

## **Allowable ETDY Expenses Included in Reduced Per Diem Rate**

- Rental of a furnished one bedroom or efficiency apartment, if an employee chooses to upgrade their lodging to more than a one bedroom; the cost of the upgrade will not be reimbursed; the employee will only be reimbursed up to the amount of the one bedroom
- Rental cost of necessary furniture and appliances if renting an unfurnished dwelling
- Connection, use and disconnection of utilities
- Monthly telephone use fee for landline (does not include installation and long distance calls)
- Basic cable TV service
- Internet service
- The cost of reasonable fees for cleaning service, if it's not included in lodging charge
- Cost of meals and incidentals

## **Allowable ETDY Expenses Reimbursed as Separate Expenses**

- Automated Teller Machine fees with justification for not using the government issued card as required
- Metro fare or mileage to the TDY location from your lodging; unless, it's not provided by other means such as a fare subsidy, if authorized
- Excess baggage not to exceed 350 pounds; baggage should be transported in a manner that's most cost effective to the Agency

**Unsure if an expense will be deemed allowable? Play it safe.  
Contact the NSSC prior to creating your travel plan.**

To return back to ETDY, see:

[https://nasa.sharepoint.com/sites/nssc/SitePages/Extended%20Travel%20\(ETDY\).aspx](https://nasa.sharepoint.com/sites/nssc/SitePages/Extended%20Travel%20(ETDY).aspx)