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**Subject: General Travel Requirements**

**Responsible Office: Office of the Chief Financial Officer**

**Table of Contents**

[Preface](#_Toc516673257)

[P.1 Purpose](#_Toc516673258)

[P.2 Applicability](#_Toc516673259)

[P.3 Authority](#_Toc516673260)

[P.4 Applicable Documents and Forms](#_Toc516673261)

[P.5 Measurement/Verification](#_Toc516673262)

[P.6 Cancellation](#_Toc516673263)

[Chapter 1. Overview](#_Toc516673264)

[1.1 Overview](#_Toc516673265)

[1.2 Agency Requirements](#_Toc516673266)

[1.3 Roles and Responsibilities](#_Toc516673267)

[Chapter 2. Official and Local Travel; Travel Authorization and Approval](#_Toc516673268)

[2.1 Local Travel](#_Toc516673269)

[2.2 Official Travel; Arranging for Travel Services](#_Toc516673270)

[2.3 Authorization Requirements](#_Toc516673271)

[2.4 Amendments to Travel Authorization](#_Toc516673272)

[2.5 Cancellation of Authorizations](#_Toc516673273)

[2.6 Approval of Authorizations](#_Toc516673274)

[2.7 Post-Travel Authorizations](#_Toc516673275)

[Chapter 3. Arranging and Paying for Travel Expenses](#_Toc516673276)

[3.1 Allowable Methods of Payment](#_Toc516673277)

[3.2 Cash and ATM Advances](#_Toc516673278)

[3.3 Accounting for Travel Advances](#_Toc516673279)

[3.4 Sponsored Travel/Allowable Non-NASA Methods of Payment](#_Toc516673280)

[Chapter 4. Travel Claims and Reimbursement](#_Toc516673281)

[4.1 Travel Expense Vouchers](#_Toc516673282)

[4.2 Voucher Documentation Requirements](#_Toc516673283)

[Chapter 5. Allowable Transportation Expenses](#_Toc516673284)

[5.1 Methods of Transportation](#_Toc516673285)

[5.2 Transportation Expenses for Indirect Routes](#_Toc516673286)

[5.3 Official Travel in Conjunction with Leave](#_Toc516673287)

[5.4 Common Carrier Transportation](#_Toc516673288)

[5.5 Other-Than-Coach Class Airline, Train, and Ship Accommodations](#_Toc516673289)

[5.6 Privately Owned Vehicle (POV)](#_Toc516673290)

[5.7 Constructive Cost (Cost Comparison)](#_Toc516673291)

[5.8 Special Conveyances](#_Toc516673292)

[5.9 Taxicabs, Shuttle Services, or Other Courtesy Transportation](#_Toc516673293)

[5.10 Rental Car](#_Toc516673294)

[Chapter 6. Allowable Subsistence and Miscellaneous Expenses](#_Toc516673295)

[6.1 Lodging, Meal and Incidental Expenses (M&IE) Overview](#_Toc516673296)

[6.2 Lodging Allowances](#_Toc516673297)

[6.3 Miscellaneous and Incidental Expenses](#_Toc516673298)

[Chapter 7. Foreign Travel](#_Toc516673299)

[7.1 Foreign Travel Overview](#_Toc516673300)

[7.2 Authorization and Approval of Foreign Travel](#_Toc516673301)

[7.3 Foreign Training](#_Toc516673302)

[7.4 Passport and Documentation Requirements](#_Toc516673303)

[7.5 Returning from Foreign Travel](#_Toc516673304)

[Chapter 8. Travel Under Special Circumstances](#_Toc516673305)

[8.1 Travel Expenses Based on Disabilities or Special Needs](#_Toc516673306)

[8.2 Upgrade Approvals based on Mission Criteria](#_Toc516673307)

[8.3 Emergency Travel](#_Toc516673308)

[Chapter 9. Travel Upgrades, Promotional Materials, and Frequent Traveler Programs](#_Toc516673309)

[9.1 Allowances for Use of Travel Upgrades](#_Toc516673310)

[9.2 Allowances for Use of Promotional Materials and Frequent Traveler Programs](#_Toc516673311)

[Chapter 10. Travel Provisions for Non-Employees and Invitational Travelers](#_Toc516673312)

[10.1 Invitational Travel for Non-Employees](#_Toc516673313)

[10.2 Pre-Employment Interview Travel](#_Toc516673314)

[10.3 Cost Sharing for Formal Training](#_Toc516673315)

[10.4 Witnesses and Jurors](#_Toc516673316)

[Appendix A. Acronyms](#_Toc516673317)

* 1. Purpose

This National Aeronautics and Space Administration (NASA) Procedural Requirement (NPR) sets forth NASA’s general requirements regarding local and official Government travel for employees. The NPR supplements the Government-wide Federal Travel Regulation (FTR), 41 Code of Federal Regulations (CFR) Subtitle F, promulgated by the General Services Administration (GSA).

* 1. Applicability
     + - 1. This NPR is applicable to all employees subject to 41 CFR Subtitle F, including temporary and intermittent employees, and those at NASA Headquarters and all NASA Centers, including Component Facilities and Technical and Service Support Centers. As a general rule it does not apply to contractors (including the Jet Propulsion Laboratory (JPL) (a Federally-Funded Research and Development Center (FFRDC)) or their employees, recipients of grants, cooperative agreements, or other agreements except to the extent specified or referenced in the applicable requirements for contracts, grants, or agreements; however, this NPR and its related requirements does apply to supplement 41 CFR Subtitle F provisions for travel for invitational travelers and non-employees like family members (which could include contracted employees traveling in their personal capacity) and other travel requirements.
         2. In this NPR, all document citations are assumed to be the latest version unless otherwise noted.
         3. In this NPR, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission, “should” denotes a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.
  2. Authority
     + - 1. Travel, Transportation and Subsistence, 5 United States Code (U.S.C.) §5701 et seq.
         2. Federal Travel Regulations (FTR) 41 Code of Federal Regulations (CFR) Subpart F (§300-1 et seq.).
         3. NASA Policy Directive (NPD) 9010.2, Financial Management.
         4. NPD 9710.1, Delegation of Authority – To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters.
         5. NPR 9730.11, Travel Card.
         6. NPR 9790.1, Payment of Travel Expenses for Non-Federal Employees.
  3. Applicable Documents and Forms
     + - 1. Expenses of Training, 5 U.S.C. § 4109.
         2. Acceptance of Travel and Related Expense from Non-Federal Sources, 31 U.S.C § 1353.
         3. Preparation and Submission of Appropriations Requests to the President, 31 U.S.C. § 1108(g).
         4. Federal Employees Clean Air Incentives Act – Public Law (Pub. L) 103-172.
         5. Consolidated Appropriations Act, General Provisions – Public Law (Pub. L) 115- 31 Div. B, Title V, Sec. 525.
         6. Types of Passports, 22 CFR § 51.3(b).
         7. Federal Travel Regulation System, 41 CFR Subpart F (§ 300-1 et seq.)
         8. Temporary Duty (TDY), Travel Allowances, 41 CFR § 301-2.1.
         9. Travel of an Employee with Special Needs, 41 CFR § 301.13.
         10. Transportation, Expenses, 41 CFR § 301-10.309.
         11. Emergency Travel, 41 CFR § 301-30.4.
         12. TDY Travel Allowances, 41 § CFR 301-70.102.
         13. Pre-Employment Interview Travel, 41 CFR § 301-75.
         14. Payment of Travel Expenses from a Non-Federal Source, 41 CFR § 304.1.
         15. NPD 2540.1, Personal Use of Government Office Equipment Including Information Technology.
         16. NPD 3410.2, Employee and Organizational Development.
         17. NPD 9710.1, Delegation of Authority – To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters.
         18. NPR 3600.1, Attendance and Leave.
         19. NPR 3713.1, Reasonable Accommodations Procedures.
         20. NPR 9730.11, Travel Card.
         21. NPR 9750.10, Extended TDY.
         22. NPR 9790.1, Payment of Travel Expenses from a Non-Federal Source.
         23. NHQ Form 1167, Request for Approval of Foreign Training, Non-Program Travel, or Gifts of Travel from Non-Federal Sources.
         24. NHQ Form 1676, NASA Scientific and Technical Document Availability Authorization (DAA).
  4. Measurement/Verification

Quality assurance reviews and analysis of financial and budgetary reports and data submitted through the continuous monitoring program will be used to measure compliance with this NPR.

* 1. Cancellation

a. NPR 9700.1, Travel (w/change 3), dated September 12, 2011.

b. NID 9700.1A, NASA Conference Approval and Reporting, dated October 8, 2014.

c. NID 9700.2, Appendix A, NASA Travel Regulations Supplement, dated June 18, 2014.

d. NASA Interim Directive (NID) 9700.103, Supplemental Premium Travel Procedural Requirements, dated August 6, 2015.

1. Overview
   1. Overview
      1. The NASA travel management policies seek to improve the management and systems utilized by Federal employees and contractors to enable efficient travel. These efforts involve:
         * 1. Continuously evaluating travel procedures and results.
           2. Examining new technologies and automated systems.
           3. Analyzing the impact of current and proposed laws, regulations, Executive Orders, and international agreements.
           4. Participating in GSA’s Government-wide travel initiatives, including the Senior Travel Official Council and other travel policy and system coordination groups.
           5. Educating and training Federal travel professionals and travelers.
      2. NASA’s policy is to comply with all related directives and regulations in administering the requirements for official Government travel.
   2. Agency Requirements
      1. The Federal Travel Regulations (FTR) 41 CFR Subpart F, published by the General Services Administration (GSA), is the source for Federal policy on all travel provisions. The FTR implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel at Government expense.
      2. This NPR is a supplement to the FTR to (a) interpret regulatory and other procedural 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 NASA employees and travelers.
      3. Since this NPR is a supplement to the FTR, it is incumbent upon NASA employees/travelers, authorizing and approving officials, and financial management personnel to be familiar with the provisions of 41 CFR Subtitle F, in relation to their specific roles in all travel related processes.
   3. Roles and Responsibilities
      1. The Agency Office of the Chief Financial Officer: Serves as the Agency-wide lead for all matters relating to policy, regulations, requirements, other guidance, and internal controls, as necessary for NASA’s travel program in accordance with the FTR and other regulatory requirements. The OCFO develops and implements NASA policy, regulations, procedures, and other guidance and works closely with the NASA Shared Services Center and Center travel management personnel regarding policies and procedures for NASA’s travel program. OCFO’s Director for Policy shall be responsible for maintaining this NPR, deciding requests for blanket authorizations, special approvals not otherwise specified in this NPR, or obtaining a waiver from NASA’s requirements when not contrary to 41 CFR; providing guidance in situations not clearly covered by these policies or 41 CFR Subtitle F; and representing the Agency in travel appeals to the Civilian Board of Contract Appeals (CBCA).
      2. The NASA Shared Services Center: Serves as the Agency-wide shared services lead for the oversight and management of centrally managed travel-related processes such as NASA’s travel audit services, in accordance with NASA’s policies and 41 CFR Subtitle F and other regulatory requirements. The NSSC also serves as the liaison between the travelers and their Center’s Travel Point of Contact and NASA.
      3. Center’s Travel Points of Contact: Work directly with the OCFO and NSSC designated Lead to provide oversight and management for travel-related processes at their respective Centers.
      4. Office of International and Interagency Relations (OIIR): OIIR is responsible for reviewing and coordinating all foreign travel by NASA personnel.
      5. Authorizing and Approving Officials: Authorizing and approving officials, as identified by the employee’s Center, may authorize and approve employee travel, but should review each requested authorization and voucher and only approve them in accordance with this NPR and the FTR.
      6. Authorizing and approving officials shall determine which method of transportation is more advantageous to the Government consistent with this NPR and the FTR and other NASA policies such as NPR 6200.
      7. Employees and other travelers: Employees and other travelers subject to 41 CFR Subtitle F and this NPR are responsible for following the procedures and guidelines for conducting official Government travel outlined in this NPR and the 41 CFR Subtitle F. This includes the general requirement for each traveler to “ensure all travel expenses are prudent and necessary” (41 CFR §301-71.203(a)).
2. Official and Local Travel; Travel Authorization and Approval
   1. Local Travel
      1. NASA defines the local travel area as the region within 35 miles (by the most direct route) of both the employee’s official duty station and the residence from which the employee commutes to the official duty station. A reduced local travel area, within 25 miles of the employee’s official duty station and residence, is defined for official duty stations within the congested metropolitan areas, including the Washington, DC, Los Angeles, San Jose, and Houston metropolitan statistical areas. The official duty station is defined by the boundaries of the Center or Facility. Similarly, for invitational travelers, their local travel area is defined by their home and regular place of work (their duty station if a Government employee).
      2. An employee shall be reimbursed for necessary and reasonable expenditures required for transportation to transact approved official Government business within or nearby the local travel area. However, no lodging or subsistence will be authorized for travel within an employee’s local travel area, or for travel outside the local travel area that is 12 hours or less in duration. Formal travel authorizations are not generally required for local travel; however, prior authorization is required when using air transportation or a Government vehicle for local travel.
      3. When an employee is directed to report to an alternate work site away from her/his official duty station, only the travel costs exceeding his/her daily normal commuting costs will be reimbursed, not to exceed travel costs from the official duty station to the alternate work site. Examples include local transportation expenses (metro, bus, and taxi fare), Privately Owned Vehicle (POV) mileage, parking, and tolls. When authorized, NASA will reimburse the full amount of transportation costs (mileage) for local travel.
   2. Official Travel; Arranging for Travel Services
      1. All NASA employees traveling on official business outside the local travel area and in travel status more than 12 hours are on official travel.
      2. All NASA employees will use the E-Gov Travel Service (ETS) or Travel Management Center (TMC) to arrange for common carrier transportation, lodging, and rental cars for Official Travel. Absent an approved exception under 41 CFR §301-50.4, § 301-73.102, or § 301-73.104, the employee is responsible for any additional costs incurred as a result of failing to use the ETS or TMC, and reimbursement amounts cannot exceed the total transportation costs authorized by NASA.
   3. Authorization Requirements
      1. NASA employees shall have an approved Travel Authorization (TA) prior to travel. In addition to the information required by 41 CFR §301-71.103, the TA for all foreign travel will include an Advance Notice Form as an attachment to the TA.
      2. NASA employees shall have specific authorization or prior approval for the following travel arrangements:
         * 1. Use of first-class or business-class service for common carrier transportation.
           2. Use of reduced fares for group or charter arrangements.
           3. Use of extra-fare train service.
           4. Travel by ship.
           5. Use of rental car.
           6. Use of foreign air carrier.
           7. Use of a Government aircraft.
           8. Use of cash to pay for common carrier transportation.
           9. Payment of a reduced per diem rate.
           10. Payment of actual expense (designated approvers will review actual expense to ensure they are not above the 300 percent of the rate that is published by GSA).
           11. Travel expenses related to emergency travel.
           12. Travel expenses related to travel to a foreign area.
           13. Acceptance of payment from a non-Federal source for travel expenses.
           14. Travel expenses related to attendance at a conference.

Note: Paragraphs (c), (i), (m), and (n) of this section require a written or electronic advance authorization.

* + 1. For travel under paragraphs 2.3.2. (a) through (d), NASA employees shall have approval from their Center Directors, OICs, or their designees.
  1. Amendments to Travel Authorization
     1. When Temporary Travel Duty (TDY) travel dates differ from the approved itinerary as specified on the authorization, an amended TA will be issued. Employees shall ensure that the approved TA and itinerary dates match in the automated travel system prior to submitting a voucher. An employee should request and the Agency issue an amended TA when the authority contained in the original authorization is insufficient for performance of official business. An amended document should also be issued to permit the traveler to incur, and be reimbursed for, additional allowable expenses. TAs will be amended for changes from the approved TA when:

1. The TDY travel dates are changed.
2. The TDY location has been changed or another TDY location is added.
3. A rental car is being added to the TA.

d. Online booking reservation changes (e.g., when a trip is un-ticketed and the TA has been approved).

* 1. Cancellation of Authorizations

In the event that an employee’s trip is cancelled, the authorization should be promptly cancelled in the automated travel management system, within the time limit specified by the carrier. If the employee’s trip ends short before reaching a destination specified on the then-current authorization, the Government may be due a refund. The employee shall report these facts and account for his/her actions on the travel voucher showing prudent efforts in order to minimize any resulting losses to the Government. Failure to do so may subject the employee to liability for any unreasonable losses.

* 1. Approval of Authorizations

The delegation of authority to authorize and approve TDY travel is contained in NPD 9710.1 and 41 CFR §301-71.104. No traveler can “self-approve” their authorization, except as set forth in NPD 9710.1.

* 1. Post-Travel Authorizations

Travel should be authorized in writing before travel begins or any travel expenses are incurred. During unusual circumstances, when this is not practicable, travel may be subsequently approved in writing.

1. Arranging and Paying for Travel Expenses
   1. Allowable Methods of Payment

Per NPR 9730.11, NASA employees who are authorized official travel shall use their Individually Billed Accounts (IBA) hereinafter referred to as “travel card” for all official travel expenses as the method of payment, unless exempted in accordance with 41 CFR §301-51.2 and 301-51.3. This applies to all forms of travel, including Temporary Change of Station (TCS), Extended TDY (ETDY), and PCS.

* 1. Cash and ATM Advances

Because all travelers are required to have a travel card, any cash advances and ATM charges for using the travel card to obtain these advances shall be limited to the exceptions set forth in NPR 9730, sec. 4.3, consistent with 41 CFR §301-51.2.

* 1. Accounting for Travel Advances
     1. See 41 CFR §301-71.305. Employees on extended assignments will account for a travel advance beginning with the first interim voucher that is submitted.
        + 1. If the advance is received through ATM withdrawal using the travel card, it will be promptly liquidated when paying the travel card invoice.
          2. If the advance is received by other means (e.g., when upfront ETDY lodging deposit fees are authorized and require an advance), it will be liquidated based on the number of days covered by the interim voucher through the end of the assignment. If the advance amount is still outstanding at the end of the extended assignment when the final voucher is submitted, a bill of collection will be required.

Note: This does not apply to travelers who receive their advance via an ATM.

* + 1. When the outstanding advance exceeds what is owed to the employee, the employee will submit a check for the difference to the NSSC, who is responsible for collecting funds. Remittance by check is made payable to NASA.
    2. The NSSC shall officially notify the employee when a travel advance is considered to be delinquent. The notification may be accomplished by telephone, official notice, or bill of collection and should direct the employee to liquidate the delinquent advance in full within ten calendar days after receipt of the notice.
       1. If the employee does not fully pay within the specified timeframe, the outstanding advance will be collected by offsetting the employee’s salary within 45 days after the travel was completed. If required, recovery will also be made from retirement credit, by deduction from any amount due from the United States, or by any other legal method that may be necessary (salary offset or collection from other amounts due will be considered before retirement credit).
  1. Sponsored Travel/Allowable Non-NASA Methods of Payment

NASA employees should refer to NPR 9790.1 for additional guidance on sponsored travel and all allowable non-NASA methods of payment.

1. Travel Claims and Reimbursement
   1. Travel Expense Vouchers

In general, NASA employees shall submit their travel voucher within five working days after travel is completed. Vouchers should be submitted on a monthly basis when on ETDY, or every two weeks if on ETDY with a restricted amount on their IBA.

* 1. Voucher Documentation Requirements
     1. Each travel voucher will be supported by an approved travel authorization and receipts prior to the employee being reimbursed per 41 CFR §301-11.25.
        1. Travelers shall attach required receipts to the travel voucher. When receipts are not available or are impracticable to obtain or attach, the failure will be fully explained on the voucher. Mere inconvenience is not considered a valid reason for not producing a receipt. Travelers are required to maintain paper copies after electronically attaching them to the automated travel management system and verify that attachments are uploaded successfully to the automated travel system. Original receipts are maintained for two years in accordance with the National Archives and Records Administration. Below is a list of travel activities for which a receipt is or is not required:
           1. Transportation – Receipts are required for the employee’s mode of transportation. This includes all air, train, and rental car expenses, regardless of the amount.
           2. Lodging – Receipts are required for all lodging expenses, regardless of the amount.
           3. Meals and incidental expense (M&IE) – Receipts are not required for meals or incidental expenses. Travelers are reimbursed on a no-itemization method and are paid the standard daily M&IE per diem regardless of actual meal expenses.
           4. Miscellaneous expenses – Receipts are required for all miscellaneous expenses, plus applicable tax or tip over $75.

1. Allowable Transportation Expenses
   1. Methods of Transportation

The method of transportation most advantageous to the Government shall be authorized, taking into account cost and other factors, and presumptions as to most advantageous methods, pursuant to 41 CFR §301-10.3 through 10.6. Travel by common carrier (e.g., airlines) is always presumed to be the most advantageous method (or mode) absent a different determination, and no justification is required. When the authorizing official determines travel can be performed by automobile as the most advantageous method pursuant to the criteria of 41 CFR §301-10.5, the determination including type of automobile (Government-furnished, rental car, or POV) should be documented in the comments of the authorization.

* 1. Transportation Expenses for Indirect Routes
     1. If an employee is authorized official travel, he or she shall procure a ticket by the direct route using the authorized method of payment through the automated travel management system or the TMC. If the ticket for travel by the indirect route is of lesser value, NASA will only reimburse the cost of official common carrier travel, up to the official ticket amount in accordance with 41 CFR §301-10.8.
        1. If there is no contract carrier on the direct route of travel, reimbursement will be limited to the lowest logical airfare (LLA) available on the roundtrip direct route between the duty station and the TDY location. The traveler shall notify their Center’s Travel Office at least two weeks in advance of travel to obtain the LLA quote, which should be attached to the travel authorization. Reimbursement will be limited to the lesser of the quoted amount and the actual cost incurred. Receipts showing the actual cost are required for reimbursement.
     2. Employees may not use the city pair program to provide transportation when traveling by an indirect route. Additionally, employees may not use their travel card to procure transportation when traveling by an indirect route.
  2. Official Travel in Conjunction with Leave
     1. If an employee is recalled to duty while on leave, NASA will pay transportation expenses as follows:
        + 1. If upon completion of TDY assignment, the employee returns to the leave point, NASA will pay transportation costs from the employee’s leave point to his or her TDY site and the return transportation costs to the leave point.
          2. If upon completion of TDY assignment, the employee returns to the official station, NASA will pay transportation costs from the employee’s leave point to his or her TDY site and transportation costs to return to the official duty station.
          3. NASA will not pay for expenses in excess of those required to return a traveler to his or her original leave point or the employee’s official duty station.
     2. Any leave in conjunction with official travel should be approved by the traveler’s Approving Official prior to travel commencing, in accordance with NPR 3600.1.
     3. Official travel over non-work days may be authorized to include days in which the traveler is not required to be present at the TDY location, but the reimbursement for such days is limited to that of the least costly alternative of remaining in travel status at the TDY location (i.e., authorized lodging, M&IE, and local transportation necessary for meals) or returning the traveler to their official station or residence before resuming travel. The traveler may voluntarily choose the other alternative, but the total cost for such days remains limited to the least costly alternative. For purposes of this section, a traveler is required to be present whether physically present for work or required to be in the TDY vicinity on call, but is not considered required for any non-work days (including scheduled days off for weekends, holidays, leave, or alternative work schedules) or alternative worksite arrangements (e.g., scheduled telework not required to be at the TDY location). When such non-work/telework falls between official travel at different TDY locations, the lower per diem applies. Finally, when remaining in travel status on non-work days, lodging and meals outside the TDY location may still be reimbursed as if within the TDY location, but the traveler bears all extra costs and risks (e.g., change fees, transportation other than for official business, costs of accidents, etc.)
  3. Common Carrier Transportation
     1. Non-contract fares. Prior to using a non-contract fare, the employee and authorizing official shall ensure that the following requirements are met:
        + 1. Before purchasing a non-contract fare the employee will meet one of the exceptions listed in 41 CFR§301-10.107 and show approval on their travel authorization to use a non-contract fare with detailed justification.
          2. If the non-contract fare is non-refundable, restricted, or has specific eligibility requirements, (1) the employee should know or reasonably anticipate, based on their planned trip, that there is minimal likelihood that the non-refundable ticket will be canceled or changed resulting in a change fee; and (2) the non-refundable ticket is less expensive than the contract fare.
          3. The authorizing official shall determine that the proposed non-contract transportation is practical and cost effective to the Government and should rarely authorize non-contract transportation when the travel is via an indirect route.

Note: Carrier preference is not a valid reason for using a non-contract fare. Even if authorized, the Deputy Chief Financial Officer (DCFO) or his/her designee at the employee’s Center may review and determine that the proposed non-contract transportation is not practical and cost effective for the Government, which determination will be final.

* + 1. For unused tickets and or refund applications, the employee should notify their Center Travel Office or its designee as soon as possible so that the appropriate credits can be processed.
    2. If an employee is performing official travel and a carrier denies them a confirmed reserved seat on a plane, the employee is required to give NASA any payment received for liquidated damages. The employee shall ensure the carrier shows the “Treasurer of the United States” as payee on the compensation check, and then forward the payment as to the NSSC/Accounts Receivable Office.
       1. In instances where a traveler is issued a ticket and exchanges that ticket for a lesser value ticket used, the traveler is required to take the following action:
          1. If ticket is purchased using a travel card or in cases when the total amount is less than $100 paid by cash, obtain a refund by crediting their account (or receiving cash) and then, claiming the lesser value ticket on their travel claim. The employee shall also submit the ticket receipt for the lesser value ticket. If it is not possible to get a credit to their account, he or she may submit a ticket refund application as instructed by his or her Center’s DCFO Office.
          2. If ticket is purchased using a Centrally Billed Account (CBA), then request a receipt, ticket refund application, or other written acknowledgement of fare adjustment from the carrier (Traveler is not authorized to receive a refund, credit, or any other negotiable document from a carrier.)
       2. In instances where a traveler is issued a ticket and exchanges that ticket for a more expensive ticket used, the traveler is required to do the following:
          1. If ticket is purchased using a travel card, pay for the new ticket using travel card.
          2. If ticket is purchased using a CBA, the traveler will:

Contact his or her TMC if the travel was arranged through the TMC and the traveler can access his or her TMC.

Pay for the new ticket using his or her travel card if he or she cannot use the ETS or access the TMC.

Pay for the new ticket using cash only if he or she cannot use his or her TMC or travel card.

* 1. Other-Than-Coach Class Airline, Train, and Ship Accommodations
     1. NASA travelers may use other-than-coach class accommodations such as business or first class only when NASA specifically authorizes these accommodations under one of the identified criteria in 41 CFR §301-10.123 or 125. Only Center Directors, OICs, or their designees are authorized to approve other-than-coach class accommodations.
        1. For authorizations of other than coach class based on disability or special need and “mission criteria” the requirements of Chapter 8 of this NPR also apply.
        2. For travel qualifying for other-than-coach class accommodation based on 41 CFR §301-10.123(b)(6) (the “14-hour rule” for Outside Continental United States (OCONUS) travel), a rest stop en route or a rest period at the destination should be authorized in lieu of other-than-coach class transportation when less expensive and the employee travel can reasonably be arranged to permit more than 8 hours rest en route or at the destination before reporting to duty. If other-than-coach class transportation is authorized based on the 14-hour rule, a traveler is not eligible for a rest stop or rest period.
     2. NASA travelers may use first-class train accommodations only when Center Directors, OICs, or their designees specifically authorize the traveler’s use of first-class train accommodations under paragraphs (a) through (d) of 41 CFR §301-10.162. In regard to 41 CFR §301-10.162(b), a special need will be justified in writing and shown on the travel authorization.
     3. NASA travelers shall use the lowest first-class accommodation when traveling by ship, except when Center Directors, OICs, or their designees specifically authorize the travelers to use other-than-lowest first-class ship accommodation under paragraphs (a) through (c) of 41 CFR §301-10.183. In regard to 41 CFR §301-10.183(b), justification for special need is required in writing and shown on the travel authorization.
  2. Privately Owned Vehicle (POV)
     1. If a POV is authorized for official travel, having been determined to be the most advantageous method of transportation for the Government (see sec. 5.1), the employee shall be reimbursed for the mileage to and from the official destination at the current GSA mileage rate. The Approving Official is required to approve the use of POV as most advantageous mode prior to travel.
        1. A cost comparison is not required, but cost and other factors should be considered when determining a POV is more advantageous to the Government than other automobile modes (i.e., Government-furnished vehicles or rental cars).
        2. Privately Owned Aircraft (POA): When determining whether POA is most advantageous, consideration may include cost savings from other travelers using the POA in lieu of common carrier, but only if the authorizations and vouchers of all travelers are consistent with only the pilot being reimbursed for the POA trip portion and document such in the comments. When POA is determined most advantageous, the pilot should be reimbursed the POA mileage as well as miscellaneous charges for POA landing/parking/tie-down at the destination airport. See 41CFR §301-10.301 through 10.305.
     2. NASA may reimburse a traveler’s POV expenses of parking at a common carrier terminal as an allowable transportation expense, not to exceed the cost of taxi fare to/from the terminal.
     3. If the traveler choses to use a POV when that has not been determined to be the most advantageous mode of transportation (e.g., in the absence of any determination common carrier transportation is presumed most advantageous, see sec. 5.1), the traveler will be reimbursed on a mileage basis per 41CFR §301-10.309 for the actual travel performed, not to exceed the total for the constructive voucher of the authorized method. The authorized method is presumed to be the most expeditious common carrier by direct route, absent a different determination on the authorization. The traveler should also be charged for duty hours missed as a result of a personal choice to travel by POV (e.g., if travel takes three days by POV but only one by airplane the extra days should generally be charged as leave; see 41 CFR 301-70.105(b)). The total cost for the constructive voucher is determined by the traveler as follows:
        + 1. Mode of travel to be used for comparison:

Airplane – When NASA authorizes air travel, the traveler reimbursement for mileage cost may not exceed the constructive cost of coach-class accommodations on a commercial air carrier. The traveler is required to use city pair rates as his or her basis of comparison if it is provided between the points involved; otherwise, he or she will use the lowest unrestricted coach-class fare. The traveler should consider coach-class accommodations as being provided by a carrier if they are scheduled on flights between the points involved; whether they would have been available at the time of travel is irrelevant.

Train – When NASA authorizes train travel, the traveler’s reimbursement for mileage cost may not exceed the constructive cost of coach-class train accommodations for the travel performed unless NASA has authorized extra-fare train service as advantageous to the Government.

Bus – When NASA authorizes inter-city bus travel, reimbursement for mileage cost may not exceed the constructive cost transportation.

* 1. Constructive Cost (Cost Comparison)
     1. When an employee is authorized to perform TDY travel, the allowable travel time is dependent upon the modes of transportation authorized and/or used over a usually traveled direct route. When the employee, for personal convenience, uses a mode of transportation other than that which is authorized, the allowable travel time and the resulting subsistence allowances payable will be computed on a constructive cost basis.
     2. When the employee does not use the authorized method of transportation listed in 41 CFR §301-10.4, he or she needs to create a constructive voucher. The constructive voucher for the entire trip will be compared with the actual cost of the travel as performed for the entire trip and include the following:
        + 1. Costs to and from carrier terminals.
          2. Cost of excess baggage that would have been allowed by the authorized mode of transportation. (Acceptable evidence of baggage weight is required.)
          3. Transportation in and around the TDY location.
          4. Rental car expense including gas for the rental car, if it would have been authorized by the employee’s authorized mode of transportation.
     3. The allowable cost for per diem and transportation will be determined by comparing the constructive voucher for the entire trip with the actual cost of the travel as performed for the entire trip.
  2. Special Conveyances
     1. In instances where there are groups of NASA employees at the same TDY location and all are in need of rented transportation, authorizing officials may reasonably require individuals to share the use of a rental car. Employees authorized a rental car should record the names of other employees sharing with them on their travel claim.
     2. NASA employees will not use contractor-owned vehicles, including aircraft or accept contractor-provided transportation, except for travel-related expenses accepted by NASA under the authority of 31 U.S.C. §1353 in connection with an employee’s attendance at a meeting or similar function relating to official duties that take place away from the duty station. NASA’s acceptance will be in accordance with 41 CFR Part 304-1. NASA employees will not request special transportation services from a contractor either to or from an airport, railroad station, or any other transportation points. However, this is not intended to limit permissible use of contractor-provided transportation that is directly paid for by NASA and not used in connection with official travel (e.g., approved uses on bases).

Note: Employees should consult with their local counsel regarding gifts rules under the standards of ethical conduct for employees of the Executive Branch if they have questions about the application of the above prohibitions to a specific instance of contractor-provided transportation.

* + 1. Contractors are allowed to use or accept NASA-provided transportation in the course of performing official Government business as follows:
       - 1. Contractors may accompany a NASA employee in a Government vehicle or rental car.
         2. Contractors are allowed to drive a Government vehicle either alone or accompanying other NASA employees.
  1. Taxicabs, Shuttle Services, or Other Courtesy Transportation
     1. NASA travelers may use a taxi or shuttle service under the following circumstances:
        + 1. To and from a carrier terminal – When travel is performed utilizing a common carrier, NASA will pay the costs of transportation for (a) travel from the employee’s residence to a common carrier terminal on the day of departure from the official station (b) travel from the common carrier terminal to the employee’s residence on the day of arrival at the official station.

Between residence and office on the day the employee performs official travel. NASA will not pay the transportation costs, unless:

The employee is provided a transit subsidy under sec. 629 of Pub. L. 103-172.

The employee is authorized home-to-work transportation under 31 U.S.C. §1344.

The employee requires transportation on the day he or she departs to and return from travel and the trip will last two or more days, the employee is not able to perform their commute by their normal mode of transportation, and the use of alternate mode of transportation results in an increase in the employee’s commuting costs.

The employee requires transportation because of necessity as provided in 41 CFR §301-10.420(d).

* + 1. NASA will reimburse an employee for a tip to a taxi, shuttle service, or courtesy transportation driver. NASA has determined that a reasonable tip for commercially operated local transportation, such as taxi, is a maximum of 15 percent of the fare. For courtesy transportation service, a reasonable tip is not more than $2.00. If the employee benefits from exceptional service, he or she may always tip the provider more than these reasonable amounts with the understanding that it is from their personal funds, since the employee is the beneficiary of the exceptional service.
  1. Rental Car
     1. The use of a rental vehicle, when determined to be advantageous to NASA, should be authorized prior to travel for use at the TDY location. Compact car is the standard size rental authorized for official travel and is considered the default car size. Any upgrades should be authorized prior to travel commencement. If larger than compact size is requested, justification is required stating that the traveler meets one of the following conditions:
        + 1. Two or more travelers using one rental vehicle (providing cost savings to NASA).
          2. Medical disability or special need (approval is required for reasonable accommodations prior to travel).
          3. No compact car is available for rental.
          4. Terrain or weather conditions at the TDY location.
          5. A car in a higher class than the standard authorized size (compact) is available at equal to or lower than the lowest cost compact rental at the TDY location.

Note: Additional justification is required for other than the lowest cost rental car company available for booking at the TDY location. Employee may upgrade the vehicle at their personal expense, including through redemption of promotional benefits.

* + 1. NASA employees shall obtain vehicles through the automated travel management system. This helps ensure that the same terms and conditions of the rental agreements and rates apply as to all Federal employees on official travel, including unlimited mileage and full loss/collision damage waiver (LDW/CDW) on the rental vehicle as long as the Government Administrative Rate Supplement (GARS) fee of $5.00 per day is charged. Travelers will not be reimbursed for the purchase of additional insurance in Contiguous United States (CONUS). Travelers are advised to examine 41 CFR §301- 10.451 guidelines before renting a car in a foreign country.
    2. Rental cars are authorized for official purposes only, and agreements covering official travel may not be used for personal use of the rental car. If an employee wants to use the same rental car for personal use such as non-work days, then prior to obtaining the rental car, the NASA employee should advise the rental car company to prepare a separate rental car agreement for the period covering the use of the rental car for personal use. Employees shall provide a personal credit card to cover the personal use, including non-work days, weekends, and days that are approved for leave, as well as for related non-de minimis personal expenses such as for extra gas. In the event that the traveler does not request a separate agreement or provide a personal credit card for personal use of the rental car, the traveler will be responsible for all charges that are not authorized prior to travel. The traveler is also responsible for and NASA has no obligation to reimburse any costs for other than official business, including but not limited to additional costs for mileage or gas, costs of repairs for damage occurring during a personal use, or liability of passengers not on official business.

1. Allowable Subsistence and Miscellaneous Expenses
   1. Lodging, Meal and Incidental Expenses (M&IE) Overview
      1. NASA employees are eligible for reimbursement of allowable subsistence expenses, including lodging, meals, and incidental expenses (M&IE), when they perform official travel away from their official duty station (i.e., outside the local travel area and are in a travel status for more than 12 hours). NASA will pay per diem allowances provided that the employee meets the criteria in 41 CFR §301-11.1 et seq. The per diem allowance is comprised of a daily lodging expense allowance and an allowance for M&IE.
      2. For purposes of determining if the travel status is more than 12 hours, the trip commences upon departure from the traveler’s residence or permanent duty station (as applicable, whichever is later) on the first day of travel and ends on return to the traveler’s residence or official duty station (whichever is earlier).
         1. For travel where the official business outside the local travel area can be concluded on the same day, travel that can be completed in less than 12 hours, including all time at the temporary duty location and reasonable travel time to and from the temporary duty location, does not qualify for the first day of official travel, and allowances for lodging and meals are not permitted for that day.
         2. For travel to meetings outside the local area, where attendance is authorized for more than one full day, the time at the temporary duty location is determined commencing with the first session and ending with the last session authorized.

Note: For NASA-sponsored meetings, the meeting organizer should exercise prudence when planning the meeting, including always considering and taking steps to minimize total travel costs (for example, by limiting partial days) for all U.S. Government-paid travelers consistent with the mission objectives of the meeting; and authorizing officials should exercise prudence when determining the individual travel to be authorized, including limiting the sessions attended.

* + - 1. Lodging outside the local travel area but nearby at the departure airport enroute the TDY location will rarely be authorized, but may be approved by an OIC when necessary, based on a mission requirement to be at the airport at late night (between 10 p.m. and 4 a.m.) before the flight (for example, assisting with safe loading of equipment before an international flight). The justification should be documented on both the authorization and voucher.
  1. Lodging Allowances
     1. Lodging includes expenses for overnight sleeping facilities. Lodging does not include accommodations on airplanes, trains, buses, or vessels. Receipts are required for all lodging expenses, regardless of the amount.
     2. If lodging is not available at the employee’s TDY location, lodging should be authorized at a nearby reasonable location, and if such lodging is not available within per diem, lodging may be authorized as reasonably required in excess of the per diem rate, up to the maximum rate, for the location where lodging is obtained. If NASA does not authorize or approve any such per diem rate for the alternate location where lodging is obtained, the employee will receive the lodging amount based on the per diem for their authorized TDY location.

Note: All lodging reservations are required to be consistent with guidance outlined in 41 CFR §301-11.11. Any domestic lodging choices should be Federal Emergency Management Agency (FEMA) certified. See: http://www.usfa.fema.gov/hotel for lodging facilities approved by FEMA as “approved accommodations.”

* + 1. Employees will only be reimbursed for nonconventional lodging costs, such as renting a room in a private home, in accordance with the limitations in 41 CFR §301-11.12, including the unavailability of conventional lodging facilities. The following criteria is required:
       - 1. Approval of the room rental prior to official travel, providing justification for not booking lodging though the system and justification for the need for private room, i.e., remote/rural location where no lodging is offered.
         2. The landlord is in the business of renting out the room, there is an advertisement for the rental of the room to the public, and the travel card is accepted as a form of payment.
         3. The rent charge cannot exceed the authorized lodging amount, including for extended TDY (ETDY) travel as applicable (i.e., not to exceed the authorized reduced per diem). If actuals are needed, prior approval is required.
    2. Employees who are authorized per diem while on temporary duty and whose travel orders are amended to change TDY locations may be reimbursed for dual lodging when lodging expenses at the prior TDY location are reasonably unavoidable (i.e., the change does not leave time to avoid a cancellation charge). ETDY travelers on further TDY travel may also be authorized limited dual lodging costs pursuant to NPR 9750 sec. 3.1.4. Receipts are required for all lodging claims.
  1. Miscellaneous and Incidental Expenses
     1. NASA will reimburse as miscellaneous expenses all items listed in 41 CFR §301-12.1 or any fees absolutely necessary for the completion of travel when they have been authorized and/or approved by NASA. Reimbursement for GPS devices may be authorized when necessary for travel being performed in a foreign country, but may only be approved by a Center Director or OIC on a case-by-case basis when necessary for travel being performed within the United States.
     2. Excess baggage charges listed in 41 CFR §301-12.2 may be authorized; however, justification detailing the necessity for the excess baggage is required and should be documented and approved on the TA and/or travel voucher as necessary for official travel.
     3. Employees may be authorized to make and be reimbursed for long-distance calls to conduct official business while on regular TDY. Employees should, however, use Government-provided phones or long-distance services when they are available or a Government telephone card.
     4. An employee may be authorized reimbursement for reasonable (generally short) long-distance calls home while on regular TDY. The approving official may authorize reimbursement for long-distance telephone calls while a traveler is in official travel status. Employees are expected to use the most practical and cost-effective method for making telephone calls and should ensure that costs are minimized. Calls made using personal wireless services may be reimbursed if they increase the overall cost of the traveler’s service charges and when they are authorized by the approving official as cost effective to the Government. Additional cost factors that may arise in foreign countries, including the country’s telephone carrier system and additional tariffs may be reimbursable. The traveler will only be reimbursed for out of pocket expenses with supporting documentation.

1. Foreign Travel
   1. Foreign Travel Overview
      1. The Office of International and Interagency Relations (OIIR) is responsible for review and coordination of all foreign travel by NASA personnel (see NPD 9710.1). OIIR has delegated most review and final approval of Center foreign travel to the NASA Centers. OIIR will coordinate, review, and approve all Headquarters foreign travel, which includes non-program travel and travel to designated countries by all NASA personnel. Additionally, OIIR will review and concur on all non-program foreign travel to designated countries by all NASA personnel subject to paragraph 7.2 and NASA astronaut appearances requiring international travel.
         1. Each Center Director and Headquarters as a Center will appoint a Foreign Travel Coordinator to serve as a single point of contact. Foreign Travel Coordinators are responsible for ensuring compliance with all applicable Federal and NASA foreign travel policies and procedures. Center Foreign Travel Coordinators will electronically submit foreign travel requests to OIIR for review and concurrence. Center Foreign Travel Coordinators shall additionally provide weekly electronic foreign travel reports to the OIIR Foreign Travel Managing Official no later than 5:00 p.m. Eastern Standard Time each Monday. Such reports will conform to the standard format prescribed by OIIR and include the name of the traveler, city and country to be visited, dates of travel, e-Country Clearance (ECC) approval date, and purpose. Foreign travel reports will cover all received and projected travel requests for a four-week period beginning with the week the report is submitted to OIIR.
      2. Foreign Program Travel is travel that is related to supporting a relationship and/or activities between NASA and a foreign government or entity that are governed by an existing International Space Act agreement, e.g., Memorandum of Understanding, letter agreement, or a contract which requires the foreign travel. Examples are activities that are required to implement a specific program, such as the International Space Station, or project, such as the Mars 2020 mission, and include flight readiness and design reviews, joint science/mission working groups, technical interchange meetings, launch and landing, and vendor meetings on specific contracts, etc. The program, project agreement, and/or contract in question should be referenced in the paperwork supporting the request for permission to travel.
      3. All travel not described in paragraph 7.1.2 is non-program foreign travel and will require a NASA form 1167 for the entire trip. Non-program foreign travel is travel for the purposes of attending conferences, symposia, and workshops (such as the International Astronautical Congress or the American Geophysics Union), or conducting exploratory dialogues or preliminary discussions on the potential cooperative projects or activities with foreign entities, in advance of an International Space Act Agreement, Memorandum of Understanding, letter agreement, or contract. In instances where a particular trip mixes “program” and “non-program” purposes, the procedures for “non-program” travel are to be followed (i.e., a NASA Form 1167 is required for the entire trip).

Note: Certain statutory provisions prohibit more than 50 NASA employees from attending a single conference occurring outside the U.S. In order to ensure compliance with this requirement, Officials-in-Charge shall ensure prompt and timely submission of foreign travel requests, consistent with 41 CFR §301-2.1 and proper use of the NASA Conference Tracking System. OIIR will determine appropriate allocations for each international conference that may exceed the 50 Federal employee limit. These allocations will reflect conference focus and Agency strategic communication interests. For additional details on conference attendance and related policies, refer to NPR 9770.

* 1. Authorization and Approval of Foreign Travel
     1. All official program and non-program foreign travel by NASA personnel, regardless of purpose, requires that NASA request a “country clearance” through the Department of State. OIIR has delegated this function to the Foreign Travel Coordinators at the NASA Centers and Headquarters. In order to receive country clearance for official travel, the Department of State requires that all U.S. Government personnel traveling overseas to certain countries complete the High Threat Security Overseas training prior to commencing official program and/or non-program foreign travel over a five-year period. Foreign travel will not be approved without completion of all required training and receipt of a country clearance. Employees shall consult with their Foreign Travel Coordinator for additional information including which countries are subject to this requirement. Additionally, the following forms will be submitted in advance as applicable to the Foreign Travel Coordinator for review and coordination (advance notification timelines are detailed in paragraph 7.2.4, a minimum of four weeks in advance).
        + 1. Advance Notification Form.
          2. Travel Authorization (See Paragraph 2.1).
          3. NASA Form 1676, NASA Scientific and Technical Information (STI) Document Availability Authorization (DAA) or for electronic submissions: https://inside.nasa.gov/sti/center-specific-info.
          4. NASA Form 1167, Request for Approval of Foreign Training, Non-Program Travel of Gifts of Travel From Non-Federal Sources.
        1. Where required pursuant to paragraph 7.1.1, OIIR concurrence will be achieved before the Foreign Travel Coordinator submits country clearance requests. Such concurrence will be made within five business days, or Foreign Travel Coordinators may assume OIIR concurrence. This timeline will be suspended if OIIR requests additional information.
     2. Program and non-program foreign travel requests in accordance with paragraph 7.2.1 should be submitted to Foreign Travel Coordinators four weeks before the planned departure date. Justification for travel authorizations received less than four weeks before planned departure requires the signature of the Center Director or designated senior individual at the employee’s NASA facility. There will be a presumption of denial for any foreign travel request received ten days or less before a planned departure. Final approval is contingent upon receipt of country clearance from the Department of State.
     3. In the event that the employee’s intended foreign travel is denied by the Center Foreign Travel Coordinator, NASA Headquarters, or OIIR, the reason for denial will be provided, and the trip will either be cancelled or rescheduled, depending upon the circumstances. All rescheduled or amended foreign travel will require a new travel request. Foreign Travel Coordinators will keep travelers apprised of the status of their travel requests.
     4. Employees engaged in foreign travel should be aware of the following requirements:
        + 1. Foreign travel involving support from a U.S. Embassy or Consulate, discussions with senior representatives of foreign governmental organizations or discussions related to potential international cooperation: the traveler should coordinate with OIIR prior to submitting a request for foreign travel. Travel for activities that would require an international agreement may be denied or postponed pending review of the proposed activity or negotiation and execution of an international agreement.
          2. Travelers who hold special security clearances such as NASA Special Access Program (SAP) or Sensitive Compartmented Information (SCI), should advise the appropriate program security officer or the NASA Special Security Officer (SSO) 30 days prior to travel. If the traveler is unsure whether or not he/she holds such access, which imposes this requirement, they should contact the Office of Protective Services at NASA Headquarters.
          3. Foreign travel, regardless of duration and security clearance, may require a security/counterintelligence pre-brief and/or subsequent debrief, depending upon the country. If an employee is performing extended foreign travel, he or she shall complete the Mandatory Personal Security Training for ETDY.
          4. NASA information technology (IT) assets (including laptops and smartphones) that process NASA sensitive-but-unclassified (SBU) information or use NASA accounts, should be taken outside of the United States only with authorization from the Center Chief Information Officer (CIO) or his or her designee. NASA IT assets include all assets permanently assigned to an individual, as well as short-term “loaner” devices provided for travel or other purposes.
          5. NASA employees, contractors, or other individuals traveling with NASA IT assets shall observe the following guidelines when entering or exiting the United States or any other country: if U.S. Customs and Border Patrol Protection (CBP) personnel, foreign policy, or border agents request that a NASA asset be surrendered and/or that the user provide an access password, the user should inform the U.S. CBP personnel, foreign police, or border agents that the asset is the property of the U.S. Government and surrender the asset and/or provide the requested passwords.
          6. Regardless of whether the NASA IT asset was or was not returned to the employee, contractor, or other individuals traveling with NASA IT assets, the NASA user shall notify the NASA Security Operations Center (SOC) of the incident as soon as possible. Seized devices should not be connected to the NASA network until further instruction is received from the SOC.
     5. For ETDY, the Department of State requires the Chief of Mission (COM) to ensure that all U.S. Government civil service employees and U.S. Government contractors traveling to posts on permanent assignment, or TDY of 31 or more consecutive days in a year, complete mandatory security training, including but not limited to the Department of State threat-based overseas training referred to in paragraph 7.2.1. and any other training required. The training is required every five years. All requests for country clearance will be contingent upon completion of this training, and clearance request for employees who have not met this requirement may be denied and travel may not take place. The employee’s Foreign Travel Coordinator and/or Center Human Resources Office will have training date/venue information.
     6. Sponsored or invitational travel such as instances where a foreign entity pays or reimburses the cost of travel for speeches, appearances, or presentations, will require approval from the Center Director or their designee. Foreign Travel Coordinators will obtain OIIR concurrence. The cognizant official will request approval using NASA Form 1167 and shall communicate the approval to accept such an invitation to the traveler, after review by OIIR. Employees authorized to accept such an invitation will be considered on duty status during such time. Approval will be confirmed by preparation of the travel authorization. Submittal of the Form 1167 is due at the same time the rest of the foreign travel notification package is submitted in accordance with paragraphs 7.2.1. and 7.2.2., at least four weeks in advance.
     7. All NASA Scientific and Technical Information (STI) and NASA-funded STI proposed to be released by or on behalf of NASA, such as into the public domain, presented at conferences, or meeting where foreign persons may be present, shall be reviewed in accordance with NPR 2200.2D, “Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information” and as described on the Agency’s STI Web site.
     8. It is the responsibility of every NASA traveler to comply with U.S. export control laws and regulations. NPR 2190.1 provides basic procedures and requirement for fulfilling NASA’s obligation to comply with all U.S. export control laws and regulations in its transfers of commodities, software, technical data, technology, equipment, non-public data and/or defense services, and/or technical assistance to foreign parties, including foreign contractors or U.S. representatives of foreign persons, in the course of approved international activities.
     9. If an employee is invited to speak, make an appearance, or present a paper while on foreign travel, he or she will require approval from the Center Director or his designee. Center Foreign Travel Coordinators will request concurrence of OIIR at NASA Headquarters in accordance with the mission of OIIR. The cognizant official will request approval using NASA Form 1167 and communicate the approval to accept such an invitation to the employee, after review by OIIR. Employees authorized to accept such an invitation will be considered on duty status during such time. Approval will be confirmed by preparation of the travel authorization.
  2. Foreign Training
     1. Foreign training is instruction, education, or a structured development experience provided by foreign institutions or facilities located outside the United States and its possessions. OIIR is responsible for reviewing all foreign training pursuant to NPD 3410.2.
     2. To request foreign training, the employee shall first establish the availability of NASA funds for both the foreign training and travel. Once funding is established, requests are submitted to the Office of Human Capital Management at NASA Headquarters six months before the proposed date of departure. NASA Form 1167 should be prepared for submission. All foreign training will be forwarded to OIIR at NASA Headquarters for review prior to approval.
  3. Passport and Documentation Requirements
     1. Per 22 CFR §51.3(b), “An official passport is issued to an official or employee of the U.S. Government proceeding abroad in the discharge of official duties. Where appropriate, dependents of such persons may be issued official passports.” Additionally, the Department of State requires that travelers on official U.S. Government business travel obtain a valid official passport. The exception to this rule is Taiwan, which requires specific considerations. (Employee shall contact his/her Center’s Passport/Visa office for details). Normally, the official passport will be valid at least six months after the planned trip end date. However, there are some instances where the official passport is valid up to 12 months (e.g., multiple entries into Russia) after the planned trip end date. Additionally, visas may be required to permit entry into foreign countries to persons traveling abroad on behalf of the U.S. Government. It is the traveler’s responsibility to ensure that the validity of his/her passport expiration date meets the applicable requirements and that appropriate visas have been obtained prior to travel commencing. Employees are responsible for obtaining the necessary visa(s) required for their official foreign travel.

Note: Many countries that do not require visas for U.S. citizens who travel on tourist (blue) passports often require visas for U.S. Government officials who travel on official (maroon) or diplomatic (black) passports. Employees should consult with the Department of State Web site at www.state.gov for additional information.

* 1. Returning from Foreign Travel

An employee shall complete and submit their travel voucher no later than five business days once the travel has been completed. Reports or summaries of all activities on foreign travel may be required. Should a trip report be required, OIIR will advise the traveler by e-mail or NASA Form 1167 for non-program travel and will communicate trip report requirements for program travel to the Foreign Travel Coordinator, or for HQ employees, to the employee’s office or the employee directly. If the traveler is involved in an unusual incident or suspects an unusual attempt by a foreign national to collect information, the traveler is required to report the incident to the Center counterintelligence personnel immediately upon return.

1. Travel Under Special Circumstances
   1. Travel Expenses Based on Disabilities or Special Needs
      1. The FTR permits the payment of additional expenses deemed necessary by an Agency to accommodate an employee with a special need or disability. NASA employees may request authorization of such, including for other-than-coach class accommodations, provided that they meet the following requirements:
         * 1. Certification. All requests for coach class upgrades or other-than-coach class require certification, and employees shall follow the procedures where medical documentation is necessary in accordance with NPR 3713.1. The following criteria are required for all certifications.

A written statement by a competent medical authority stating that special accommodation is necessary. However, in the case of upgrades within coach class or for greater than compact class rental cars, a supervisor’s written statement (e.g., by comments on the authorization) in lieu of that from a competent medical authority will suffice for special needs, in the limited case where it is also documented that (a) the reason for the special need is clearly visible and discernible (for example, weight, height or other physical characteristic) and (b) the need for the upgrade is objectively evident (for example, there is a reasonable need based on the traveler’s safety, health or similar reason; an upgrade in view of the constrained size of standard seating hurting knees, back, etc. could suffice, but mere comfort would not).

Include an approximate duration the special accommodation is necessary.

Based on the disability or special need, include a recommendation as to the nature of the special recommendation and suitable class of transportation accommodations.

Where the Agency determines the need for travel but without sufficient time for the traveler to obtain the certification on their own, and an interim or temporary accommodation is indicated, a NASA physician may provide both the required certification and recommendation.

* + - * 1. NASA Physician Recommendation. 41 CFR §301.13 requires a determination on the least expensive class that meets the traveler’s needs, based on review by a competent medical authority. As part of the NASA physician’s review under NPR 3713.1 for requests relating to travel, they will provide a medical recommendation including:

A written certification that meets the requirements of Section 8.1.1.a. above and, in conjunction with any other available medical documentation, provides sufficient support for the finding of a disability or special need that does not rise to the level of a disability.

The duration of the accommodation, which may not exceed one year unless the disability or special need is a lifelong condition.

* + - * 1. Approving officials shall follow the procedures of NPR 3713.1 in determining whether to grant or deny an accommodation, supported by the physician’s recommendation. The supervisor’s approval should include a determination of the least expensive class that will accommodate the needs together with any special requirements (e.g., double seating in coach class) necessary for the special accommodation. (Note that class alternatives typically include, in order from least to most expensive: (1) coach class; (2) coach class upgrade (e.g., coach plus); (3) business class; or (4) first class). Supervisors cannot grant an accommodation for travel that exceeds the least expensive class alternative or beyond the duration determined by the NASA physician. In no circumstance may supervisors approve an accommodation for other-than-coach class (i.e., premium) travel unless supported by the NASA Physician Recommendation in accordance with paragraph 8.1.1a.
        2. The general requirement for approval of other-than-coach class travel by a Center Director or OIC is not required for accommodations duly approved pursuant to paragraph 8.1.1a.
    1. An approving official shall provide the employee with an e-mail notification that an accommodation has been granted for other-than-coach (i.e., premium) travel, and also copy the Center’s travel point-of-contact (i.e., the lead person designated at the Center for approving premium travel requests after supervisory approval of a travel order) and the Center Disability Program Manager.
       1. The approving official shall ensure that the e-mail notice contain a statement to the effect that: “An accommodation for traveler [name] has been granted by me, for [type – coach upgrade, business, on first] class travel, for [length – x month, or permanent] duration.” This specific notice cannot include information regarding the specific medical condition requiring the upgrade. However, such medical documentation is required to be maintained in accordance with the provisions of NPR 3713.1 and kept separately from the traveler’s authorization and not the CGE system.
    2. When preparing a travel authorization that requests premium-class or coach-class upgrade based on an approved accommodation, the preparer is required to provide a brief explanation supporting the selected class of travel in the applicable comments field, to the effect “[Type – coach upgrade, business, on first] class travel has been approved; see e-mail from [Supervisor’s name] dated [e-mail date].”
    3. It is important that the supervisor ensure the accuracy of and adherence to the notice under this section and ensure that the traveler only submit travel authorization within the period and no greater than the class approved, as unauthorized premium travel is prohibited by law. See, e.g., Pub. L. 115-31, Div. B, Title V, Sec. 525.
    4. A traveler may travel using a lesser class than the approved accommodation without additional justification (e.g., for reasons of availability, personal preference, or other); but is not authorized to travel using a higher class absent other appropriated justification under FTR §301-10.123.
  1. Upgrade Approvals based on Mission Criteria
     1. 41 CFR 301-70.102 permits agencies to identify “mission criteria” that may be used to approve other-than-coach class travel. Approval of business class travel may be authorized for “mission criteria” if:
        + 1. The travel is by an astronaut crewmember within 45 days of return to earth or as otherwise set forth in Johnson Space Center (JSC) memoranda for post-flight medical restrictions for astronaut crewmember travel.
          2. The travel is by an astronaut assigned as prime or back-up expedition crewmember, traveling for required expeditionary training OCONUS or as otherwise set forth in JSC memoranda for astronauts training for long-duration flights.
     2. OCFO’s Director for Policy may also approve waiver requests finding a “mission criteria,” on a case-by-case basis, for compelling reasons demonstrating urgency and unreasonable mission risk in the absence of the approved waiver.
  2. Emergency Travel
     1. When an employee is injured or has an illness while on TDY, an OIC, Center Director, or his/her designee may authorize or approve emergency travel and expenses in accordance with 41 CFR Part 301-30.

Note: An “alternate location” is a destination other than the employee’s official station or the point of interruption where necessary medical services or a personal emergency situation exists. In the case of illness or injury of the employee, the nearest hospital or medical facility capable of treating the illness or injury is NOT considered to be an alternate location.

* + 1. A Center Director, the Executive Director of Headquarters Operations, the Inspector General, or their designee may authorize or approve travel and expenses for a law enforcement or investigative employee and his/her immediate family in accordance with 41 CFR Part 301-31.

1. Travel Upgrades, Promotional Materials, and Frequent Traveler Programs
   1. Allowances for Use of Travel Upgrades
      1. Employees may use frequent travel benefits, including those earned on official travel, to upgrade their transportation class to other-than-coach class or receive other benefits. However, NASA will not pay for any upgrades unless the employee meets one of the exceptions in the 41 CFR §301-10.123-125.
      2. Upgrades to other-than-coach class can only be approved if one of the criteria of section 5.5 are met.
   2. Allowances for Use of Promotional Materials and Frequent Traveler Programs

The benefits or materials received from a travel service provider in connection with official travel may be retained for personal use, consistent with the standards of ethical conduct.

1. Travel Provisions for Non-Employees and Invitational Travelers
   1. Invitational Travel for Non-Employees
      1. Invitational travel may be authorized under the following circumstances:
         * 1. It is determined that the traveler is providing a direct service or actively participating in a way that directly benefits the Agency, such as presenting at a conference or meeting. Mere attendance that only yields incidental benefits to the Agency is insufficient.
           2. An individual is required to attend a major award ceremony of the Agency or major award ceremony (e.g., a Presidential award ceremony, an annual award ceremony of the Agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) to accept an award; One individual of the award recipient’s choosing, related by blood or affinity, whose close association with the employee is the equivalent of a family relationship, may accompany the award recipient. The following restrictions apply: (1) travel will be directly to and from the site of the ceremony; (2) travel reimbursement is intended to cover instances in which the award recipient and his or her guest are both geographically distant from the site of the ceremony, rather than instances in which the award recipient’s residence is in the same area as the ceremony.
           3. A handicapped individual on temporary duty needs an attendant to accompany them on official travel.
           4. Attendance of an individual is needed for the purpose of serving as a sponsor or participant in an official ceremony, which is directly related to NASA interests.
           5. The NASA Administrator, Deputy Administrator, or Associate Administrator for International and Interagency Relations (AA, OIIR) determines that it is in the national interest because of a benefit to NASA’s international cooperation efforts or another statutory mission of the Agency for a very high-level or otherwise notable NASA official or employee to be accompanied by their spouse to attend an official function in which the spouse participates, usually by providing a specific service in an official capacity or because of a significant diplomatic or public relations benefit to the U.S. in a non-participatory role. Circumstances in which spousal travel will be justified under this subsection are rare and will ordinarily only be present when spouses of other high-level invitees will be in attendance. Approval of invitational travel under this subpart will be made only following review and concurrence by the Office of General Counsel. When the traveler is the spouse of the Administrator, the Deputy Administrator and the AA, OIIR, approval shall be by the General Counsel.
           6. In support of U.S. astronauts assigned to, and actively training for, an expeditionary mission, the crewmember’s spouse (or a support person) and dependent children may be authorized travel by JSC’s Director for Flight Operations in support of mission-related activities, such as a familiarization trip and launch attendance.
      2. Invitational travel at Government expense will not be authorized for: (1) non-appropriated fund officials traveling on non-appropriated fund business; or (2) contractor employees, unless approved by the cognizant contracting officer or representative in coordination with legal counsel at the requesting Center.
      3. Travel by members of Congress or Congressional staff for field examination of appropriations estimates pursuant to 31 U.S.C. 1108(g) may be authorized up to amounts prescribed by the appropriate standing committee of Congress. All such travel will be arranged by the Headquarters Travel Office with approval by the OCFO DCFO for Appropriations or AA for Legislative and Intergovernmental Affairs.
      4. Consultants and experts who are in an employment status with or without compensation are reimbursed travel expenses from the time they depart their residence or normal place of business, on official Government business, until they return. The allowable rates and expenses are the same as for NASA travelers.
         1. When more than 130 days of full-time service is performed in any continuous 65 day period, such employment is no longer considered intermittent, and the consultant or expert is automatically converted to the status of temporary employee and is assigned a permanent duty station. When this occurs, the consultant or expert is only reimbursed for travel expenses at places other than the permanent duty station.
   2. Pre-Employment Interview Travel

NASA Centers may pay all or part of pre-employment travel expenses, in accordance with the provisions of 41 CFR §301-75.100. Allowable expenses are subject to applicable Government limitations. In addition to the requirements of 41 CFR §301-75.103, Centers shall inform the interviewee of their liability for the value of tickets issued until all tickets have been used for pre-employment interview travel or all unused tickets have been properly accounted for on a travel voucher.

* 1. Cost Sharing for Formal Training

An employee and authorizing official may agree to a cost-sharing arrangement for travel to accomplish a formal training assignment under 5 U.S.C. § 4109). Under these conditions, the travel authorization will include appropriate statements indicating that attendance is in keeping with 5 U.S.C. § 4109, and the travel is pursuant to a cost-sharing agreement. The cost sharing may be a variety of arrangements, such as the employee paying for all travel and per diem expenses while NASA agrees to carry the employee in a duty status or NASA may agree to pay all or some portion of the training expenses. The comment section of the TA will contain a statement similar to the following: “Permissive travel authorized under the 5 U.S.C. § 4109 and reimbursement on a cost-sharing basis has been agreed to as mutually advantageous to both parties.”

* 1. Witnesses and Jurors
     1. NASA will pay for travel expenses of witnesses or jurors under the following circumstances:
        + 1. If the employee is a witness on behalf of the Agency or otherwise ordered to appear at a deposition or hearing by a judge further to the provisions of 5 C.F.R. 1201.33, NASA will issue TAs as follows:

If a case involves business of the Center at which the witness is employed, travel funds of that Center will be cited in the TA.

If the case involves business of a Center different from that at which the witness is employed, the funds of the Center requesting the appearance will be cited on the TA.

If the case involves business of a department or agency of the Federal Government outside of NASA, that department or agency concerned will be requested to issue the TA.

* + - * 1. If the employee is a witness other than on behalf of the Government, NASA will not issue TAs. NASA regulations regarding absence from duty and expense reimbursement from a litigant apply.
    1. If the employee is a juror, NASA will not issue TAs. NASA regulations regarding absence from duty and entitlement or non-entitlement to compensation or expense reimbursement will apply.
    2. Acronyms

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| AO | Approving Official |
| C.F.R | Code of Federal Regulation |
| CONUS | Contiguous United States |
| DCFO | Deputy Chief Financial Officer |
| ETS | E-Gov Travel Services |
| FTR | Federal Travel Regulations |
| GSA | General Services Administration |
| M&IE | Meals and Incidental Expenses |
| NASA | National Aeronautics and Space Administration |
| NF | NASA Form |
| NPR | NASA Procedural Requirements |
| NSSC | NASA Shared Services Center |
| OCFO | Office of the Chief Financial Officer |
| OCONUS | Outside Continental United States |
| PCS | Permanent Change of Station |
| PDS | Permanent Duty Station |
| POV | Privately Owned Vehicle |
| TA | Travel Authorization |
| TCS | Temporary Change of Station |
| TDY | Temporary Travel Duty |
| U.S.C | United States Code |