Division, is the source for Federal policy on travel. The FTR is available at <http://www.gsa.gov/ftr>.
- 1.2.2 NASA Office of the Chief Financial Officer promulgates the Federal Management Requirements (FMR) to: (a) interpret statutory and other policy requirements in a manner that balances the need to ensure that official travel is conducted in a responsible manner with the need to minimize administrative costs, and (b) communicate the resulting policies in a clear manner to employees.
- 1.2.3 The NASA Federal Travel Regulation Supplement (NFTRS), contained here as Appendix A, is intended only to address matters for which NASA has authority or responsibility to set specific policy or establish specific

procedures that apply only to NASA and matters not covered by the FTR. The FTR, as amended, should first be consulted regarding travel policy. It is incumbent upon NASA employee-travelers, authorizing and approving officials and financial management personnel to be familiar with the provisions of the FTR, in relation to their specific roles in the travel process.

- 1.2.4 Chapters 300 and 301 of the FTR are published by GSA in a plain language, question and answer, format. To facilitate the review of NASA-specific provisions related to the FTR and simplify Agency travel regulations, the FMR NFTRS is structured, formatted, and numbered consistent with the FTR. Only questions for which there are NASA-specific answers are included.

1.3 AUTHORITIES AND REFERENCES.

- 1.3.1 U.S.C. 5 § 5707, Regulations And Reports.
Title 5 - Government Organization And Employees/Part III - Employees/Subpart D - Pay and Allowances/Chapter 57 - Travel, Transportation, And Subsistence/Subchapter I - Travel And Subsistence Expenses; Mileage Allowances
- 1.3.2 U.S.C. 5 § 5738, Regulations.
Title 5 - Government Organization And Employees/Part III - Employees/Subpart D - Pay And Allowances/Chapter 57 - Travel, Transportation, And Subsistence/Subchapter II - Travel And Transportation Expenses; New Appointees, Student Trainees, And Transferred Employees
- 1.3.3 U.S.C. 5 § 5741, General Prohibition.
Title 5 - Government Organization And Employees/Part III - Employees/Subpart D - Pay And Allowances/Chapter 57 - Travel, Transportation, And Subsistence/Subchapter III - Transportation Of Remains, Dependents, And Effects
- 1.3.4 U.S.C. 5 § 5742, Transportation Of Remains, Dependents, And Effects; Death Occurring Away From Official Station Or Abroad.
Title 5 - Government Organization And Employees/Part III - Employees/Subpart D - Pay And Allowances/Chapter 57 - Travel, Transportation, And Subsistence/Subchapter III - Transportation Of Remains, Dependents, And Effects
- 1.3.5 U.S.C. 20 § 905, Quarters, Quarters Allowances, And Storage.
Title 20 - Education/Chapter 25 - Pay And Personnel Program For Overseas Teachers
- 1.3.6 U.S.C. 31 § 1353, Acceptance Of Travel And Related Expenses From Non-Federal Sources.
Title 31 - Money And Finance/Subtitle II - The Budget Process/Chapter 13 - Appropriations/Subchapter III - Limitations, Exceptions, And Penalties

- 1.3.7 U.S.C. 40 §121, Administrative.
Title 40 - Public Buildings, Property, And Works/Subtitle I - Federal Property
And Administrative Services/Chapter 1 - General/Subchapter III -
Administrative And General
- 1.3.8 U.S.C. 49 § 40118, Government-Financed Air Transportation.
Title 49 - Transportation/Subtitle VII - Aviation Programs/Part A - Air
Commerce And Safety/Subpart I - General/Chapter 401 - General Provisions
- 1.3.9 Executive Order 11609, *Delegating Certain Functions Vested In The
President To Other Officers Of The Government Source*. The Provisions Of
Executive Order 11609 Of July 22, 1971, Appear At 36 Fr 13747, 3 CFR,
1971-1975 Comp., P. 586, Unless Otherwise Noted.
- 1.3.10 General Services Administration (GSA), Federal Travel Regulation (FTR),
The FTR is the regulation contained in 41 Code of Federal Regulations
(CFR), Chapters 300 through 304, that implements statutory requirements
and Executive branch policies for travel by federal civilian employees and
others authorized to travel at government expense.