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Space Administration
NASA Shared Services Center
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NASA Shared Services Center Service Delivery Guide

NSSDG-9700-0006 Revision 12.0

Effective Date: November 5, 2021
Expiration Date: November 5, 2023

EXTENDED TEMPORARY DUTY (ETDY) Authorization and Voucher Processing

Responsible Office: Financial Management Division

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Approved by

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DOCUMENT HISTORY LOG

Status (Basic/Revision/ Cancelled)	Document Version	Effective Date	Description of Change
Basic	Basic	10/2/2017	Basic release
Revision	2.0	04/24/2018	Add Process 7 Local Voucher. Update to ETDY TA & TV Metrics. Add Appendix MM Electronic Country Clearance. Add Appendix NN Travel Authorization Status Report. Add Appendix OO Air Reservation Approval Status Report. Add Appendix PP Voucher Approval Status Report. Add Appendix QQ Auth/Voucher Status Email templates. Add Appendix RR Active ETDY Status Report Added CS processes to include: 2g-Authorization Approval Process; 2h-monitoring Snow ETDY_FMCASE report; 3-ETDY Tax Line Creation; 9-Fund move and addition requests and 10-De-obligating home trip costs from ETDY Parent Authorization Added additional information in the Emergency travel section. Added 14-day ticketing for Astronaut airfare

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Revision	3.0	07/16/2018	<p>Added path to recorded counseling sessions in Process 1 Step 6</p> <p>Added Step for Unsubmitted/Open Voucher Report process</p> <p>Added information about requiring justification for Non-Contract fares if not mission required</p> <p>Added the upfront ETDY tax request process for taxable travelers</p>
Revision	4.0	08/27/2018	<p>Adding Home Trip Open Order spreadsheet for tracking tax funds needed; update ULO process 12; updated NF1846; updated clearer pictures of various screenshots</p>
Revision	5.0	11/26/2018	<p>-Information was added indicating that Travel will prioritize the Counseling Session Training.</p> <p>-A checklist was developed and added for ETDY team to use during preparation process.</p> <p>-A note was added to ensure to update work notes in ServiceNow task.</p> <p>-Approved pin e-mails were added to the SDG.</p>
Revision	6.0	2/25/19	<p>-CS updated Process 3 ETDY Tax Line Creation.</p> <p>Added most recent ETDY Counseling Checklist to APP M</p>
Revision	7.0	5/6/2019	<p>-Added Process 14 Furlough</p>

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			<p>-Added following "When sending the OIC form to the traveler and the ETDY is higher, we should clearly point out a justification is required and point out the box on the form that must be populated. If we get it back without a justification on the form, we need to send it back to traveler, stating there is no justification....the traveler must include a justification and get the form signed again by everyone because we cannot alter a completed signed document." To Process 1 Step 8 and Process 2A Step 2</p>
Revision	8.0	6/28/2019	<p>Added steps regarding authorizations that cannot get approved in the eTravel System prior to the airfare canceling in the system; Requirements for requesting L3 to verbally approve; and finally providing a brief email on Every Friday by noon to all NSSC L3 Approvers advising of any verbal approvals that will be needed for travel through the weekend or just to advise that no verbal approvals are necessary.</p>

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			<p>Added Step 20 in Process 4D on creating a BOC in ServiceNow Catalog of Services.</p> <p>Added several new Appendices starting with KKK.</p>
Revision	9.0	8/12/2019	<p>Added Process 15 – ETDY Extension Escalation</p> <p>Added 3 new Appendices OOO, PPP & QQQ for new process.</p>
Revision	10.0	01/16/2020	<p>Added TA Approval Tracking process steps</p> <p>Added TCS/PCS Questionnaire and e-mail PIN to send to Travelers</p> <p>Added Process 16 – Adding/changing flight to existing Authorization</p> <p>Added some additional steps to request L3-CS to re-obligate money released due to forced final flag selection on taxable ETDY.</p>
Revision	11.0	08/13/2020	<p>Add ETDY Workbook Instructions to Appendix TTT, update Process 2h to say the report is ran every day now.</p> <p>Adding the allowable threshold has increased to \$25 for errors</p>

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			<p>on vouchers not requiring to be returned.</p> <p>Updated instructions for the following:</p> <p>Appendix NN - Travel Authorization Status Report & Appendix PP – Travel Voucher Status Report.</p> <p>Appendix RR – Active ETDY Status Report.</p> <p>Appendix TTT – ETDY Master Workbook Instructions Updated to add Tech Doc portion.</p> <p>Updated Process 2a, to add instructions for adding workbook path in work notes when sending task to L3 for TA Approval.</p> <p>Updated Process 4d to add instructions for adding workbook path in work notes when sending task to L3 for taxable vouchers.</p> <p>Updated Appendix TTT to add cross reference instructions for sharing Workbook path with CS Team.</p>
Revision	12	10/27/20	Appendix TTT – Updated Workbook Instructions to add additional information/formatting required.

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		11/04/20	Review and updating ETDY Preparer sections as needed. Updated Expeditor Instructions to add new link to counseling spreadsheet.
		11/19/20	Updates for Annual Review to the following sections: Process: 1 2a, 2b, 2c, 2d, 4, 4a, 4d 12, 13, 16, 18 Appendix: H, O, Y
		06/30/21	CC, FF, HH, II, NN, PP, RR, SS, UU AAA, BBB, CCC, DDD, EEE, FFF, GGG, OOO, PPP, QQQ, RRR. SSS, UUU, VVV Added Appendix WWW
		08/24/21	Updated changes for Annual SDG Review

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1.0 Introduction

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) provides ETDY counseling, travel authorization and voucher preparation, and travel voucher review, processing, and payment for NASA ETDY travelers.

2.0 Purpose

To outline Agency procedures followed by the NSSC related to Domestic and Foreign ETDY counseling, travel authorization and voucher preparation, and voucher review, processing, and payment. (The Service Provider (SP) is responsible for documenting and maintaining all Macros/Scripts utilized in these processes.)

3.0 Applicability/Scope

In accordance with Federal regulations and NASA policy, the NSSC is responsible for ETDY counseling, and authorization & voucher preparation.

The NSSC shall use Core Financial Software – Systems, Applications and Products (SAP) R/3 – to perform the financial management (FM) activities. FM will use Business Object (BOBJ) for reporting, query, and reconciliation activity. NSSC will adhere to Federal Travel Regulations (FTR), NASA Procedural Requirements (NPRs), NASA’s Enterprise Performance Support System (EPSS), and other applicable Federal regulations and NASA policies and procedures. The NSSC shall process ETDY Authorizations and Vouchers in accordance with Agency guidelines.

4.0 Privacy Information

All participants involved must ensure protection of all data covered by the Privacy Act.

5.0 Records

The ETDY Service Delivery Guide outlines processes that include the creation and receipt of official NASA records as defined by NPR 1441.1. These records are included in the Travel functional Master Records Index (MRI), applicable NASA Records Retention Schedule (NRRS) or General Records Schedule (GRS) items that provide retention/disposition authority.)

6.0 Cancellation/Supersession of Previous Documents

This issuance supersedes Revision 11.0.

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7.0 Roles and Responsibilities

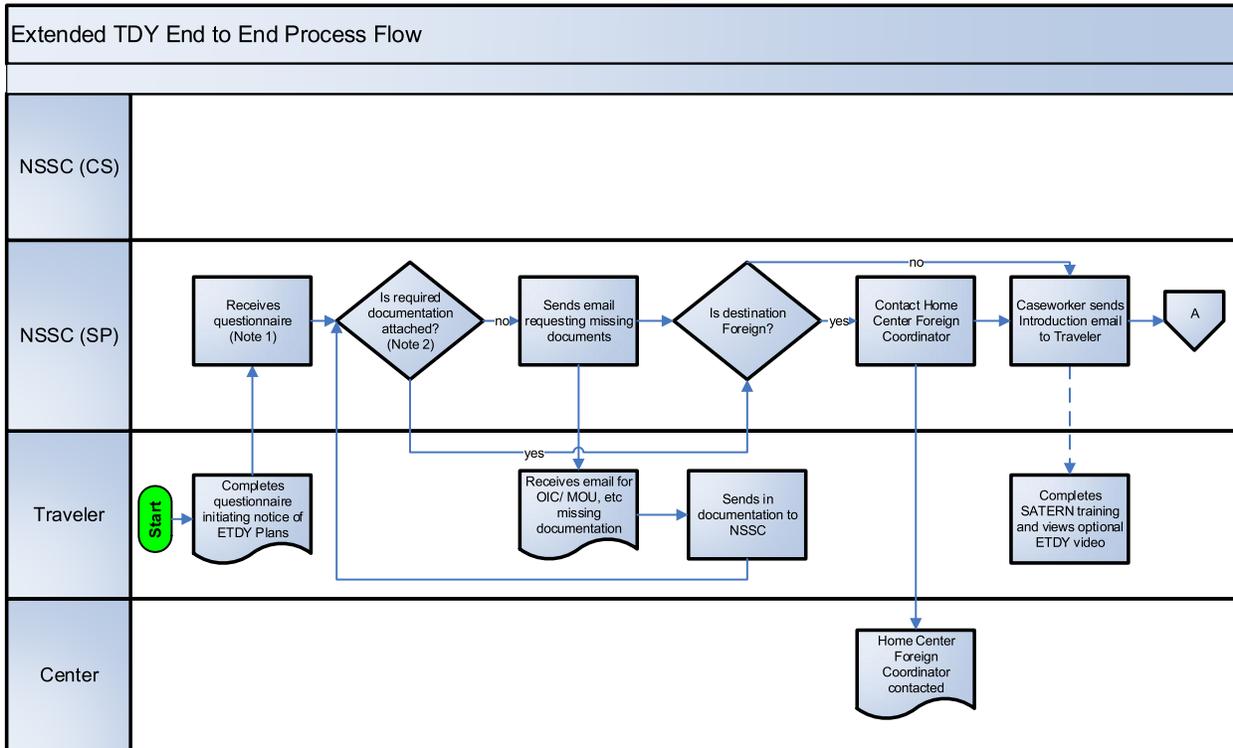
Role	Description	Responsibilities
ETDY Preparer	The ETDY Preparer coordinates the processing of all ETDY travel and travel documents.	<ul style="list-style-type: none"> • Serves as first point of contact for Traveler ETDY questions and issues and the most critical step of the ETDY process • Arranges all travel for ETDY travelers. • Creates all ETDY travel documents in Concur Government Edition, including Parent Authorizations, Interim Vouchers, and Nested Trip Authorizations and Vouchers. • Works with Approvers and NASA Shared Services Center (NSSC) to adjust documents to adhere to policy and regulation. • Documentation and updating the work notes in the WMS for all communications related to the traveler's ETDY assignment.
Foreign Coordinator	Coordinates compiling of necessary documents for foreign travel	<ul style="list-style-type: none"> • To compile documents required for foreign travel
Traveler	The Traveler is the end-user who participates in the ETDY process.	<ul style="list-style-type: none"> • Adheres to Federal Travel Regulation and NASA ETDY policies. • Provides timely, accurate communication of travel

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		<p>information to the ETDY Preparer.</p> <ul style="list-style-type: none"> • Collects all supporting receipts and documentation to verify travel expenses and submits them to the ETDY Preparer in a timely manner. • Reviews and signs travel Vouchers to confirm accuracy of expenses for processing.
Fund Certifiers	Individuals responsible for reviewing funds to be used for ETDY travel.	To review funds listed on the travel document and validate funding is accurate and available for use.
Approvers	Individuals responsible for approving ETDY travel and travel documents.	<ul style="list-style-type: none"> • Review and approve Authorizations and Vouchers in Concur Government Edition on a financial, supervisory or policy basis.

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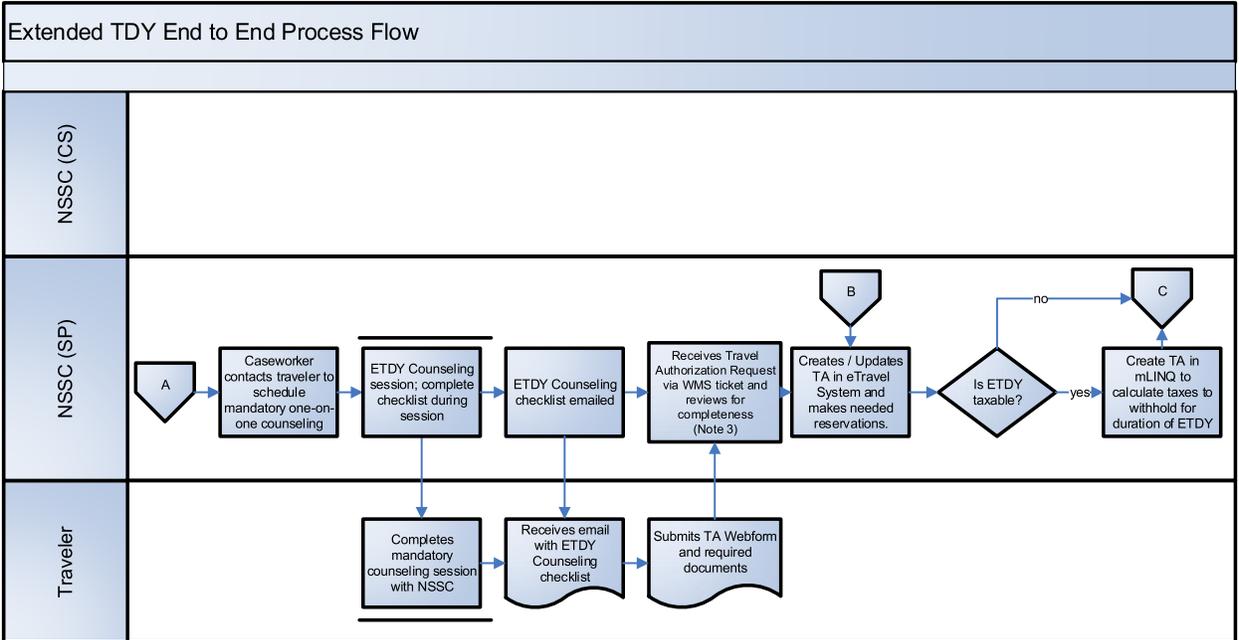
ETDY END TO END PROCESS FLOW



Note 1: Expedited process will be implemented if travel will occur within 5 business day or less.

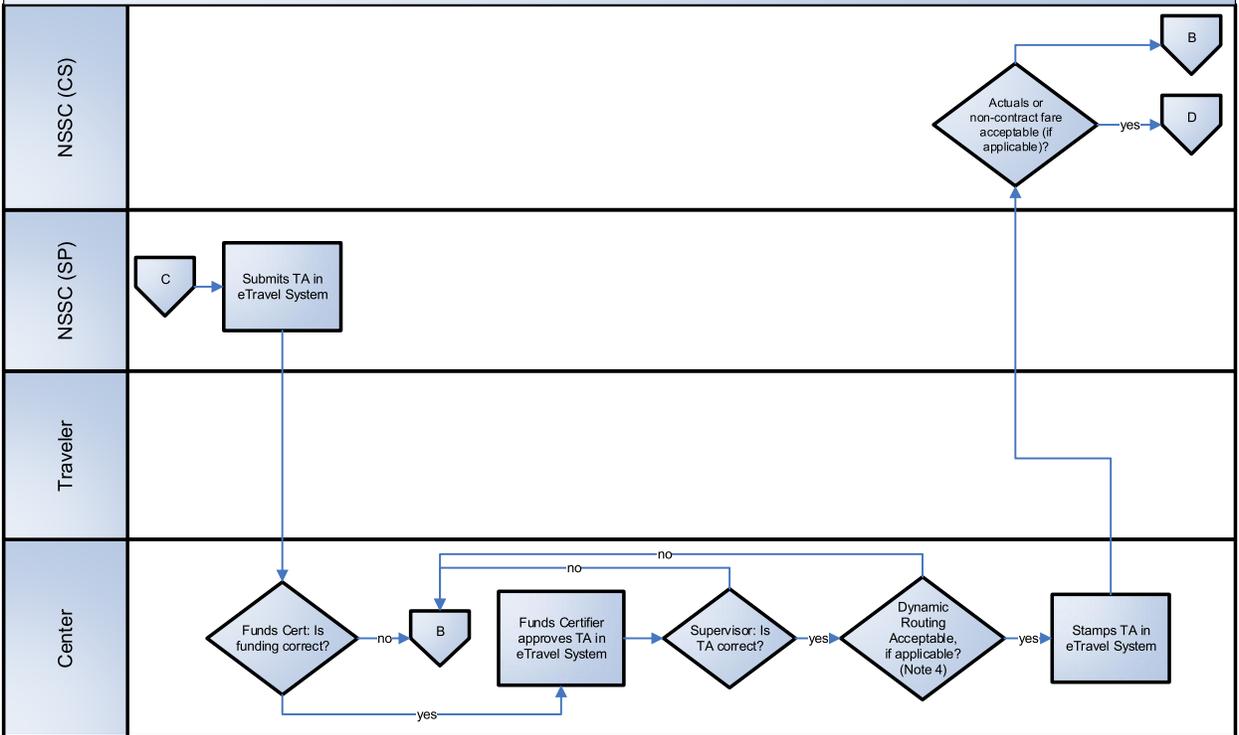
Note 2: Determine if an OIC/ MOU, PCS/ TCS cost comparison is needed.
 OIC/ MOU if over 90 days
 PCS/TCS Cost Comparison if over 180 days

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Note 3: If the Travel Authorization, counseling or other actions are not complete before TDY starts, these actions must be completed by NSSC during TDY or as established by OCFO policy .

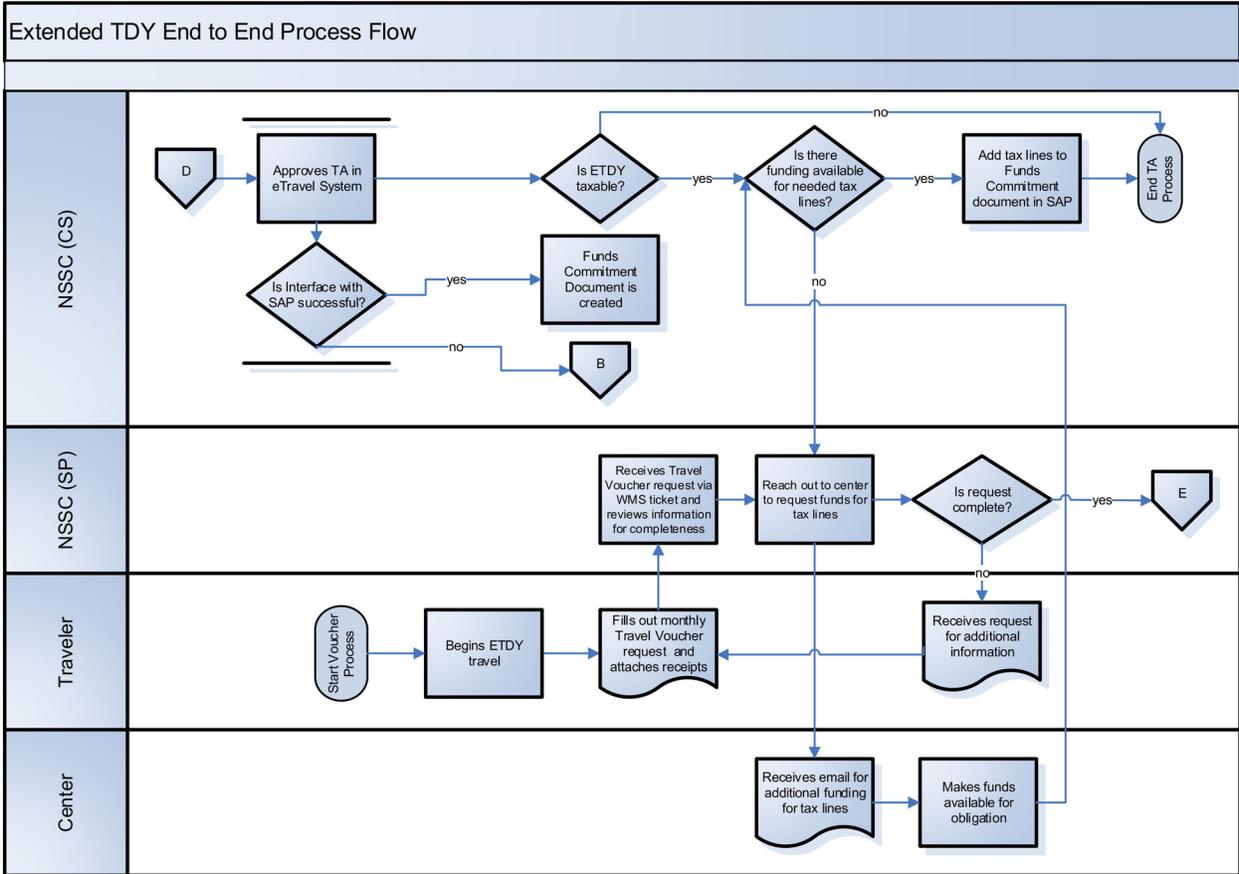
Extended TDY End to End Process Flow



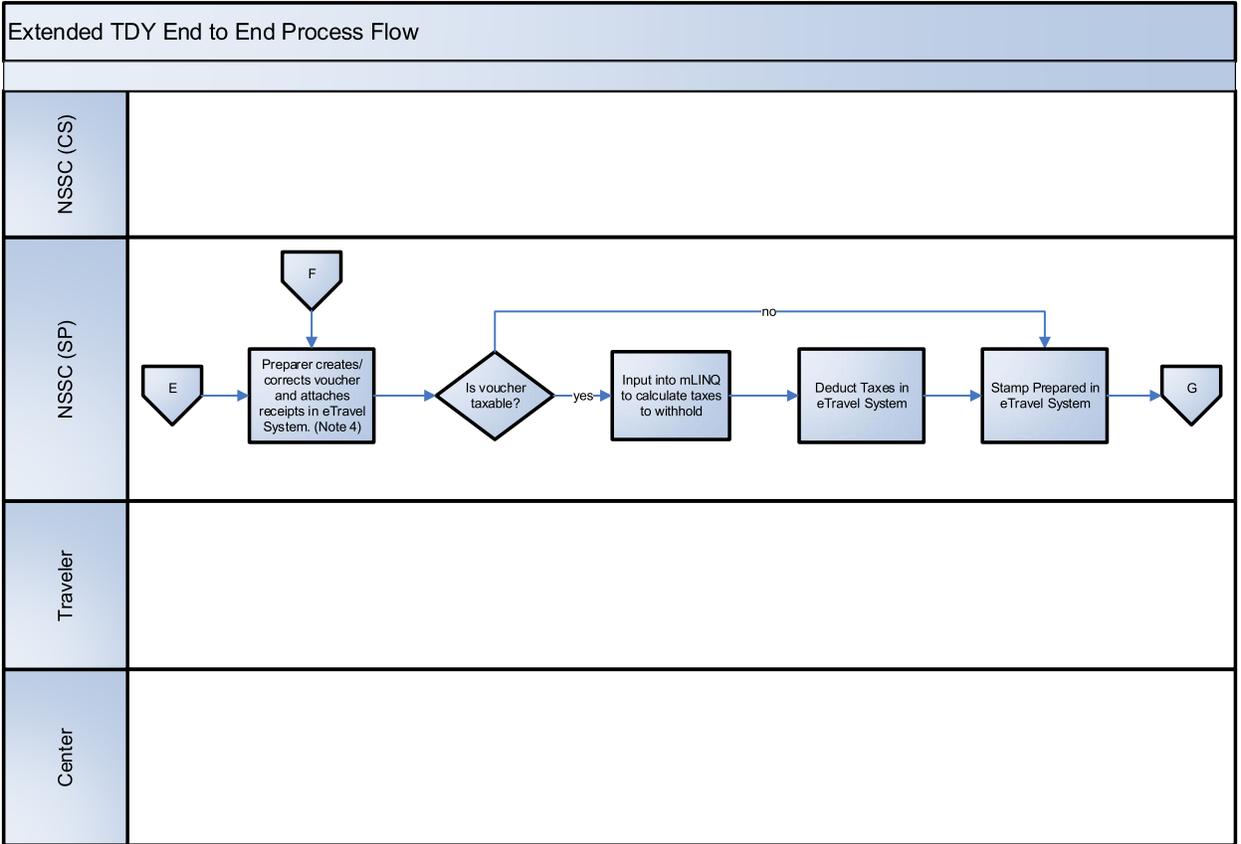
Note 4: SP will work with CS to move funds if reason for failure is funding related.

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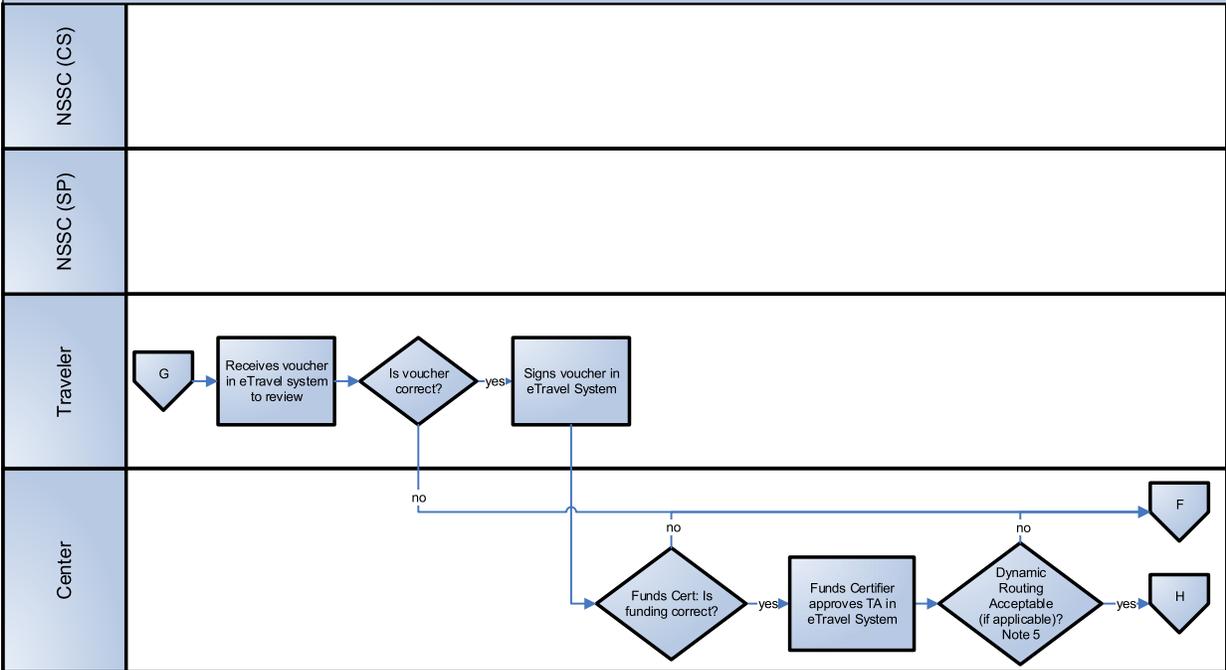


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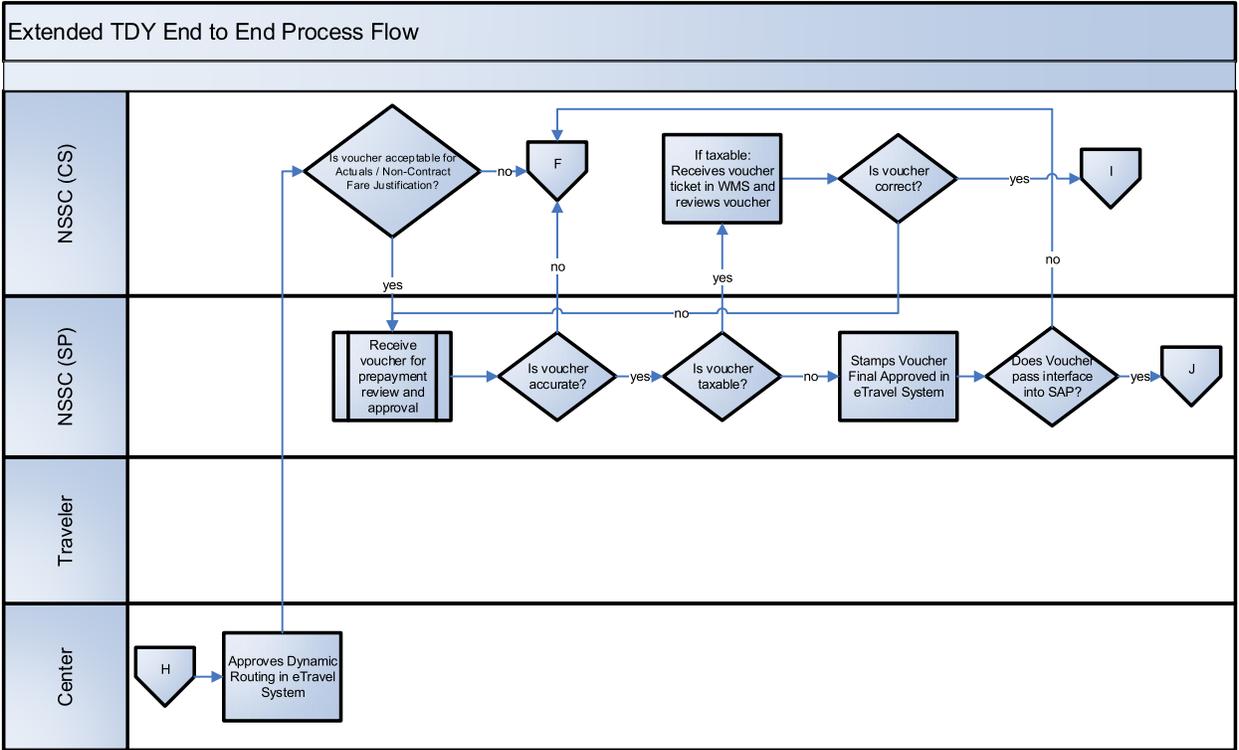
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Extended TDY End to End Process Flow

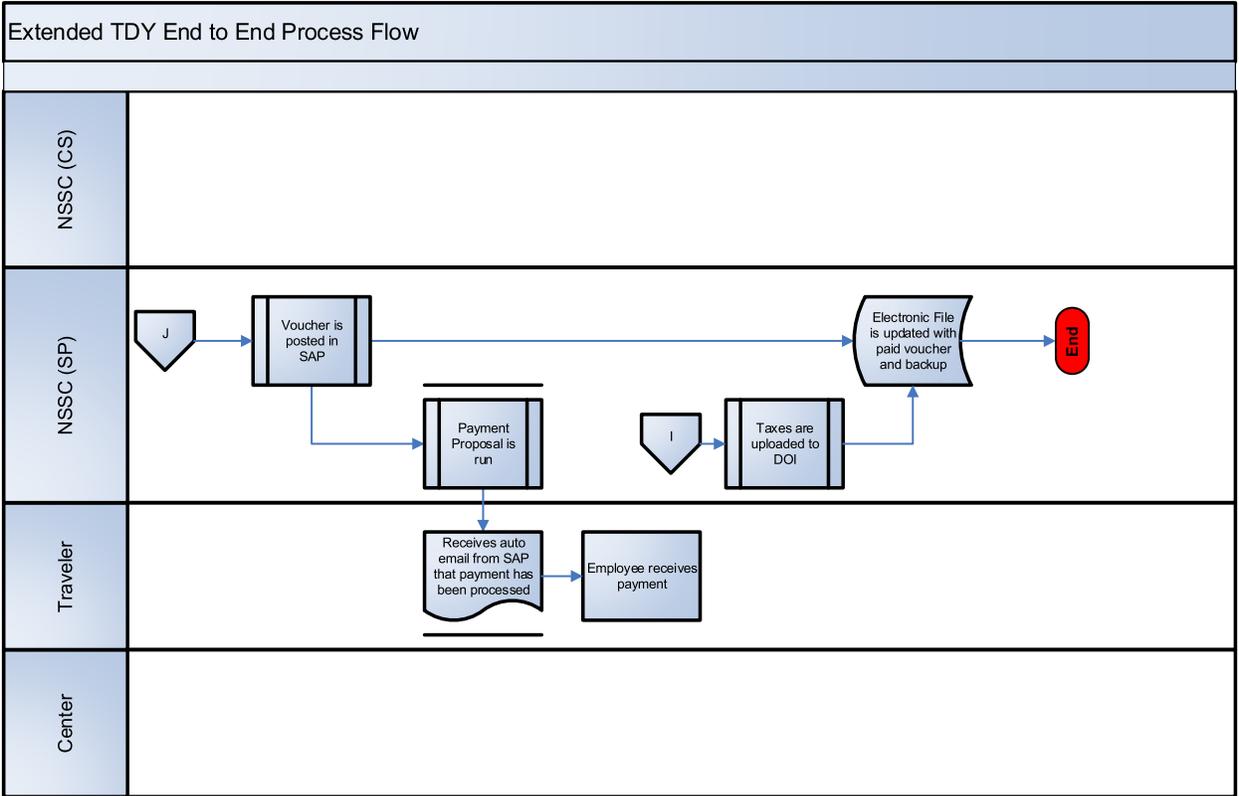


Note 5: Dynamic routing for Premium Travel and Non-Federal Source Travel.

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PROCESS 1 – ETDY PRE-TRAVEL COORDINATION

STEP 1. Traveler notifies NSSC of impending ETDY assignment

- A. Traveler notifies NSSC via the [ETDY Questionnaire \(Appendix B\)](#) of an impending ETDY assignment. This notification includes information such as the name of the employee, the duration of the ETDY and contact information. The NSSC Travel Office receives this questionnaire via a Work Management System (WMS) Case and Task.
 1. See [Appendix B](#) for Extended TDY Questionnaire which is accessed at NSSC Customer Service Web Site, Extended TDY tab under the Travel tab.

Output: NSSC notified of impending ETDY assignment.

STEP 2. NSSC Travel (SP) reviews the ETDY Questionnaire ([Appendix B](#))

- A. Expeditor reviews link in WMS ticket and sees that ETDY counsel is being requested.
- B. Expeditor changes Subcategory to "Counseling Request" and adds "ETDY Counsel Request" in short description box.

The screenshot displays a WMS ticket interface with the following details:

- Customer:** John Davis
- Contact:** [Empty]
- Location:** Alabama
- Category:** ETDY TRAVEL-DOM
- SubCategory:** COUNSELING REQUEST (highlighted with a red arrow)
- Assignment Group:** FM - TRAVEL PREPARER LJ
- Assigned to:** Karen Hill
- Status:** Requested
- Priority:** 4 - Low
- Age of Case:** 3
- Days in WIP:** 2
- Opened by:** AutoCase User
- Opened:** 2021-09-15 18:06:38
- Short Description:** FM-ETDY MF1850 Request - ETDY Counsel Request (highlighted with a red arrow)
- Description:** [Empty]
- Work notes:** FM-ETDY MF1850 Request - ETDY Counsel Request

STEP 3. NSSC Travel Expeditor sends the introductory e-mail ([Appendix S](#)), within 2 business days, to the traveler to commence assistance

- A. NSSC Travel Expeditor assigns Case and Task to the caseworker for that center to assist traveler during their ETDY assignment
- B. Introductory e-mail is copied and added to WMS ticket by expeditor.

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- C. Traveler is sent introductory e-mail containing instructions for accessing the ETDY Orientation course via System for Administration, Training, and Educational Resources for NASA (SATERN). The traveler's Center travel office is copied on the e-mail. Through the training, the traveler will receive orientation regarding ETDY policies, procedures, and entitlements. The e-mail also provides the name of the NSSC caseworker that will be assisting them.
- D. Expeditor inputs the WMS Financial Management Case (FMC) ticket number, date ticket was received, traveler's duty station, traveler's name and caseworker are added to the caseworker master list spreadsheet located at N:\TRAVEL\EXTENDED TRAVEL\EXT-TDY ASSISTANCE\COUNSELING ASSIGNMENT LOG

STEP 4. NSSC Counselor Sets up appointment for counseling.

- A. NSSC counselor calls traveler to set up an appointment to review the ETDY Assistance PowerPoint. It is suggested that the employee reserve a minimum of an hour for this appointment. Counselor makes a note of the call made in the case or task.
- B. Counselor will create a personalized ETDY Counsel Presentation based on the information within the ETDY Questionnaire.
 - 1. Open the Counsel Presentation Template saved in the following path:
N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\COUNSEL PRESENTATION
 - 2. Rename the file and save at the following path:
N:\TRAVEL\EXTENDED TDY\EXT-TDY ASSISTANCE
By Domestic or Foreign
By Center
 - 3. Last Name, First Name, Date
 - 4. Go through PowerPoint to personalize where needed
 - 5. If there is a table on the slide, double click the table to open the Linked Object table to update the required information.
 - a. You can copy Preparer Information from the Contact Info tab if it is not listed correct on the Page 2 Table.
 - b. The Additional Info tab will have helpful information that can be copied into some of the tables as needed.
 - c. Any slides that do not apply to the travelers ETDY term should be move to the bottom of the presentation after the "Additional Information" slide.
 - d. The Counselor should do Control F to find the words Casework and Preparer and replace them with their name.
 - e. Save PowerPoint

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- C. The counselor should review the ETDY Questionnaire ([Appendix B](#)) to update the PowerPoint and determine if the following tasks should be prepared prior to counseling as part of the ETDY Pre-Travel Coordination Preparer Checklist:
1. Mandatory ETDY counseling task
 - a. Travel Dates
 - i. If travel dates are for more than a year, ensure the Extended TDY Tax Reimbursement Allowance (ETTRA) Introduction e-mail (see [Appendix O](#)) is provided with an ETTRA Service Agreement form (see [Appendix FF](#)) attached. Go to N:\TRAVEL\EXTENDED TDY\ITRA\JOB AIDS_ E-MAIL LANGUAGE_MISC CORRESPONDENCE\E-MAIL LANGUAGE\INTRODUCTORY E-MAIL to locate the e-mail and Service Agreement.
 - ii. Service Agreement needs to be completed, signed and submitted with first voucher request.
 - b. Has traveler been to the same location before?
 - c. Check the eTravel System to see if previous ETDY was at the same location and if it was, has it been 7 months or more since previous assignment.
 - i. if there was a 7 month or greater break, the ETDY is not considered taxable
 - ii. If there was not a 7 month break prior to returning:
 - Notify traveler they will be taxable from the beginning of the new assignment.
 - Send ETTRA introduction e-mail ([Appendix O](#)).
 - Send ETTRA Service agreement ([Appendix FF](#)).
 - d. Is the employee's spouse a government employee on detail?
 - i. Will need to ask traveler if spouse is a NASA employee on ETDY at same location and if they are, notify that only one will receive lodging and both will receive M&IE.
 - ii. If spouse is not a NASA employee but a government employee on detail at same location, the Counselor will need to check with the traveler to see if another government agency is paying lodging already.
 - e. Is the location a foreign destination?
 - i. NSSC Counselor will annotate in the ticket sent to them once counsel is complete that this a Foreign ETDY so that the center foreign coordinator can be notified.

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- f. If trip has multiple locations, and no one location is over 30 days, then it is not true ETDY. No counseling is needed, no waiver is needed.
- g. Does the agreement exceed 180 days?
 - i. If yes, ensure the traveler has answered the questions on the Questionnaire related to the PCS/TCS/ETDY Cost Comparison.
 - ii. If no, proceed to Step 6
2. Send a meeting request via Outlook for agreed upon date/time. If Teams was chosen, be sure to Click “Teams Meeting” button. If audit call is chosen, the appointment should include the NASA Audio Conferencing System number (1-844-467-6272) and use one of the passcodes (5884281 or 6539872).
3. In the event counselor cannot reach traveler via telephone, an e-mail ([Appendix N](#)) will be sent requesting traveler to contact the NSSC counselor to set up an appointment time.
 - a. Make a calendar reminder to follow up 1 week later to try and contact the traveler again, to setup counseling session.

Output: Counselor is assigned, and Questionnaire reviewed.

STEP 5. Traveler Completes SATERN Training on ETDY.

- A. Traveler completes ETDY Orientation course in SATERN. If Traveler chooses not to take the orientation and proceed with assistance, they may notify the NSSC Customer Contact Center.

Output: Traveler complete training action.

STEP 6. NSSC Travel Counselor (SP) NSSC Counselor contacts the traveler at the appointed time and reviews the NSSC Extended Assistance PowerPoint Presentation which includes information on ETDY policies, procedures and entitlements in accordance with FTR and NASA Policy Requirement. The review is documented in the checklist. The Counselor documents any unanswered questions for follow up.

NOTE: NASA CFO suspended the (up to 65% per diem policy in NPR 9750.1 until further review, see [Appendix LL](#)).

- A. Exceptions to counseling requirement
 1. Those with blanket waivers for deployments ([Appendix U](#))
 2. Astronauts on ISS

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3. Russian Assignments
 - B. The traveler was given a choice of a counseling session via telecom or with Teams Video Call
 1. If telecom (audio call) is chosen:
 - a. Traveler calls the NASA Audio Conferencing System (1-844-467-6272) and uses passcode (588428 or 653987).
 - b. Counselor calls the same number but uses the moderator's passcode (5884281 or 6539872), depending on what password was given to the traveler.
 2. Request permission from all parties for recording the session.
 3. For audio calls, record the session by pressing *22 immediately after the call is connected
Teams calls, press "start recording" once meeting has started.
 - C. Review the ETDY Assistance PowerPoint. Be sure to discuss the following subjects as part of the ETDY Counseling session. The Counselor should make notes of any unanswered questions for follow up.
 1. Lodging
 - a. Travelers should use Schedule 48 to obtain lodging for ETDY.
 - b. Lodging should be an efficiency or one bedroom
 2. NASA Form (NF) 1846, Official in Charge (OIC) Approval, has been obtained or is in process.
 - a. Only required if ETDY is over 90 days.
 - b. An existing ETDY that is ongoing, initially prepared by the CTO that needs to be extended (since the TA was done under previous process) we do NOT need an NF1846 (OIC Approval Form).
 - c. For any new trips (not just new TAs if extending/crossing years) over 90 days will need the NF1846 and if it extends, no new form, as it was already obtained.
 - d. Validation of [APPENDIX F – ETDY OIC Approval](#)
 - i. NF1846 must be completed
 - ii. Actual travel dates should be on the OIC Approval form
 - iii. Must be submitted with NF1850 (Authorization request).
 - iv. Justification provided on NF1846 is ETDY was chosen but not the most cost advantageous.
 3. Intra-government Personnel Act (IPA) or Inter-Agency Agreement (IAA) required if traveler is not a NASA employee or on ETDY to a University.
 - a. Traveler will need to provide this with the submission of the Authorization request.

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4. PCS/TCS/ETDY Cost Comparison (necessary if ETDY exceeds 180 days). If the employee is not a NASA employee, only a PCS comparison is required; per FTR 302-3.403, an IPA is not allowed to TCS.
 - a. Preparation
 - i. Standard items included: ATM fees, baggage, home trips, rental car, POV, Vicinity Miles to work if authorized POV, lodging, and meals.
 - b. Concurrence - DCFO or designee should concur
 - c. Justification, if applicable
5. Foreign ETDY
 - a. When receiving an NF1850 Authorization request to a foreign destination the Preparer will ensure coordination with the foreign coordinator
 - i. Preparer sends eCountry Clearance (eCC) email to the [Center Foreign Coordinator \(Appendix MM\)](#).
 - ii. Preparer updates WMS case with e-mail sent to Home [Center Foreign Coordinator](#)
 - iii. [Center Foreign Coordinator](#) will reach out to traveler if there is a need for additional information regarding the eCC/VISA.
 - iv. Preparer creates Authorization in CGE.
 - v. Preparer should get all required information such as emergency contact information, which must be placed in the document comments, from the traveler and input in CGE before submitting.
 - vi. Center submits eCC.
 - vii. Center will approve authorization once eCC is complete.
 - viii. Ensure airfare is verbally approved for any flights that include a foreign carrier in the leg to ensure flights are not pulled or cancelled.
 - ix. If verbal approval is required for the airfare, ensure that foreign coordinator is contacted to verify traveler is clear to travel before requesting verbal ([APPENDIX ZZ](#)) approval and obtain an email confirming approval for the flight.
 - x. Cost of airfare increases if ticketed within 14 days of travel. To ensure cost savings to the government, airfare should be ticketed at least 14 days in advance if the NSSC has received the request more than 14 days in advance of travel.

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- xi. When booking an international flight, in order to be Fly America Act compliant, the flight that physically crosses the ocean (whether US to foreign or Foreign to US) needs to be listed as an American carrier. The flight can be “operated by” the foreign carrier but must have an American carrier listed. Example: a flight can be operated by DLH Lufthansa but flight would be listed as United in CGE.



- xii. There is an Open Skies Agreement. The EU-US Open Skies Agreement is an open skies air transport agreement between the European Union (EU) and the US. The agreement allows any airlines of the EU and any airline of the US to fly between any point in the EU and any point in the US. In order to use, per CI Travel, due to the Fly America Act, CI Travel is required to book a coach air if one is available. In order to use the Open Skies Agreement to travel between the EU and the US there is certain paperwork and approvals that must occur before the flights can be booked.
- b. Identify if the trip is a deployment ([Appendix U](#))
 - i. Refer to ARC/AFRC Standing Waiver for Deployments ([Appendix V](#))
 - c. If destination is Russia, the traveler gets 100% Per Diem. Per NPR 9750.001, 2.1.2b, all travel to Russia; including long-duration travel, is excluded from the ETDY category. The NSSC will continue to process Russia travel request that exceed 30 days, if an NF1850 request is submitted. The center can choose to process the document, since it is not ETDY or request the NSSC to complete the document, since it is over 30 days.
 - d. JSC will still coordinate with organization for the approved e-mail required and will send to the NSSC. It should be attached to the authorization. JSC will also provide NSSC with the HQ Waiver Letter signed by Director, Policy Division and the JSC Deputy CFO for Finance.

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- e. Travelers going to ISS (International Space Station) will have meals provided, only the amount for Incidental expenses are allowed. Using M&IE other as the expense the traveler will receive \$5 per day except for the 1st and last day which allows 75% per diem
- f. Confirm if the traveler has an active profile in the eTravel System
 - i. If not the NSSC will complete a NASA Account Management System (NAMS) request.
- D. After the counsel is complete, send the ETDY Welcome Letter ([Appendix Y](#)).
- E. A closing message (see [Appendix T](#)) and a copy of the completed ETDY Assistance PowerPoint are e-mailed to the traveler.
- F. Copy the e-mail into the WMS ticket and attach the ETDY Assistance PowerPoint.
- G. Input the date the counseling session was completed as follows:
 1. In the WMS FMC ticket and close the case.
 2. Counselor will send the welcome letter and work with the traveler to get all additional documents required.
 3. The Counselor will add the date of the counsel in the master spreadsheet located at N:\TRAVEL\EXTENDED TDY\EXT-TDY ASSISTANCE\ COUNSELING ASSIGNMENT LOG.
- H. If the agreement exceeds 365 days, make note on the PowerPoint that the travel will be taxable. Counselor will ensure ETTRA Introduction e-mail has been sent along with the ETTRA Service Agreement.
- I. If Foreign, Counselor sends email to Foreign Coordinator to notify them of the upcoming foreign travel.
- J. Recorded counseling sessions are to be saved here:
N:\TRAVEL\EXTENDED TDY\EXT-TDY ASSISTANCE\RECORDED COUNSELING SESSIONS under the correct year and month.

Output: Mandatory Counseling and ETDY Counseling Checklist are completed and follow up session is noted.

STEP 7. NSSC Travel Caseworker (SP) completes PCS/TCS & ETDY Cost Comparisons.

- A. Counselor will receive the TCS/PCS information within the ETDY Questionnaire ([Appendix B](#)) when the traveler submits the Questionnaire to start the process.
- B. In some cases, the traveler may not require a counseling request initially, but will be considered ETDY (due to extensions). If this happens and

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additional information is required, the preparer will send the PCS/TCS Questionnaire ([Appendix HHH](#)) to the traveler.

- C. Counselor then creates a case in the WMS assigning the Case to themselves and the Task to the Change of Station team attaching the PCS/TCS/ETDY Cost comparison to the Task.
- D. Once the PCS/TCS cost comparison is complete the Change of Station team will return the completed comparison to the Counselor
- E. Once the TCS/PCS information is received at the NSSC, the Counselor will complete the ETDY cost estimate.
 1. Open the ETDY Cost Estimate Template at
N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\COST COMPARISONS\ETDY COST ESTIMATE
 2. Insert all expense that apply to the ETDY detail, on the individual tab. (Airfare, POV, Rental Car, Lodging, M&IE, Taxi, etc.).



- a. For home trip airfare, the spreadsheet should calculate the cost of one-way airfare x 24 trips (12 roundtrip airfare).
 - b. For other home trip expenses (POV Home Trips, Estimated Baggage, and Taxi) the spreadsheet should calculate x 26 (24 for home trips and 2 for en-route/exit).
 - c. Be sure to include the cost for the transactions for all home trips and monthly vouchers.
3. Once the individual tab is complete, you can select the tab that applies to the length of the detail. This will calculate the total ETDY

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cost.

Expense	Totals
Airfare (To/From)	724.80
Airfare (Home Trips)	4,348.80
POV (Home Trips)	0.00
POV (Enroute/Exit)	0.00
POV Vicinity	0.00
Rental Car (For Entire Detail)	0.00
Shipping 350lbs (Round Trip)	1,462.00
Lodging (65% per diem)	21,873.80
Meals (65% per diem)	8,842.60
Total Estimated Baggage	0.00
Total Estimated Taxi	1,446.48
Transaction Fee	177.00
Total	38,875.48

Note: If a request for a TCS/PCS/ETDY cost comparison is submitted to the NSSC without accompanying an ETDY Counseling session or ETDY detail – or if the request is requested by Travel CS (L3) or OCFO Policy Division – Travel CS (L3) should be contacted for any questions prior to contacting the employee.

Output: PCS/TCS/ETDY Cost Comparison is prepared.

- STEP 8.** **NSSC Travel Caseworker (SP)** completes 1846 OIC form for all ETDY assignments over 90 days.
- A. Preparer fills out Section 1 of the Nasa Form 1846 (NF1846) form and a portion of Section 2 from the information obtained from the TCS/PCS & ETDY Cost Estimates.
 - B. If necessary, the cost estimate breakdown can be sent to the employee to provide to his/her management.

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- C. The OIC form is sent to the traveler.
- D. Traveler fills out the remainder of Section 2 of the OIC form and routes through to obtain appropriate signatures.
- E. If the ETDY costs exceeds the PCS/TCS costs, a justification will be required on the 1846 and should be provided by the traveler and/or the traveler's supervisor.
 - 1. If a justification is required and is not provided, the form will be sent back to the traveler to have the justification included, and the form must then be rerouted for all parties to resign.
- F. Once the form has been signed by all required, including the Center Director or OIC the form is submitted to the NSSC.
- G. The preparer at the NSSC begins preparation of the Parent Authorization in the eTravel system.
- H. See [Appendix G](#) for the management approval process for NF1846 and Parent Authorization.

Output: 1846 OIC Approval Form is prepared and submitted to NSSC.

STEP 9. NSSC Travel Caseworker (SP) reviews and check marks the ETDY Pre- and Post- Counseling Checklist ([Appendix JJJ](#)).

ETDY Pre and Post Counseling Checklist		
Traveler Name (First -		
ETDY Location:		
Preparer:		
Counselor:		
PRE COUNSELING		
1.	Contacts traveler to set up apt. (if calling notate phone call in SNOW ticket, if email, copy of email in SNOW ticket)	<input type="checkbox"/>
2.	If dates are over 180 days create a CASE and send to ETDY preparer advising that they need to send TCS/PCS Questionnaire to traveler. (do copy to new from your case and check the "attachments" and "links" boxes, case will automatically relate).	<input type="checkbox"/>
3.	Read Questionnaire and if travel dates are over a year makes a note in comments of ticket being sent to preparer to start the TCS/PCS to alert them traveler is going to be taxable.	<input type="checkbox"/>
4.	Sends appointment confirmation email (copy email in SNOW ticket) (use email pin)	<input type="checkbox"/>
5.	If foreign location check ticket to ensure expeditor has sent email to foreign coordinator which should be added in the comments of the counseling ticket, if not send email and copy the NSSC preparer. (copy email in SNOW ticket).	<input type="checkbox"/>
6.	If form indicates spouse will be on ETDY with them need to see if spouse is a govt employee during counseling and note on Counseling checklist (also add in comments in SNOW ticket sent to ETDY Preparer)	<input type="checkbox"/>
7.	Completes counseling and attach the completed counseling checklist to your ticket and also save a copy on N drive under N:\TRAVEL\EXTENDED TDY\EXT-TDY ASSISTANCE\Center. Notifies ETDY preparer that the counseling is complete and for them to send post counsel email	<input type="checkbox"/>
8.	If travel is less than 180 days, create a CASE relating your counseling ticket to it, and send to ETDY preparer (do copy to new from your case and check the "attachments" and "links" boxes, case will automatically relate).	<input type="checkbox"/>
9.	If travel is over 180 days a CASE is not needed since one was already sent to preparer to start the TCS/PCS.	<input type="checkbox"/>

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POST COUNSELING		
1.	Reviews CASE that was assigned by Counselor. If travel is over 180 days, send TCS/PCS Questionnaire to traveler (copy email in SNOW ticket).	<input type="checkbox"/>
2.	Ensure email was sent to the foreign coordinator if travel is foreign	<input type="checkbox"/>
3.	Check CGE to see if they have been to same location in the past 7	<input type="checkbox"/>
4.	Send post counseling email with copy of completed checklist with all notes attached (copy email in SNOW ticket).	<input type="checkbox"/>
5.	Send ETDY Welcome Letter. (copy email in SNOW ticket)	<input type="checkbox"/>
6.	Once PCS/TCS questionnaire is filled out by traveler and sent back to you, send TASK assigned to the COS team. CASE stays with preparer. Once completed by COS they will send TASK back to preparer. (If traveler emails questionnaire back to you directly, you can create TASK from ticket you have open that was created by counselor. If questionnaire is sent to NSSC-ETDY or Contact Center a new case is auto generated and you close the CASE from the counselor and use this one to send the TCS/PCS TASK from). NOTE: You should start ETDY cost estimate while waiting on TCS/PCS comparison so it is ready so that once TCS/PCS is ready you can apply all cost quickly to OIC form and send to traveler.	<input type="checkbox"/>
7.	Complete the ETDY cost estimate and apply to the 1846 form to then provide to the traveler to route for signatures. If under 180 days, only ETDY cost will be required on the OIC form	<input type="checkbox"/>
8.	Ensure traveler submits an 1850 request form for the parent auth.	<input type="checkbox"/>
9.	Verify traveler has a vendor account for paying center of the ETDY and if not will need to notify CTO (center travel office) to create one (see email pin). We create vendor accounts for NSSC travelers only.	<input type="checkbox"/>

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PROCESS 2 – TRAVEL EXPEDITOR

STEP 1. Traveler sends NSSC the NASA Pre-Travel Request for Authorization (NF1850) request.

- A. Complete NF1850, pages 1 and 2, with assistance from the Caseworker, if requested. See [Appendix C](#) for a sample of the NF1850.
- B. A WMS Case and Task is automatically setup when NF1850 is submitted to the NSSC.

Output: Request for FM to process TA for ETDY initiated by the Requestor/Traveler.

STEP 2. NSSC – Travel Expeditor (SP-L2) review and update Case and Task.

- A. Receive WMS ticket from TA Request submitted by/on behalf of the Traveler.
 - 1. Open link at the bottom of the WMS ticket to determine what type of request it is and then change the Subcategory to match the request.



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- Update the Short Description (Case) to show FM-ETDY NF1850 Request- XXXX (HOME/SECONDARY) TRIP # XXXX (REQUEST/VOUCHER)—LAST, FIRST (01/01/20-01/01/20).
- Add the “Trip Name” in the Description box.

- Locate this 1850 document from the Travel mailbox and save the original attachment into the SNOW ticket.
- Click on the Functional Details tab and check if WMS ticket is marked “Astronaut” or “Expedited”. If it is determined a request is for an Astronaut, or is less than 5 days from departure date, it will be expedited. An email will be sent to the Caseworker to alert them that a ticket is being sent to them that is priority.

- The expedited process consists of working the authorization first and to completion with minimal delay.
- Expeditor will complete a cursory review of the receipts and documents attached with the request to determine if any additional information is needed (e.g. OIC Approval or Lease Agreement).
 - If additional information is required.

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- i. Place the Case in “Pending-Requestor Information” status.
 - ii. Notify Traveler via e-mail (see [Appendix CC](#)) of the requested missing documentation.
8. Ensure traveler has completed ETDY counseling by checking the caseworker assignment spreadsheet located at [N:\TRAVEL\EXTENDED TDY\EXT-TDY ASSISTANCE\COUNSELING ASSIGNMENT LOG.xlsx](#)
 - a. If counseling has not been completed is required:
 - i. Place in the Case in “Pending-Requestor Information” status.
 - ii. Notify Traveler via e-mail (see [Appendix DD](#)) of the requirement for ETDY counseling and copy the email into the WMS ticket work notes.
 - iii. Once counseling is complete, caseworker will place Case back in WIP and create TA.
 - b. Astronauts/Crew Members will not be required to be counseled due to the unusual circumstances of their ETDY.
9. Expeditor sends WMS ticket to the assigned center Caseworker.

Output: ETDY Center Caseworker is assigned a request in the WMS.

STEP 3. NSSC – Travel Expeditor (SP-L2) Runs, reviews, and updates monthly reports as follows.

- A. Authorization Status Report
 1. The NSSC runs the Authorization Status Report daily, ([see Appendix NN](#)) to ensure authorizations are being approved timely in the routing.
 - a. If waiting two or more days on funds certifier or supervisor to approve, an email will be sent to all funds certs or supervisors listed in the routing, requesting them to stamp the document (see [Appendix QQ](#))
- B. Voucher Status Report
 1. The NSSC runs the Voucher Status Report daily, see ([APPENDIX PP](#)).
 - a. This to ensure vouchers are being approved timely in the routing.

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- b. If waiting two or more days on signatures, an email will be sent to the next approver listed in the routing, requesting them to stamp the document (see [Appendix QQ](#))
- C. Active ETDY Status Report
 - 1. The NSSC runs the ETDY Master Report monthly see [\(APPENDIX RR\)](#).
 - a. This report is sent to the centers around the 5th of each month showing all active travelers for their centers.
- D. Air Reservation Status Report
 - 1. The NSSC runs the Air Reservation Status Report (see [APPENDIX OO](#)) weekly.
 - a. This is to ensure airlines reservations are not stuck in a “waiting for direct connect” status and not getting ticketed.
- E. 3 Week Follow-Up Report
 - 1. The NSSC runs the 3 Week Follow-Up Report weekly.
 - a. This is to ensure the preparers follow up with travelers 3 weeks after the ETDY term starts.
 - b. Expeditor creates a Case using “Counseling Request” as the Subcategory.
 - c. In short description insert travelers name - TA# - 3 week follow up counsel – Due XXXX and assign to preparer to follow up. This would be right before the first voucher is due.
 - d. Ask if they have questions or need any assistance understanding the NF1850. Remind the traveler what receipts should be included and if taxable, remind the traveler of tax processes.
- F. 60-day Follow-Up Report
 - 1. The NSSC runs the 60 Day Follow-Up Report monthly.
 - a. This is to ensure the preparers are following up with the travelers 60 days prior to their ETDY term ending.
 - b. This is will help determine if the traveler will be ending or requires and extension.
- G. Un-submitted Voucher Report
 - 1. The NSSC runs the Unsubmitted Voucher Report quarterly ([see Process 11](#)).
 - a. This is to track any overdue vouchers that have not been submitted where the trip dates have ended over 35 days; therefore, the preparer will reach out to the traveler to

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prompt them to submit their travel voucher for reimbursement.

H. IBA Status Report

1. The NSSC runs the IBA Status Report weekly.
 - a. This is to help identify any travelers that have a higher amount due on their IBA or have a past due balance.

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PROCESS 2A – TRAVEL AUTHORIZATION-PARENT

TA Preparer Process Flow:



STEP 1. NSSC – Travel Preparer (SP-L2) review and update Case and Task.

- A. Preparer checks the Subcategory to determine if the request is related to an Authorization or Voucher.
- B. Open the Functional Detail Form and check the box “TA Received”

- C. Preparer reviews work notes to determine what actions have been started by expeditor.
- D. Preparer ensures all required receipts are provided and the travel request/ NF1850 is complete (all relevant fields are completed, and supporting documentation is attached) and ensures counseling has been completed.
 1. If travel request/ NF1850 is not complete:
 - a. Update FM Case status to “Pending-Requestor Information”.
 - b. Notify Traveler or submitter via e-mail (See [Appendix CC](#)) of corrections required for the ETDY TA to be processed further.
 - c. When corrected information is received, Subcategory should be TA Backup Documentation, and the original ticket should be placed back in WIP.
 - d. Check the Travel Log Number section in the travel request/ NF1850. If there is a log number indicated, this must be

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added to the comments in document details otherwise the funds certifier will not approve.

EXPX22018D	10AH000	2121	FC000000
FUND	COST CENTER	OBJECT CLASS	FUNCTION/NCTS CODE
	Travel Log Number(s) (if applicable)		
	LOG: 7458		
	Travel Log Number(s) (if applicable)		

- e. If the travel request/ NF1850 is complete but additional receipts are required or additional information is needed, place ticket in pending status until the information is received.
- E. Review travel request/ NF1850 in accordance with the TA Preparation Checklist (see [APPENDIX W](#))

Output: Case and task updated with the traveler information that is performing the upcoming travel.

STEP 2. NSSC – Travel Preparer (SP-L2) creates and submits a TA in the eTravel system.

- A. Click on the link in the WMS ticket and then locate this document from the Travel mailbox and save the original into the save request to file location N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\PREPARER DOCS\1-DOMESTIC\CENTER. Create a folder for traveler if not already created (last name, first name). Create a folder for this Authorization and save under the traveler name folder.

Support Operations Directorate Tasks	Attached Knowledge	Functional Details (1)	Links (1)	Audit History (43)	All Attachments								
Links Go to Number <input type="text"/> <input type="text"/>		<input type="button" value="1"/> to 1 of 1											
<table border="1"> <thead> <tr> <th>Number</th> <th>Case Number</th> <th>Document Name</th> <th>Document URL</th> </tr> </thead> <tbody> <tr> <td>LINKS0005080</td> <td></td> <td>FM_TRV_DOM</td> <td>https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?doc=FM_TRV_DOM_126_10-21-2015_14.13.01&rev=\$latest</td> </tr> </tbody> </table>						Number	Case Number	Document Name	Document URL	LINKS0005080		FM_TRV_DOM	https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?doc=FM_TRV_DOM_126_10-21-2015_14.13.01&rev=\$latest
Number	Case Number	Document Name	Document URL										
LINKS0005080		FM_TRV_DOM	https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?doc=FM_TRV_DOM_126_10-21-2015_14.13.01&rev=\$latest										

- B. Create a master workbook for the new traveler in the following path: N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\PREPARERS DOCS\Domestic or foreign\center.
- C. Under Domestic or Foreign depending on the ETDY location.

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D. See ([APPENDIX TTT](#)) for the workbook instructions.

STEP 3. Review TA Request

- A. If travel is over 180 days, ensure the PCS/TCS/ETDY Cost Comparison has been completed or is in process. If not, a questionnaire will need to be sent to the traveler.
 1. If travel is over 90 days, ensure the OIC approval form is attached
 - a. Validate approving signatures are included. Traveler would be the person responsible for signatures.
 - b. Ensure valid justification has been provided if ETDY cost exceeds TCS/PCS.
 - c. If OIC Approval Form is not attached see [Appendix CC](#) for email to send to the traveler.
 - d. If justification is not provided notify traveler that proper justification is required per policy and will need to be added to the form and the form will need to be routed back through for all signatures to sign again.
 2. If you are not the assigned Preparer, contact assigned Preparer for clarifications, additional information and/or issues.
- B. When travelers are on Extended TDY (ETDY), they are allowed a certain number of Home Trips during the duration of the ETDY. The preparer will create an open orders form in the traveler's ETDY master workbook ([APPENDIX TTT](#)) to track the traveler's allotted home trips and funding. The Open Orders Form can be located at N:\TRAVEL\EXTENDED TDY\Paperless Files\Open Orders. The preparer will include the following on the open orders form.
 1. Traveler's Name
 2. TA number
 3. Dates of the ETDY
 4. ETDY and PDS location
 5. Funds Commitment Number
 6. Fill in Parent Authorization Obligations section which will automatically enter the amounts needed for the tax lines on the form.
- C. The form is created within the traveler's master workbook for the new traveler. The updated form within the workbook is called the Open Order tab in the workbook
- D. Open Orders will be monitored quarterly to determine,if additional funding is required.
- E. Check previous authorizations to determine if traveler has been at this location previously and if the current authorization will cause the

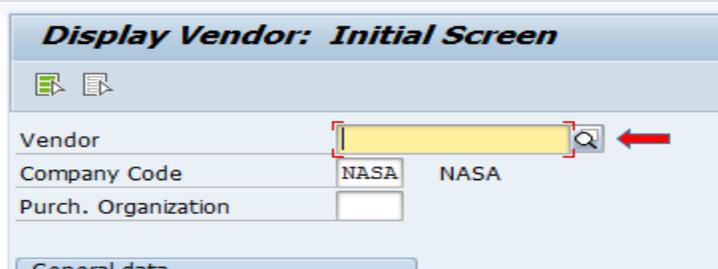
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traveler to exceed 365 days at this location (must have a 7-month break between two authorizations to not be taxable).

1. If assignment has exceeded or shows that it will exceed 365 days, send traveler email ([APPENDIX O](#)) notifying them they are taxable and attach a copy of the ETTRA Service Agreement ([Appendix FF](#)).
 2. Add traveler's name to the ETDY Queue Spreadsheet under the current year tax tab located at N:\TRAVEL\DOMESTIC TRAVEL\QUEUE MANAGEMENT\EXTENDED\Current Year\Current Month
 3. Make a note on the authorization in the EFC the effective date they are taxable.
 4. All travelers that are taxable and still on travel at the end of the year will receive a letter advising them of the year end cut off ([See Appendix I](#)) for filing vouchers prior to the cut off dates.
 5. Each traveler that has had reimbursements taxed in the current year will need to file an ETTRA voucher the following year. An email ([See Appendix J](#)) will be sent to advise the traveler when the ETTRA needs to be submitted and they have 30 days once they receive the email to submit it.
- F. Check to ensure travelers profile is set up in the eTravel System (Counselor should have submitted a NAMS request for this if there wasn't a profile previously). If profile is not yet created, follow up on NAMS request.
1. Have traveler to go into the eTravel system and update their profile.
 2. If traveler does not have a government credit card on file in their profile, contact the traveler to advise that the use of the government card is mandatory and request that the government credit card be added to his profile so that reimbursements can be directly paid to the IBA.
 3. If unable to obtain a government credit card, traveler can request a cash advance. See Process 5 for instructions.
- G. Required traveler profile information includes
1. traveler name
 2. e-mail address
 3. gender
 4. birthdate
 5. universal uniform personal identification code (UUPIC)
 6. address
 7. organization
 8. government credit card
 9. credit card status (Cardholder/Non-Cardholder).

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- H. Once their profile is completed in the eTravel system, the traveler sends an e-mail to the Preparer to let them know the travel request can now be processed.
- I. Verify vendor account in SAP with traveler to ensure banking details are up to date.
 - 1. Enter transaction code XK03 in SAP
 - 2. Make sure "Company Code is NASA and "Purch. Organization is blank. Click on magnify glass next to Vendor to search.



- 3. Type the traveler's last name in the NAME box followed by an asterisk. Then click on the green checkmark.



- 4. Search for the vendor account(s) for the traveler (may be multiple). If more than 1 write them down so you can check each to see if there is an active current vendor account for the center paying for this ETDY.

SearchTerm	Cty	PostalCode	City	Name 1	Vendor
	US	35812	MSFC	BALLANCE JUDY L C 93	
SECONDARY	US	35812	MSFC	BALLANCE, JUDY C 46375	

- 5. Double click on the first vendor. Then click on the green paper icon then enter.

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Display Vendor: Initial Screen

Vendor: 46375
Company Code: NASA NASA
Purch. Organization:

6. Hit enter 1 time and ensure there is an entry in the Street, Postal Code, City, Country and Region boxes.
7. Hit enter 2 more times. This is the traveler's banking information which you can refer to if you need to verify the banking is accurate with the traveler.
8. Hit enter 1 more time to get to the screen that shows who the pmt. Meth. Supplement center is.

Vendor: 46375 BALANCE, JUDY C MSFC
Company Code: NASA NASA

Payment data

Payt Terms: NI30 Tolerance group:
Cr memo terms: NI30 Chk double inv.
Chk cashng time: 0

Automatic payment transactions

Payment methods: P Payment block: Free for payment
Alternat.payee: House Bank: TREAS
Individual pmnt: Grouping key:
B/exch.limit: 0.00 USD Pmt meth.supl.: 10
Pmt adv. by EDI:

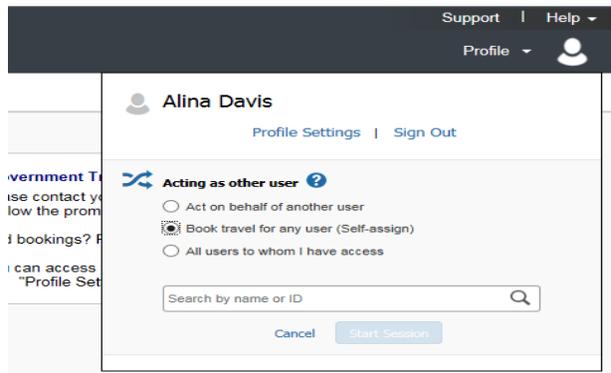
9. If this is the correct vendor account, click on "Environment" at very top of page and select "Account Changes" "All Fields" from drop down menu.
10. Click on "Entries"
11. Check to see when the last update was made to the account. If it has been over a year, verify banking and address in the vendor account with the traveler.
12. If the vendor is not the correct paying center check the other vendor accounts (if applicable) to locate the correct one.
- J. If no active vendor, send email ([APPENDIX YY](#)) request new vendor account be setup by contacting the funding Center Travel Office POC.
- K. Verify per diem rate by going to www.gsa.gov/perdiem
- L. If the traveler is traveling to ETDY location by preferred method (i.e., common carrier), proceed to next step. If the traveler indicates, traveling by alternate means, complete cost comparison
 1. Cost Comparison Job aid found here: N\Travel\Travel Preparer, also see [Appendix D](#).

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- M. Request additional information from the Preparer when needed and ensure it is attached to the authorization in the eTravel system:
1. Conference information (only for nested trips)
 2. Sponsored Travel Agreement
 3. IPA/IAA Agreement
 4. Confirm with the applicable Center Travel Card Agency Program Coordinator ([APC](#)) via an email see [Appendix AA](#), that the traveler's card limit has been increased to accommodate travel. Limits may be reduced when traveler is not an active traveler. Limits must be increased before travel takes place.
- N. Sign into the eTravel System
- O. Create authorization in the eTravel system
- Note:* How to create a TA in eTravel system job aid located in the EPSS - <https://epss.nasa.gov/gm/>
1. The TA should include the following basic information:
 - a. Dates of travel (start and end dates)
 - b. Destination
 - c. Purpose of trip
 - d. Description of event attending
 - e. Funding (complete accounting string).
 - f. For JSC Reimbursable funding see [Appendix II](#).
 - g. Input projected Travel Expenses, such as estimated personally owned vehicle (POV) mileage expenses, taxi expenses (or any other transportation expenses not coming from the online booking engine), parking, baggage fees, laundry, and all Home Trips to be taken during the ETDY, as "Other" and not "IBA".
 2. All reservations should be made with the eTravel system online booking engine unless there are system problems, or the traveler needs special accommodations. If special accommodations are required, the travel preparer calls the travel management solution (adTRAV) to make the reservations. The reservations are used as a basis for the preparer to ensure that cost on the authorization is complete, reasonable, and accurate as possible.
 3. If the ETDY has limited funding allowed or will cross fiscal years when new year funding will be used in the new FY, you can only create the authorization up through the timeframe that the limited funding allows, or until the end of the current fiscal year.
 - a. Under the general tab-General information, make sure the return selection is "WORK". You will need to enter the ETDY location so that the authorization will not end last day. You will create a new authorization to pick up at the beginning of the

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- new fiscal year and the return should be RES to end the assignment, unless traveler will be exceeding a year.
4. Go to Profile at top of page and select “Book travel for any user” from drop down.



- P. Type in travelers name First name – last name to locate the traveler you will be booking for. You can also use email or UUPIC to search. Note: If you are continuing an incomplete authorization that you started and had to close out of, locate the authorization on the home page under “Recent Authorizations” and select open document.
- Q. Check previous authorizations to see if traveler has been on ETDY at this location within the past 7 months.
 1. If traveler has, check to see if counseling Preparer notified the traveler they would be taxable.
- R. Go to the Travel tab at top of page (if you are booking air, car, hotel, if not you can click New Authorization from the Shortcuts box on the left).
- S. Book airfare/rental car/hotel (if applicable) (will not book lodging for Interim or nested home)
- T. Select Round Trip, One Way or Multi City (for Secondary TDY to multiple locations) from “options”
- U. Select Agency Location if travel is to a NASA center or Reference point if travel is to a specific address
- V. When travel destination is not a NASA Agency location, instead of using an Agency Location, you can use a Reference Point and input a Zip Code, or other known landmark:

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- W. Select from drop down location where you will be going to.
- X. In the “From” box select the airport you will be departing from (refer to airport codes list [Appendix III](#)).
1. List of area airports by Center:
 - ARC: SJC, SFO
 - AFRC: LAX, BFL, BUR
 - GRC: CLE
 - GSFC: DCA, BWI, IAD
 - HQ: DCA, BWI, IAD
 - JSC: IAH, HOU
 - KSC: MCO
 - LARC: ORF, PHF
 - MSFC: HSV
 - SSC: MSY, GPT
 - NSSC: MSY, GPT
- Y. Select travelers desired departures dates/times. If traveler just says early morning select between 6am-8am depending on airport, example LAX is very busy so traveler may want to leave around 6am but HSV they may want to leave around 8am. If traveler says late morning select 9am-11am.
- Z. Travelers (astronauts) and others that support the mission or have extended long-term training in Russia, will be allowed to claim 100% per diem at the Russian location. In many cases, their lodging is procured and would not be claimed. They are allowed to claim the M&IE portion of the per diem at the 100% rate for the ETDY location. Per NPR 9750.001, 2.1.2b, all travel to Russia, including long-duration travel, is excluded from the ETDY category. The center can choose to process the document since it is not ETDY or request the NSSC to complete it by sending in travel request if it is over 30 days.

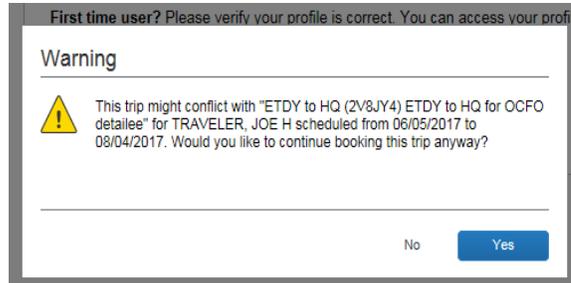
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1. The eTravel System is configured to only allow 65% per diem for any travel that is more than 30 days in length.
2. ETDY preparer will override the M&IE amount, so that the traveler will receive 100% of per diem for every day except the 1st and last day of the travel. Copy of Waiver e-mail along with the actual waiver should be attached to the authorization when it is submitted for approval.
3. Since this is Center specific, JSC will still coordinate with organization for the approved e-mail required and ask that this approval be attached to the authorization. JSC will also provide NSSC with the HQ Waiver Letter signed by Director, Policy Division and the JSC Deputy CFO for Finance.

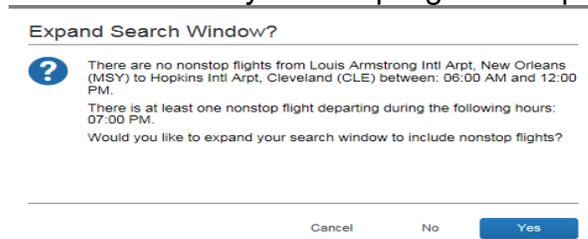
AA. If booking a rental car, check the box Pick-up/Drop-off car at airport. Click Search

BB. You will get the following error message if the traveler has another trip booked overlapping with the dates of your travel . If this occurs, verify your dates of travel. If the error persists, check the eTravel system for existing authorizations for the employee.

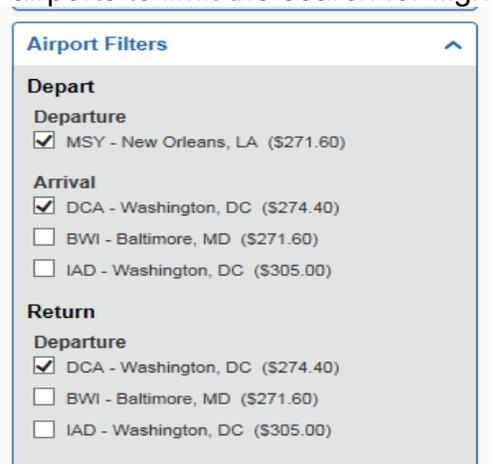
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CC. You may also see this message when there are no non-stop flights available within the timeframe you selected. If the non-stop flights are in a close proximity to what the traveler requested you can select YES, but if not as in the example below the traveler asked for 10 am and the only non-stop flight was 7pm you would select NO.

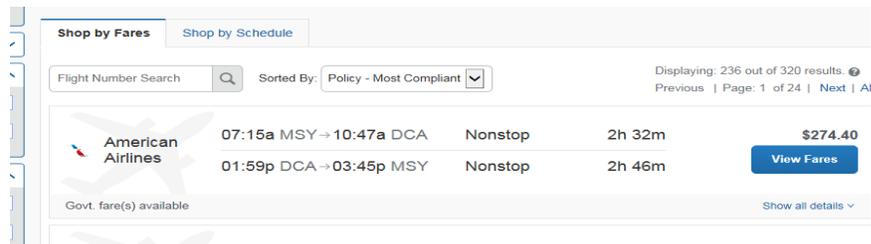


DD. To the left under Airport Filters you may have multiple airport options such as in DC you will have BWI, IAD and DCA. If traveler is requesting DCA then you can uncheck the boxes for the other airports to limit the search for flights to assist in your research.



EE. This search will default to "Shop by Fares" but you can click on "Shop by Schedule" which will filter out flights that have long layovers and assist in finding a flight accommodating to the travelers requested schedule.

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FF. Take note of the airlines listed as you want to select an airline that shows as a Govt. Contract Discounted. As in the example below, Delta was the only one Govt. Contract Discounted so you would view fares for Delta only in this scenario

1. Flights must be contract fare. See [Appendix E](#) for city pair program codes and rules.
2. For astronauts and crew associated with them, they are allowed to fly business class to Europe, Russia and Japan. Any leave or Public Relation Appearances within the trip will cause the traveler to not be allowed the business class. See [Appendix X](#) for additional details regarding travel for Astronauts.
3. For those travelers involved with mission support, flight mission support, and a few other scenarios, some will be allowed travel that will be non-contract carrier specific and there are waivers in place that allow the use of non-contract carrier use (e.g. long flight duration training, mission control, flight control, etc.)
4. For standard travel requests (non-Astronaut or non-mission critical cases), where a noncontract flight is requested, justification must be provided by the traveler per FTR 301-10.107 and FTR 301-10.108. (Justification cannot be “Traveler Preference”.)

NEW ORLEANS, LA TO HUNTSVILLE, AL
MON, JUL 10 - SUN, SEP 10

[Hide matrix](#) [Print / Email](#)

	Delta	American Airlines	Multiple	United
All 143 results				
Govt. Contract Discounted 20 results	739.60 20 results	—	—	—
Govt. Contract 20 results	1,045.60 20 results	—	—	—
Non-Contract Government 64 results	793.60 18 results	717.10 34 results	717.10 23 results	739.60 9 results
Lowest Published 19 results	415.60 12 results	447.60 4 results	—	651.60 3 results

[Shop by Fares](#) [Shop by Schedule](#)

GG. When ready to select fare click on price to book it.

HH. This will bring you to a screen to review your flight, ensure the flight is what the traveler is requesting then select “reserve flight and

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continue” at the bottom of the page.

- II. If you selected a rental car from the first screen, it will bring you to the rental car reservation screen to now book a rental car. You want to select the lowest price economy or compact car. (Note: E-Z rental and Sixt is not recommended due to safety concerns reported by travelers and OCFO has approved allowing to skip this if the option happens to be the lowest).
- JJ. Review pricing and if an intermediate is the same price as the compact you can go ahead and book the intermediate just ensure to take a screen shot showing the rates to attach to voucher as documentation.

Company	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Mini Van	Intermediate SUV	Standard SUV
Hertz	--	30.00	30.00	30.00	30.00	--	--	39.00	26.00
Avis	--	15.33	15.33	--	15.67	--	--	19.00	--
Budget	--	15.33	15.33	--	15.67	--	--	19.00	--
Enterprise	42.07	19.03	19.03	33.60	21.67	--	43.13	25.00	37.87
Alamo	42.10	19.07	19.07	33.63	21.67	--	43.17	25.00	37.90
Dollar	42.10	31.30	31.47	33.63	33.63	--	43.17	51.87	37.90
Budget	--	33.30	36.63	--	41.63	--	--	--	--
AVIS	48.80	50.40	52.00	--	53.60	64.80	86.40	73.60	--

- KK. Example below shows Hertz Standard SUV was cheaper than a compact.

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The screenshot displays a list of car rental options from Hertz. Each option includes a car icon, a title (e.g., 'Standard SUV - \$26.00 per day'), a brief description of features (e.g., 'Automatic transmission, Unlimited miles, Pick-up: Terminal, HSV'), and a 'Total cost' button. A warning icon and 'Lesser policy violation' text are present for each option. Below each option is a 'Government rate / E-Receipt Enabled' link and a 'Location details' link.

- LL. Click on price to select rental. If not choosing a compact car (because upgrade was same price) or lowest price rental (E-Z rental was lowest) you will receive an error message. Select the justification from the drop-down box and then add comments to support the justification. Then click SAVE.

Travel Policy Violation

⚠ This car is not in compliance with the following travel rule(s):

⚠ FTR requires the use of Compact sized cars

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

Use of other than a compact car is less than or equal to the cost of the least expensive compact car

Please explain why you have chosen this car. NOTE: We will log all cars which you did not take.

Standard SUV was cheaper than the compact rate so this option was selected.

Save Cancel

- MM. This will bring you to a screen to review your rental, ensure the rental is correct then select “reserve car and continue” at the bottom of the page
- NN. You will then be brought to a Travel Details page where you will review all your reservations. When done select NEXT at the bottom of the page.
- OO. If you did not select lodging on the first booking screen it will give you the error message below. If the traveler does not need lodging, select “I will not be staying at a hotel on this trip” from the drop down. Once option is selected hit OK.
- PP. For ETDY, travelers will likely make their own reservations, outside of the eTravel System. When creating authorization, do not choose

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a hotel; select "I booked a hotel outside of Concur."

ATTENTION!

? Your trip has an overnight stay without a hotel reservation. Please select an option below to let us know where you will be staying.

- I will book a hotel now
- I will book a hotel later
- I booked a hotel outside of Concur (such as a conference hotel)
- I will not be staying at a hotel on this trip

OK

QQ. Input lodging information in box.

Delta 1779

Departure: 01:50 PM
Seat: No seat assignment [Select Seat](#)
We were unable to confirm a seat assignment. Click on "Select Seat" to view the seat map and manually select your seat.

Confirmation: HW9CBW
Status: **Confirmed**
Air Frequent Flyer Number: DL-2640256273

La Guardia (LGA)
Terminal: D
Duration: 3 hours, 19 minutes
Nonstop

Arrival: 04:09 PM
Louis Armstrong Intl Arpt (MSY)

Additional Details
Aircraft: Airbus A320
E-Ticket
Emissions: 461.0 lbs CO₂
Cabin: Economy (Y)

Distance: 1182 miles
Meat: Refreshments for Purchase

[Add to your Itinerary](#)

Total Estimated Cost

Air	View Fare Rules
Airfare quoted amount:	\$375.82 USD
Taxes and fees:	\$73.38 USD
Air Total Price:	\$449.20 USD
Car:	\$157.92 USD
Total Estimated Cost:	\$607.12 USD

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Submit your hotel information X

Enter your hotel information manually - or - [Search for your hotel in our system](#)

What is your average rate per night? \$83.00

Confirmation Number:

Hotel Name:

Chain Name:

Street Address 1:

Street Address 2:

City:

State/Province/Region:

Country:

Postal Code:

Phone:

Check-in Date:

Check-out Date:

Submit

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

[Next >>](#) [Cancel](#)

RR. You will now be directed to the Trip Booking Information page. Change Trip Name to the following:

1. LTTDY-Parent Auth-PDS to ETDY-(Dates)

SS. Add in trip description all pertinent information such as If the traveler is an IPA, which mode is authorized and advantageous, approved for rental car or vicinity mileage, etc.

TT. Select trip purpose from drop down. Mission Operational is what will be most commonly selected. Only select training if traveler is going on ETDY for training and launch or landing if traveler is an astronaut going on travel for that reason. Conference would only be selected for a nested secondary trip if traveler was going on a conference. Select NEXT when done.

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- UU. You will now be brought to the Trip Confirmation page. Take note of the information in red font under the Trip Overview. The authorization must be approved by the date listed and this date needs to be added to the work log in the WMS ticket.

- VV. Select confirm booking at the bottom of the page. You will get the following error message again if no hotel was selected. Just select "No hotel booking-hotel not required" and then hit SAVE.

- WW. You will then be directed to the authorization. Go to the General Tab

- XX. Add the Trip Type Code (Long Term TDY)

1. If the funding is "Sponsored", you will need to select trip type "Sponsored", then when you complete adding all expenses that are sponsored you should come back to the General Tab and change the trip type to Long Term Travel. This is the only way to get the expenses to show as sponsored.

- YY. Change reason for trip in the "Trip Name Field" to LTTDY-Parent auth-PDS to ETDY-(Dates) (LTTDY-Parent Auth-MSFC to HQ -(DATES)).

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ZZ. In Document Detail, include verbiage “Lodging will be reimbursed at 65% of the established daily rate for the ETDY location. Also include details authorized such as “Traveler is on an IPA Agreement”, “traveler drove POV to ETDY and is allowed up to the preferred mode of travel, see cost comparison”, “authorized vicinity miles to work @ xx miles RT per day”, “ETDY is for 1 year but due to limited budget currently authorizing until 7/31/17”, “taking annual leave XXXX prior to ETDY beginning”, etc.

NOTE: NASA CFO suspended the (up to 65% per diem policy in NPR 9750.1 until further review).

- AAA. Comments should clearly explain reason for trip and explains circumstances such as:
1. Why POV is being used versus flying and that cost comparison is attached.
 2. Round trip mileage is claimed because spouse dropped off and picked up traveler at airport.
 3. Further explain such circumstances as need for actuals, non-contract fare, etc.
 - a. Time Constraints
 - b. Safety issues
 - c. Special flights for astronauts (JSC has a letter)
 4. Further explain any unusual situation.
 5. Explain why an amendment was created.

Traveler: KAREN BORNE Authorization: TA10N00001656 (TA10N00001656)

Summary Profile General Expenses & Receipts Exceptions Accounting Advances Totals Confirmation Perform Pre-Audits

General Information for TA10N00001656

The information on this tab defines the type and purpose of the trip, the itinerary location, and the trip dates. The trip dates populate automatically based on the dates...
View more | Page Help

*Required

Document Information
Authorization 09/15/2017

Sponsored Travel

Document Name: TA10N00001656 TA Num: TA10N00001656 Trip Name: LTTDY to MSFC

Type Code*: LONG TERM TDY Trip Purpose*: Mission (Operational)

Document Detail*: authorized rental car at ETDY. Currency: U.S. Dollar

- BBB. Scroll down to “Trip Information” use the “Depart Selection and Return Selection” box (not the Depart From box) and select the HOME location. When done hit SAVE.
1. If not leaving from the PDS work location select OTHER in the “Depart Selection” box and you can manually enter city and state in the “Depart From” box.

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- If authorization is supposed to be for 1 year but funding is limited and cannot currently be fully funded then on Return Selection put "Other" and type in the ETDY location, not RES so that the authorization will not end last day.

The screenshot shows a web form for Trip Information. It includes sections for Trip Duration (Multiple days), Depart/Return Selection (Home, PEARL RIVER, LA), Travel Status (Begin/End in travel status), Itinerary Locations (a table with columns for From, To, Itinerary Location, and Location Purpose), and Travel Dates (Begin Travel: 09/23/2017, End Travel: 12/23/2017). Buttons for Copy, Add, Search, and Save Changes are visible.

From	To	Itinerary Location	Location Purpose
09/23/2017	12/23/2017	HUNTSVILLE, AL	Mission (Operational)

- CCC. Go to the Expenses & Receipts tab.
- DDD. Verify per diem is pulling correctly.
- EEE. If having to adjust lodging or M&IE for reasons such as meals provided all or some of the days or some of the per diem will go to the IBA (when specifically asked by the traveler to apply certain amounts to IBA to specific expenses) and some to traveler, click on "select all" and then scroll to bottom and click on "delete selected expenses". This will delete the lodging, but the M&IE will remain as a RO (read only).
 - If only certain days need to be edited or you are going back into the authorization to adjust after being previously submitted, click on the edit pencil. Go to the expense details to the right. Change the cost to what it should be. If the system will not allow you to edit the cost click on expense description and change to other, then click back on and change back to lodging. It should then let you adjust. Sometimes it locks up in the system
- FFF. Select "add Expense" then from the "Expense Description" box and select lodging (always do lodging adjustments first).
- GGG. Select the expense date box and choose the first day of lodging to add it. If lodging amount will be the same for multiple days, then click on the "create Expenses through" box and select the end date. (EX: lodging 7/11/17 through 7/24/17 will have payment going to the IBA but lodging 7/25/17-7/31/17 will go to traveler, you would first

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add lodging with an expense date of 7/11/17 and create expenses through date of 7/24/17 with payment method IBA. Save. Then add expense with an expense date of 7/25/17 and create expenses through date of 7/31/17 with payment to other, then SAVE. For ETDY Parent Authorizations Lodging will be coded to Payment Method OTHER.

HHH. At times, actual expenses will be requested:

1. When actuals are requested, update lodging expense with the actual amount. For ETDY, a policy waiver must exist for this request.
2. If actual expenses are required at the ETDY location when the prescribed reduced per diem rate will not cover the cost, a request for actuals must be submitted to the NSSC Travel CS Lead, and Senior Accountants via e-mail. Request must be submitted in writing using the Waiver Request Form ([Appendix V](#)). Request must include:
 - a. A statement that the additional cost is a necessary expense to the Government.
 - b. A statement that approval of the request is in the best interest of the Government.
 - c. Estimated additional cost.
 - d. Fund Center and Fund that will finance the additional cost.
 - e. Start and end date of additional entitlement.
 - f. Thorough explanation of why actual expenses are required.
3. The request for actuals should route through the Director, Policy Division for their concurrence (NPR_9750.1, Section 2.5).

- III. If not having to adjust lodging or M&IE you can proceed with adding expenses for whatever is being authorized such as rental car, POV, baggage, etc. Travelers often forget to include the baggage on their

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request form. ALWAYS add baggage of \$30 each way (except when booking Southwest) on the authorization Click on “Add Expense” and then go to the Add Expense Details to the right and select the expense description you are adding then add the cost of the expense in the cost box, then click save.

The screenshot shows a web interface for managing expenses. On the left, there is an 'Expense List' with a table containing one entry: 'Estimated TDY Voucher Fee' for 14.75 USD. On the right, the 'Add Expense Details' form is visible, with fields for 'Expense Date' (02/15/2016), 'Expense Description' (Rental Car), 'Cost' (empty), and 'Payment Method' (IBA).

JJJ. Once all expenses have been added to the authorization you can add the accounting information by clicking on the accounting tab then click on “Add New Accounting”.

1. Proceed to add the label, account code, cost center, object class and internal order. Fiscal Year and Acct Approve boxes will auto fill in when selecting the other codes. Enter the accounting information provided by the traveler and **always** click on the search icon to add it to the accounting string. You cannot just type it in, it will cause a failure.
 - a. Label should start with ETDY-ETDY location-funding year (ETDYHQ2017). Do not use any special characters—letters and numbers only. If you make a mistake and use a special character, the TA will pass the interface but on the voucher side you will get a ghost accounting string
 - b. Account Code is the WBS # provided by the traveler
 - c. Cost Center is the funding org provided by the traveler. Always ensure that the center business area is in the front. Traveler may give you XF010 as their funding org but when you enter it, enter it as 10XF010.
 - d. Object Class is the GL# provided by the traveler via the fund certifier.
 - e. Internal Order is always FC000000 unless travel is for a conference, then it will start with an N. (if a conference ensure you selected conference and not mission operational as the trip purpose under the General information)
 - f. Click ‘Add to Document’
 - g. If multiple funding/accounting strings, complete the same steps to add additional information.

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- KKK. Once accounting string has been added to the document, click on Summary and review your Authorization expenses.
1. Ensure trip dates are correct
 2. Ensure per diem is correct for the destination and that the destination is correct (place staying with in proximity to TDY location) and that first and last day @ 65%.
 3. Ensure rental car rate and airfare ticket amount pulled in correctly from itinerary.
 4. If POV - ensure mileage is accurate and mileage \$ calculation is correct.
 5. Validate if rental car is listed here, ensure rental car rate and gas is estimated
 6. Ensure justifications fully explain, given space provided, the reason for the item; provide further explanation as needed in the comments section. If space is limited a “memo for the record” can be attached to the authorization
 7. Ensure compliance with FTR and NPR
 8. Attach any applicable supplemental documentation (travel request/ NF1850, OIC, IPA Agreement, IAA Agreement, Itinerary, taxi estimates, cost comparison, if applicable, etc.) using the Attach Receipts button on the Summary page.
- LLL. If travel is for an Astronaut, Contact the JSC Astronaut Office to review authorization, before submitting in CGE.
- MMM. Create workbook for new TA. ([APPENDIX TTT](#))
- NNN. If all is correct, scroll to the bottom of the page and click:
1. Pre-Audit & Stamp Selected Documents.
 2. Continue Stamping the Document.
 3. Continue Stamping and Dynamic Routing.
- Output:** TA is submitted in CGE

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STEP 4. NSSC Travel Preparer SP assigns TASK from the appropriate center's TA Approval Tracking ticket in SNOW to Travel L3.

A. SP will create a Case at the beginning of each Quarter (1 per center) in order to track the submitted travel authorizations. The master case will be created as follows:

1. Customer: *CASEWORKER*
2. Category: EXTENDED TDY
3. Subcategory: TA APPROVALS
4. Assignment Group: FM – DOMESTIC TRAVEL L2
5. Assigned To (EMPTY)
6. Short Description: "FY ___ - QTR ___ - (Center) TA APPROVAL TRACKING"

The screenshot shows a ServiceNow task form for Finance Task FMT0318204. The form is partially filled out with the following information:

- Number:** FMT0318204
- Case:** FMC0270061
- Customer:** Tabitha Robertson
- Category:** EXTENDED TDY
- SubCategory:** TA APPROVALS
- Assignment Group:** FM - DOMESTIC TRAVEL L2
- Short Description:** FMC0270061: FY21 - QTR1 - LARC TA APPROVAL TRACKING

Additional fields on the right side of the form include:

- FD Selection:** -- None --
- Status:** New
- Priority:** 4 - Low
- Watch list:** (empty)
- Pending Days:** 0
- Age of Task:** 2
- Task Days WIP:** 0

B. Master case in SNOW will remain unassigned and opened for duration of fiscal quarter.

C. When authorization is submitted in the eTravel system, NSSC ETDY Preparer will retrieve the master case in Service Now for the Center and create a task

D. The task will be created under master case with the following:

1. Customer: TRAVELER
2. Category: EXTENDED TDY
3. Subcategory: TA APPROVALS
4. Assignment Group: FM – DOMESTIC TRAVEL L3
5. Assigned To (EMPTY)
6. Short Description: "(FMC) – (TA) – FIRST NAME LAST NAME"
7. Work Notes: The path to the traveler's ETDY Workbook should be copied here for reference for the CS.
8. Status: Pending
9. Pending Reason: Approval

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E. The task will be placed in pending (pending reason Approval), routed to L3 assignment group and left unassigned.

STEP 5. NSSC Travel Approver (CS) Documents are approved in CGE

- A. Open CGE and locate document that needs approval by NSSC
- B. Open SNOW and search for the Task in the L3 Unassigned queue.
- C. Open the Task related to the document being reviewed and update the status to Work in Progress for review of authorizations awaiting status (Actuals, Non-Contract, LTTDY Approval)
- D. Review document
 1. If document is proper
 - i. Approve fully. This may take multiple steps if Non-Contract and/or Actuals approvals are needed in addition to Final approval.
 - ii. Once fully approved, resolve the Task in SNOW.
 2. If document is incorrect,
 - i. Reject/return document for correction in CGE
 - ii. Place the TASK back in Pending until it appears in the CGE queue after being corrected.
 3. Return to Step 4 a and complete for all LTTDY documents in the CGE queue

STEP 6. NSSC Travel Approver (CS) will resolve the TASK once the authorization has been reviewed and approved.

STEP 7. NSSC Travel Preparer (SP) update the travel request ticket Task and Case in the WMS.

- A. Attach all documents to the FM Case.

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B. Add Travel Authorization number to the ticket

The screenshot shows a form for adding a Travel Authorization number. The 'Travel Authorization Number' field is highlighted with a red arrow and contains the value '10N000055G55'. Other fields include 'FD Number' (FMD0M0020514), 'Case' (FMC0100710), 'Category' (ETDY 1), 'SubCategory' (HOME), 'Name' (Karen I), 'Short Description' (FM-ETD), 'Days Elapsed' (2,1542), 'TA Received' (checked), and 'Voucher Received' (checked).

C. Populate the "Submitted in CGE" field on the DOM-FOR Functional Detail (FD) Form with the date the authorization was submitted. If you get sidetracked and did not immediately click the CGE submit after submitting in CGE make sure to adjust the time to the actual submission time.

The screenshot shows the 'TA Request' tab of the DOM-FOR Functional Detail (FD) Form. The 'Date Submitted in CGE' field is highlighted with a red arrow and contains the value '2017-09-14 12:13:52'. Other fields include 'Voucher Amount' (0.00), 'Traveler's Name' (Karen Hill), 'Voucher Tech', 'Date Voucher Paid', 'Date Failure Occurred', 'Invoice Date', 'Due Date', 'Voucher days elapsed', 'Document Number', 'Traveler's email' (karen.hill@nasa.gov), 'Audit results', 'Audit email sent', 'Date Failure Resolved', 'Status', and 'Voucher Status'.

D. Update the accounting information under the TA Request Tab of the FD. Be sure the information matches what is entered on the Authorization EXACTLY.

E. WMS ticket can be Closed Complete as the voucher has been submitted in CGE.

Output: WMS ticket is marked with CGE submitted date

Example of Automatic routing of document in the eTravel system

Based on the Traveler's profile set up in the system, the authorization is routed to the appropriate organizational approval chain within the Center, both funding center and center of the traveler. The eTravel system selects the appropriate organization to approve the trip and routes the authorization in the eTravel system. The appropriate organization is based on what center is funding the travel and the center the traveler belongs to. An example of an organizational approval chain is as follows:

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- Travel Preparer – NSSC SP (L2) creates and submits TA
 - Funds Certifier – Funding Center POC
 - Supervisor Review – at Center
 - Non-Contract Review – performed by NSSC CS (L3)
 - Actuals Review – performed by NSSC CS (L3)
 - NSSC - Final approver – performed by NSSC CS (L3)
1. The list is maintained by Home Center 'system administrator'. AAO (under CIO) updates tables within eTravel system.
 2. The preparer submits the Authorization once all required data is input into the eTravel system.
 3. The system then routes the authorization to the appropriate approver.
 4. Preparer routes WMS task to POC for review.

Example Output: Authorization is routed in the eTravel System

Designated Approval Chain approves the authorization in the eTravel system. (General Notes)

1. The approvers receive the TAs electronically within the eTravel system approval queue. Some of the key elements which approvers verify are the purpose of travel, the dates of travel, reasonableness of the reservations, per diem expenses, and justification to receive actual expenses instead of per diem (if applicable). If any of these elements are incorrect, the approvers can return the reservation. It is routed back to the travel preparer. A note should be included in the notes section of the Authorization to identify why the document was returned.
2. The Funds Certifier must review the document and approve that the correct accounting line is on the Authorization and that funds are available for this Authorization.
3. After the Fund Certifier review, the Organizational Manager/Supervisor reviews the TA and stamps the authorization as “Supervisor Review” in the eTravel system. The eTravel system performs a series of system checks on the data.
4. If the traveler/preparer chooses a non-contract fare, a justification for choice of non-contract fare must be provided in the LTTDY authorization. The three main acceptable justifications for using non-contract fare per the Federal Travel Regulations (FTR) are:
 - a. Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service

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would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip;

- I. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency regarding scheduling travel during normal working hours;
- J. A non-contract carrier offers a lower fare to the public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered);
- i. The LTTDY authorization is routed to the NSSC CS L3 Approver to be approved. The NSSC CS L3 Approver reviews the justification for the non-contract fare. Once they are satisfied with the justification for non-contract fare, they stamp the document as "Non-Contract Review." In the event, that the expenses are disapproved, the authorization is returned to the Travel Preparer with an explanation as to why the expenses were disapproved. The Travel Preparer must then make the necessary corrections and resubmit the authorization for non-contract approval.
- K. If traveler/preparer is requesting cost that exceeds the allowable per diem for the LTTDY Authorization, the employee/preparer must provide approved waiver from OCFO. The three main acceptable justifications for exceeding per diem per the Federal Travel Regulations (FTR) are:
 - i. Costs have escalated because of special events (e.g., missile launching periods, sporting events, World's Fair, conventions, natural disasters); lodging and meal expenses within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location consume most or all of the savings achieved from occupying less expensive lodging;
 - ii. Because of mission requirements; or
 - iii. Any other reason approved within the Agency.
- L. The NSSC CS Approver verifies an OCFO Policy Waiver is attached for LTTDY Parent TA. Once Approver is satisfied with the justification for actual expenses, the document is stamped "Actuals Review." In the event that the expenses are disapproved, the authorization is returned to the

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Travel Preparer with an explanation as to why the expenses were disapproved. The Travel Preparer must then make the necessary corrections and resubmit the authorization for actuals approval.

- M. LTTDY FINAL APPROVAL - Once the trip request has been reviewed and approved by all required levels, the NSSC CS L3 Approver receives the document and reviews it to ensure that it is aligned with FTR and NASA Procedural Requirements (NPR) before stamping the document "Approved." Once the NSSC CS L3 Approver reviews and approves the travel authorization, the data is locked and cannot be changed. Once the document is stamped "Approved," it interfaces with Systems, Applications and Products (SAP). If the Travel Authorization document is correct, it successfully posts a funds commitment document in SAP;
- N. If the authorization fails
- c. NSSC Travel Preparer receives the failure data and sends an email ([Appendix XX](#)) to the center POC to follow-up as necessary.
 - d. NSSC Travel Preparer creates a WMS ticket:
 - Category: ETDY TRAVEL-DOM (OR ETDY TRAVEL-FOR if foreign)
 - Subcategory: ETDY Amendment/Rework
 - Short description: FM-ETDY-Rework-TA# - failed for budget

* Category ▼

* SubCategory ▼

* Assignment Group 🔍 ⓘ

Assigned to 🔍 ⓘ

PII

* Short Description ⓘ

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- e. The NSSC Travel Office coordinates the correction of the document and re-approves it.

Note: See [Appendix JJ](#) for the roles and responsibilities of the travel authorization review and approval process.

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PROCESS 2B – TRAVEL AUTHORIZATION-SECONDARY

STEP 1. NASA Center Requestor/Traveler sends NSSC NASA Pre-Travel Request for Authorization.

- A. Complete travel request/ NF1850, pages 1 and 2, with assistance from the Preparer, if requested. See [Appendix C](#) for a sample of the NF1850.
- B. A WMS Case and Task is automatically setup, when the travel request/ NF1850 is submitted to the NSSC.

Output: Request for FM to process TA for ETDY initiated by the Requestor/Traveler.

STEP 2. NSSC – Travel Preparer (SP-L2) review and update Case and Task.

- A. Receive WMS ticket from Expeditor.
- B. Preparer clicks on the Functional Details and checks the box “TA Received”.
- C. Preparer then reviews work notes to determine what actions have been started by expeditor.
- D. Review travel request/ NF1850 for completeness (all relevant fields are completed, and supporting documentation is attached).

1. Check the travel log Number section in the 1850. If there is a log number indicated this must be added to the comments in document details otherwise the funds certifier will not approve.

EXPX22018D	10AH000	2121	FC000000
FUND	COST CENTER	OBJECT CLASS	FUNCTION/NCTS CODE
FUND	COST CENTER	OBJECT CLASS	FUNCTION/NCTS CODE
FUND	COST CENTER	OBJECT CLASS	FUNCTION/NCTS CODE
	Travel Log Number(s) (if applicable) LOG: 7458 <input type="text" value="Travel Log Number(s) (if applicable)"/>		

E. If travel request/ NF1850 is not complete,

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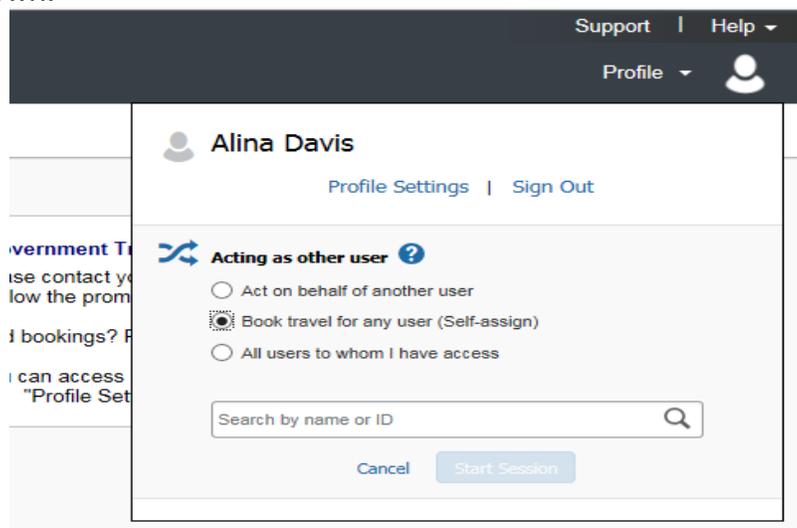
1. Update FM Case status to “Pending-Requestor Information”.
2. Notify Traveler or submitter via e-mail (See [Appendix CC](#)) of corrections required for the ETDY TA to be processed further.
3. The Traveler or submitter must resubmit a corrected form. When corrected form is received, Subcategory should be TA Backup Documentation, and the original ticket should be placed back in WIP

F. Review travel request/ NF1850 in accordance with the TA Preparation Checklist (see [Appendix W](#))

Output: Case and task updated with the traveler information that is performing the upcoming travel.

STEP 3. NSSC – Travel Preparer (SP-L2) creates and submits a TA in the eTravel system.

- A. Review TA Request
- B. Review traveler’s workbook for any needed information. See [APPENDIX III](#).
- C. Sign in to the eTravel System
- D. Go to Profile at top of page and select “Book travel for any user” from drop down.



E. Type in travelers name First name – last name to locate the traveler you will be booking for.

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Note: If you are continuing an incomplete authorization that you started and had to close out of, locate the authorization on the home page under “Recent Authorizations” and select open document.

- F. Go to the Travel tab
- G. Book airfare/rental car/hotel (if applicable)
- H. Select Round Trip, One Way or Multi City (for Secondary TDY to multiple locations, or secondary/home combined) from options
 - 1. If trip is to more than one TDY location
 - a. Click the Travel tab to make a reservation.
 - b. Click on the Multi-Segment icon
 - c. In the first Departure City box, enter airport at ETDY location
 - d. In the first Arrival City box, enter TDY location and select departure time
 - e. In the second Departure City box, enter location (will auto populate from the previous arrival airport selected)
 - f. In the second Arrival City box, enter TDY #2 location and select departure time
 - g. In the second Departure City box, enter location (will auto populate from the previous arrival airport selected)
 - h. In the third Arrival City box, enter the ETDY location and select departure time
 - i. Delete location from the last Departure City box and click search
 - j. When Pop Up box appears, click ok
 - I. Select Agency Location if travel is to a NASA center or Reference point if travel is to a specific address
 - J. When travel destination is not a NASA Agency location, instead of using an Agency Location, you can use a Reference Point and input a Zip Code, or other known landmark:

Travel Authorizations

New Authorization from Travel

Air/Rail | Car | Hotel | Rail | Flight Status

Round Trip | One Way | Multi-Segment

Temporary Duty Location

Agency Location | Reference point [Help](#)

e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'

TDY Per Diem Location **[Required]**

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- K. Select from drop down location where you will be going to.
- L. In the "From" box select the airport you will be departing from (refer to airport codes [\(Appendix III\)](#) list located at N:\TRAVEL\EXTENDED TDY\Airport Codes.
1. List of area airports by Center:
 - ARC: SJC, SFO
 - AFRC: LAX, BFL, BUR
 - GRC: CLE
 - GSFC: DCA, BWI, IAD
 - HQ: DCA, BWI, IAD
 - JSC: IAH, HOU
 - KSC: MCO
 - LARC: ORF, PHF
 - MSFC: HSV
 - SSC: MSY, GPT
 - NSSC: MSY, GPT
- M. Select travelers desired departures dates/times. If traveler just says early morning select between 6am-8am depending on airport, example LAX is very busy so traveler may want to leave around 6am but HSV they may want to leave around 8am. If traveler says late morning, select 9am-11am.

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- N. If booking a rental car, check the box “Pick-up/Drop-off car at airport.”
Click SEARCH

Mixed Flight/Train Search

Round Trip | One Way | Multi City

Temporary Duty Location

Agency Location Reference point

Please choose an agency location.

George C. Marshall Space Flight Center (Marshall Spa) [v]

TDY Per Diem Location [Required]

HAZEL GREEN -- MADISON COUNTY [v]

From

MSY - Louis Armstrong Intl Arpt - New Orleans, LA

Find an airport | Select multiple airports

To

HSV - Huntsville Intl Arpt - Huntsville, AL

Find an airport | Select multiple airports

Depart

07/10/2017 depart 08:00 am ± 3 [v]

Return

09/10/2017 depart 09:00 am ± 3 [v]

Pick-up/Drop-off car at airport

Find a Hotel

Class Economy class [v] **Search by** Price [v]

Specify a carrier

Flights w/ no double connections

Search

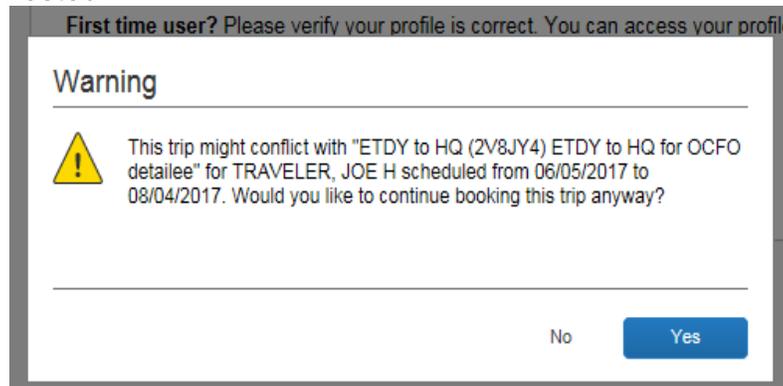
- O. If needing to reserve a hotel check “Find a Hotel” box and it will default to search for hotels within 5 miles. Depending on the location the traveler is going you may need to broaden the mileage radius to 10 or 15 miles. You then will need to select reference point to search by airport, address, agency location or zip code. If the traveler says wants to be close to HQ you would select Agency Location, if they want to be near the conference you would select Address and enter the address in the boxes provided.

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The screenshot shows a travel booking interface with the following fields and options:

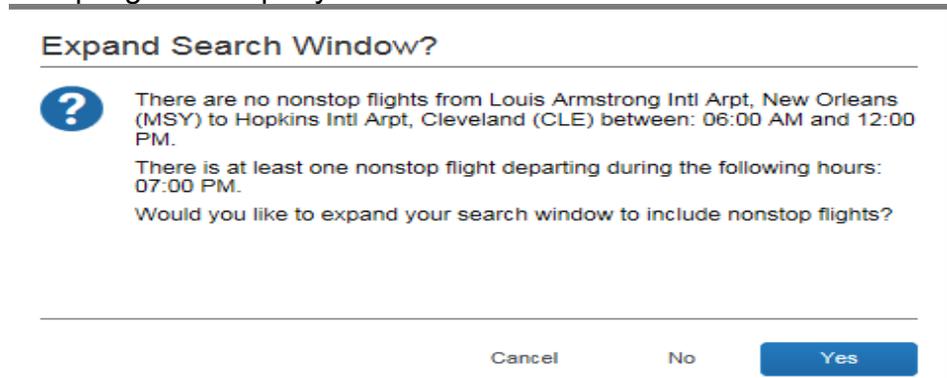
- Depart:** 06/27/2017, depart, 09:00 am, ± 3
- Return:** 06/29/2017, depart, 10:00 am, ± 3
- Pick-up/Drop-off car at airport
- Find a Hotel
- Find hotels within 5 miles from:
 - Airport
 - Address
 - Agency Location
 - Reference Point / Zip Code
- Street: [input field] City: [input field]
- State/Province: [input field] Postal Code: [input field]
- Country: United States of America (dropdown)
- With names containing: [input field]

- P. You will get the following error message when traveler has a roundtrip flight booked on an ETDY Parent Authorization, just select yes to continue. However, if the message shows a flight for date for another nested you will need to check to ensure travel is not overlapping with another nested.

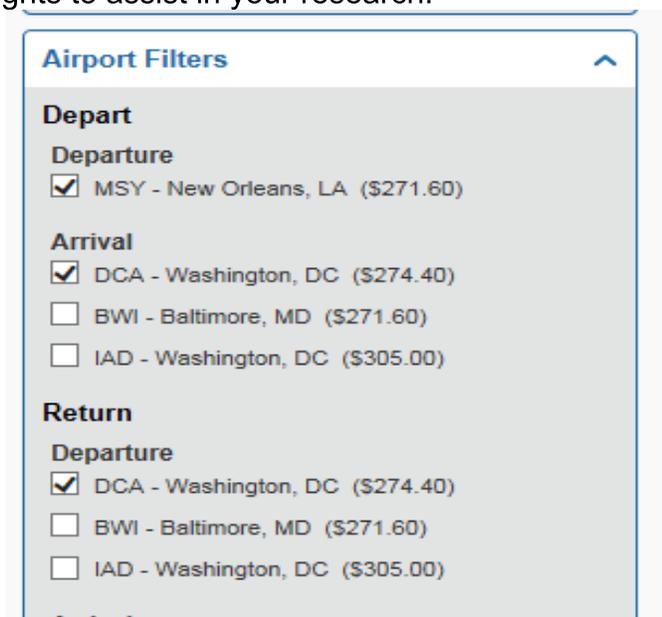


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Q. You may also see this message when there are no non-stop flights available within the timeframe you selected. If the non-stop flights are in close proximity to what the traveler requested you can select YES, but if not as in the example below the traveler asked for 10 am and the only non-stop flight was 7pm you would select NO.



R. To the left under Airport Filters you may have multiple airport options such as in DC you will have BWI, IAD and DCA. If traveler is requesting DCA then you can uncheck the boxes for the other airports to limit the search for flights to assist in your research.



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S. This search will default to “Shop by Fares” but you can click on “Shop by Schedule” which will filter out flights that have long layovers and assist in finding a flight accommodating to the travelers requested schedule. In addition, you may want to consider looking at surrounding airports when multiple choices are available as you may be able to get a better option. For example, when going to LARC from Houston, leaving out of IAH is better than HOU because of layover times usually.

T. Take note of the airlines listed as you want to select an airline that shows as a Govt. Contract Discounted. As in the example below, Delta was the only one Govt. Contract Discounted so you would view fares for Delta only in this scenario.

1. For standard travel requests (non-Astronaut or non-mission critical cases), where a noncontract flight is requested, justification must be provided by the traveler per FTR 301-10.107 and FTR 301-10.108. (Justification cannot be “Traveler Preference”.)

NEW ORLEANS, LA TO HUNTSVILLE, AL
MON, JUL 10 - SUN, SEP 10

Hide matrix Print / Email

	Delta	American Airlines	Multiple	United
All 143 results				
Govt. Contract Discounted 20 results	739.60 20 results	—	—	—
Govt. Contract 20 results	1,045.60 20 results	—	—	—
Non-Contract Government 84 results	793.60 18 results	717.10 34 results	717.10 23 results	739.60 9 results
Lowest Published 19 results	415.60 12 results	447.60 4 results	—	651.60 3 results

Shop by Fares Shop by Schedule

U. When ready to select fare click on price to book it.

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- V. This will bring you to a screen to review your flight, ensure the flight is what the traveler is requesting then select “reserve flight and continue” at the bottom of the page.

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$645.58	\$94.02	\$739.60
Total Estimated Cost: \$739.60			
Total Due Now: \$739.60			

METHOD OF PAYMENT

This purchase will be charged to your company directly.

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

[Back](#) [Reserve Flight and Continue](#)

- W. If you selected lodging from the first screen it will bring you to the hotel reservation screen. Select the lowest cost hotel within reason. Fed Rooms allows you to cancel day of travel. FEMA approved rooms you must cancel day prior. Try to reserve rooms listed under Fed Rooms. If lodging is in DC, try to select a hotel near a metro. You can use the map in the eTravel System which will show you the hotels and metro stops.
- X. Select a hotel and click on price to book it. Add any comments in the Hotel Preferences section if traveler request anything such as early check in, bottom floor, etc. (additional items such as pillows, roll away bed, etc., are extra and not reimbursable from NASA).
- (Always click on the “Rules and Cancellation Policy” to ensure this hotel allows for a cancellation, never book a hotel that does not offer a cancellation).
- Y. Check the “I agree to hotels rate rules” box then click on Reserve Hotel and Continue.
- See if applicable nightly lodging tax rate is listed, if listed use this percentage when estimating lodging tax amounts on your authorization.
- Z. If you selected a rental car from the first screen it will bring you to the rental car reservation screen to now book a rental car.

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1. If you did not select a rental car from the first screen you will get this caution message, just select “No car booking – car not required” and SAVE.

Travel Policy Violation

This trip is not in compliance with the following travel rule(s):

⚠ No Car

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

▼

Please explain why you have chosen this trip. NOTE: We will log all trips which you did not take.

- AA. You want to select the lowest price compact car. (E-Z rental is not recommended due to safety concerns reported by travelers and OCFO has approved allowing to skip this if the option happens to be the lowest).
- BB. Review pricing and if an intermediate is the same price as the compact you can go ahead and book the intermediate just ensure to take a screen shot showing the rates to attach to voucher as documentation.

Select a Car

Pick-up: Mon, 07/10/2017
Drop-off: Sun, 09/10/2017

Finalize Trip

Total Estimated Cost ▲

Air	USD 739.60
Total	USD 739.60

▼

▲

Hide matrix Print / Email

All 83 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Mini Van	Intermediate SUV	Standard SUV
Hertz	--	30.00	30.00	30.00	30.00	--	--	39.00	26.00
Enterprise	--	15.33	15.33	--	15.67	--	--	19.00	--
Thrifty	--	15.33	15.33	--	15.67	--	--	19.00	--
Enterprise	42.07	19.03	19.03	33.60	21.67	--	43.13	25.00	37.87
Alamo	42.10	19.07	19.07	33.63	21.67	--	43.17	25.00	37.90
Green	42.10	31.30	31.47	33.63	33.63	--	43.17	51.87	37.90
Red	--	33.30	36.63	--	41.63	--	--	--	--
AVIS	48.80	50.40	52.00	--	53.60	64.80	86.40	73.60	--

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CC. Example below shows Hertz Standard SUV was cheaper than a compact.

The screenshot displays a list of Hertz rental options. Each option includes a vehicle icon, a Hertz logo, the vehicle name and daily rate, specifications (transmission, miles, pick-up, terminal, adults, children, bags), and a total cost button. A yellow warning triangle and 'Lesser policy violation' text are present for each option.

Vehicle Type	Rate	Total Cost*
Standard SUV	\$26.00 per day	\$3,132.37
Standard Car	\$30.00 per day	\$3,396.94
Intermediate Car	\$30.00 per day	\$3,396.94
Compact Car	\$30.00 per day	\$3,396.94
Full-size Car	\$30.00 per day	\$3,396.94
Intermediate SUV	\$39.00 per day	\$4,081.19

DD. Click on price to select rental. If not choosing a compact car (because upgrade was same price) or lowest price rental (E-Z rental was lowest) you will receive an error message. Select the justification from the drop-down box and then add comments to support the justification. Then click SAVE.

Travel Policy Violation

⚠ This car is not in compliance with the following travel rule(s):

⚠ FTR requires the use of Compact sized cars

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

Use of other than a compact car is less than or equal to the cost of the least expensive compact car

Please explain why you have chosen this car. NOTE: We will log all cars which you did not take.

Standard SUV was cheaper than the compact rate so this option was selected.

Save **Cancel**

EE. This will bring you to a screen to review your rental, ensure the rental is correct then select "reserve car and continue" at the bottom of the page.
 FF. You will then be brought to a Travel Details page where you will review all your reservations. When done select NEXT at the bottom of the page.
 GG. If you did not select lodging on the first booking screen it will give you this error message below. If you are working a trip and the traveler has

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specified they do not need lodging, select “I will not be staying at a hotel on this trip” from the drop down. (If you realize you should have reserved a hotel you can select “I will book a hotel now” and it will bring you to the hotel reservation screen.) Once option is selected hit OK.

- HH. If travelers made their own reservations outside of the eTravel System, do not choose a hotel, pick “I booked a hotel outside of Concur.”
- II. Input lodging information in box.

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Next >> Cancel

- JJ. You will now be directed to the Trip Booking Information page. Change Trip Name to the following:
 1. LTTDY-SECONDARY to “JPL” (whatever location they are going on TDY)

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KK. Add in trip description all pertinent information such as if the traveler is on an IPA Agreement for their Parent Authorization, which mode is authorized and advantageous, approved for rental car or vicinity mileage, etc.

LL. Select trip purpose from drop down. Mission Operational is what will be most commonly selected. Only select training if traveler is going on TDY for training and launch or landing if traveler is an astronaut going on travel for that reason. Conference would only be used for nested secondary trips and if traveler was going on a conference. Select NEXT when done.

MM. You will now be brought to the Trip Confirmation page. Take note of the information in red font under the Trip Overview. The authorization must be approved by the date listed and this date needs to be noted in the WMS ticket.

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Confirm Booking" Button after reviewing this page.
To **CANCEL**, press the Cancel button.

After you complete this booking, it will be reserved, however it will not be ticketed until approved by your agency.

TRIP OVERVIEW

Trip Name: ETDY to MSFC
Start Date: July 10, 2017
End Date: September 10, 2017
Created: May 19, 2017, Kevin Hunt (Modified: May 19, 2017)
Description: authorized rental car at ETDY.
Trip Purpose: MISSION (OPERATIONAL)
Agency Record Locator: M7XBZR
Passengers: Joe.H Traveler
Total Estimated Cost: \$3,871.97 USD

Reservations must be approved and ticketed no later than: 07/08/2017 8:00 AM Eastern
The trip will be automatically cancelled if it is not approved before the deadline.

Agency Name: Concur Government Worldspan

NN. Select confirm booking at the bottom of the page. You will get the following error message again if no hotel was selected. Just select "No hotel booking-hotel not required" and then hit SAVE.

Travel Policy Violation

This trip is not in compliance with the following travel rule(s):

⚠ Overnight trips require a hotel segment for Duty of Care purposes

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

No hotel booking - hotel not required

Please explain why you have chosen this trip. NOTE: We will log all trips which you did not take.

Save
Cancel

OO. You will then be directed to the authorization. Go to the General Tab.

PP. Add the Trip Type Code (Nested Trip Secondary)

1. If the funding is "Sponsored", you will need to select trip type "Sponsored", then when you complete adding all expenses that are sponsored you should come back to the General Tab and change

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the trip type to nested secondary. This is the only way to get the expenses to show as sponsored.

- QQ. Change reason for trip in the “Trip Name Field” to “LTDDY-Nested Secondary to Location Name”.
- RR. In Document Detail, include details such as if the traveler is on an IPA Agreement for their Parent Authorization, if traveler is driving their POV, riding with another traveler and will not be incurring transportation cost, any leave days, POV + Parking was less than a taxi, etc.
- SS. Comments should clearly explain reason for trip and explains circumstances such as:
 1. Why POV is being used versus flying and that cost comparison is attached.
 2. Round trip mileage is claimed because spouse dropped off and picked up traveler at airport.
 3. Further explain such circumstances as need for actuals, non-contract fare, etc.
 - a. Time Constraints
 - b. Safety issues
 - c. Special flights for astronauts (JSC has a letter)
 4. Further explain any unusual situation.
 5. Explain why an amendment was created.

The screenshot shows a web-based interface for a travel authorization system. At the top, it displays the traveler's name as KAREN BORNE and the authorization number as TA10N00001656. The interface includes several tabs: Summary, Profile, General, Expenses & Receipts, Exceptions, Accounting, Advances, Totals, Confirmation, and Perform Pre-Audits. The 'General' tab is active, showing 'General Information for TA10N00001656'. A note indicates that the information on this tab defines the type and purpose of the trip, the itinerary location, and the trip dates. Below this, there is a section for 'Document Information' with a 'Sponsored Travel' checkbox. The 'Document Name' field contains 'TA10N00001656', the 'TA Num' field contains 'TA10N00001656', and the 'Trip Name' field contains 'LTDDY to MSFC'. The 'Type Code*' dropdown is set to 'LONG TERM TDY', and the 'Trip Purpose*' dropdown is set to 'Mission (Operational)'. The 'Document Detail*' text area contains 'authorized rental car at ETDY', and the 'Currency' dropdown is set to 'U.S. Dollar'.

- TT. Scroll down to “Trip Information” use the “Depart Selection” box (not the Depart From box) to select the RES location. When done hit SAVE
 1. If not leaving from PDS work location, you can manually enter city and state in the “Depart From” box. (For Secondary TDY Travel while on ETDY, the Depart from and Return to will both be the ETDY location).

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Trip Information

Trip Duration: Multiple days Allow changes to shorten trip

Depart Selection: Home Depart From

Return Selection: Home Return To

Travel Status: Begin in travel status End in travel status (Interim Voucher)

Itinerary Locations

	From	To	Itinerary Location	Location Purpose
⊕	09/23/2017	12/23/2017	HUNTSVILLE, AL	Mission (Operational)

Travel Dates

Begin Travel* End Travel*

Reset Per Diem Conditions

- UU. Go to the Expenses & Receipts tab.
- VV. The lodging will pull in at the full per diem rate for the location on your itinerary. Unless lodging is being adjusted for reasons such as lodging over per diem you will not need to make any changes. Just verify per diem is correct.
- WW. Lodging will default to the IBA, the traveler should be using their government card. Most of the times the vouchers will reject if you don't move funding around in SAP from Other to IBA or vice-versa.
Workaround: Always create the Nested Authorization only selecting "Other" as payment so traveler will receive payment and pay their IBA bill.
- XX. M&IE will pull over as full per diem every day including travel days, so you will need to adjust the travel days to 75% of the per diem of the TDY location.
- YY. Click the M&IE expense for the travel day. Put in the 75% M&IE for the TDY location in the "Cost" box, then select "Show Per diem Conditions" and M&IE Override > Override by Amount and put in the full amount of the M&IE for the TDY location. Leave payment method as "other".
SAVE.
- ZZ. Click "Add Expense" again and select M&IE from the expense description box under "Add Expense Details". Put in the last date of the trip in the Expense Date box and put in the amount of the M&IE which is 75% of the TDY location in the "Cost" box. Leave payment method as "other". SAVE.
 1. If creating a home/secondary combined trip:
 - a. The M&IE should be 75% ETDY per diem rate if coming from ETDY to home

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- b. The M&IE should be 75% TDY per diem if coming from secondary to home.
 - c. The M&IE should be 75% TDY per diem if coming from home to secondary.
 - d. The M&IE should be 75% ETDY per diem rate if coming from home back to ETDY.
 2. If leave is taken, be sure to zero out M&IE and lodging from all leave days. Steps for this are:
 - a. To do this you would click on "Add Expense"
 - b. Select M&IE from the expense description box under "Add Expense Details"
 - c. Put in the first day of leave in the Expense Date box
 - d. Put in the last day of leave in the Create Expenses Through box
 - e. Put \$0.00 in the Cost box
 - f. Go to "Show Per Diem" conditions
 - g. Click on M&IE Override / Override by Amount and put \$0.00 in the amount
 - h. SAVE
- AAA. At times, actual expenses will be requested:
1. When actuals are requested, update lodging expense with the actual amount.

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2. Provide proof of unavailability of rooms at per diem by attaching a screenshot from CGE as an attachment.

Expense Description	Amount	Type
TDY Voucher Fee	14.75	RO
Lodging	86.00	
M&IE	38.25	
Lodging	86.00	
M&IE	51.00	
Lodging	86.00	
M&IE	51.00	
M&IE	38.25	

BBB. Proceed with adding expenses for whatever is being authorized such as rental car, POV, baggage, etc. Travelers will a lot of times forget to include the baggage on their request form. ALWAYS add baggage of \$30 each way on the authorization (Unless Southwest flights are booked).

CCC. Click on “Add Expense” and then go to the Add Expense Details to the right and select the expense description you are adding then add the cost of the expense in the cost box, then click save.

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The screenshot displays a web interface for managing expenses. On the left, there is an 'Expense List' table with one entry: 'Estimated TDY Voucher Fee' for 14.75 USD. On the right, the 'Add Expense Details' form is partially filled out with 'Rental Car' as the expense description and '02/15/2016' as the expense date.

DDD. Once all expenses have been added to the authorization you can add the accounting information by clicking on the accounting tab then click on “Add New Accounting.

EEE. Proceed to add the label, account code, cost center, object class and internal order. Fiscal Year and Acct Approve boxes will auto fill in when selecting the other codes. Enter the accounting information provided by the traveler and **always** click on the search icon to ensure it is correct (if a conference ensure you selected conference and not mission operational as the trip purpose under the General tab).

1. Label should start with NESTED-funding year (Nested2017). Do not use any special characters—letters and numbers only. If you make a mistake and use a special character, the TA will pass the interface but on the voucher side you will get a ghost accounting string.
2. Account Code is the WBS # provided by the traveler
3. Cost Center is the funding org provided by the traveler. Always ensure that the center business area is in the front. Traveler may give you XF010 as their funding org but when you enter it, enter it as 10XF010.
4. Object Class is the GL# provided by the traveler via the Fund Certifier.
5. Internal Order is always FC000000 unless travel is for a conference at which you will use N (conference # with no dashes) ex: N1231231. (if a conference ensure you selected conference and not mission operational as the trip purpose under the General tab and ensure you add the NCTS number in the comments)

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FFF. If funding costs are split:

1. When there is split funding utilized, go to the Accounting Tab.
 - a. Add both funding codes in
 - b. Click allocate, under allocate cost

Sponsored	LT Taxable	Default	Classification Code	Allocate Cost
<input checked="" type="radio"/>			10_661822.11.10_CASX22015D*10_661822*10LP013*6100.2121*N2337316	Allocate 1,789.61
<input type="radio"/>			10_384161.03.03.08.01_NSCX02015R*10_384161*10KD040*6100.2121*N2337316	Allocate 89.21

GGG. Click Expense Level Allocation.

Expense Category	Payment Method	Sponsor Type
Com. Carrier	CBA	
Lodging	IBA	
MSJE-PerDiem	OTHER	
Mileage	OTHER	
Transportation	OTHER	
Transxn Fees	CBA	

HHH. Allocate according to instructions (by day, by percent, etc.).

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Accounting Advances Totals Confirmation Perform Pre-Audits

TA1 10000639

Expense category / payment method, amount, or individual expense. [more](#)

Payment Method

Allocation Document Level Allocation

Sponsored	Date	Allocate By	Allocate By
No	-	Fiscal Year	Expense Category / Payment Method
No	-	Fiscal Year	Expense Category / Payment Method

Accounting Advances Totals Confirmation Perform Pre-Audits

Method for TA1(0000639

Account label for each expense category / payment method. Cancel at any time without saving. [more](#)

Allow Exceptions

Expense Category	Payment Method	Sponsor Type	Amount	Organization/Label
Com. Carrier		CBA	728.66	NASA_HQ/CASX22015D
Lodging		TBA	681.45	NASA_HQ/CASX22015D
M&IE-PerDiem		OTHER	379.50	NASA_HQ/CASX22015D
Mileage		OTHER	9.20	NASA_NSSC/NSCX02015R
Transportation		OTHER	57.00	NASA_NSSC/NSCX02015R
Tranxn Fees		CBA	23.02	NASA_NSSC/NSCX02015R

Accounting for TA10N0000639

Edit	Delete	Organization Label	Sponsored	LT Taxable	Default	Classification Code	Allocate Cost
		NASA_HQ CASX2015D	<input checked="" type="radio"/>	<input type="checkbox"/>		10_661822.11.30_CASX2015D*10_661822*10/P013*6100.2121*N2337316	Allocate 1,789.61
		NASA_NSSC NSCX02015R	<input type="radio"/>	<input type="checkbox"/>		10_384161.01.03.08.01_NSCX02015R*10_384161*10KD040*6100.2121*N2337316	Allocate 89.21

- III. Click Add to Document
- JJJ. Once accounting string has been added click on Summary and review your Authorization expenses.
- KKK. Add any important comments such as actuals requested. If a

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conference, input the NCTS number in the comments.

Traveler: ELISHAMA OUDER Authorization: TA10N00000592 (TA10N00000592)

Summary Profile General Expenses & Receipts Exceptions Accounting Advances Totals Confirmation Perf

Totals Details

Disbursement Type	Amount
Estimated Cost	985.15
Advance Requested	0.00

Enter Comments

EAST 2 DUSCUSSION. TRAVEL IS VIA POV. GOV NOT AVAILABLE FOR THIS TRAVEL. HOTEL CONFIRMATION AND NSSC COST COMPARISON ATTACHED. *NOTE TO APPROVING OFFICIAL: ACTUALS ARE BEING REQUESTED.*

Preset Save

1. Ensure trip dates are correct
2. Ensure per diem is correct for destination and destination is correct (place staying with in proximity to TDY location) and that first and last day @ 75%.
3. Ensure rental car rate and airfare ticket amount pulled in correctly from itinerary and gas is included as an estimation.
4. If POV - ensure mileage is accurate and mileage \$ calculation is correct.
5. If traveler is being dropped off at airport mileage should be claimed as roundtrip for travel to the airport and return (if applicable)
 - a. If parking at the airport, ensure quote is attached to authorization showing cost to drive and park is less than taxi or if taxi is less that only being reimbursed up to the cost of the taxi.
6. Ensure justifications are fully explained, given space provided, the reason for the item; provide further explanation as needed in the comments section. If space is limited a "memo for the record" can be attached to the authorization
7. Ensure compliance with FTR and NPR
8. Verify gas is estimated if rental car is authorized.
9. Ensure method of transportation at location (e.g. rental car, taxi/limo/shuttle) is on authorization.
10. Validate the correct WBS is used and all fields of accounting string are populated. If multiple lines of account are requested ensure they are input into the eTravel System properly.
11. Verify the destination(s) (TDY location) and Travel Mode is correct:
 - a. Contract Flight
 - b. Privately owned
 - c. Government Vehicle

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d. Other

12. Verify the Air Payment Method says, "Gov't Centrally Billed" (CBA)
13. If extenuating circumstance and traveler bought ticket with their Individually Billed Account (IBA) verify this shows as IBA, the Government Travel Charge Card and not CBA.
14. Ensure the ETDY location is appropriate to derive the proper per diem.

LLL. If travel is for an Astronaut, Contact the JSC Astronaut Office to review authorization, before submitting in CGE.

MMM. Add all information into Traveler's Workbook and complete checklist (APPENDIX TTT).

NNN. If all is correct scroll to the bottom of the page and click:

1. Pre-Audit & Stamp Selected Documents
2. Continue Stamping the Document
3. Continue Stamping and Dynamic Routing

OOO. If preparer needs to add a flight to authorization that has already been approved, the following steps must be completed.

1. Preparer calls CI Travel
2. Preparer obtains appropriate approvals
3. CI Travel emails the "verbal approval" list
4. CS approves via email

STEP 4. NSSC Travel Preparer SP assigns TASK from the TA Approval Tracking ticket in SNOW to Travel L3

A. SP will create a Case at the beginning of each Quarter (1 per center) in order to track the submitted travel authorizations. The master case will be created as follows:

1. Customer: CASEWORKER
2. Category: EXTENDED TDY
3. Subcategory: TA APPROVALS
4. Assignment Group: FM – DOMESTIC TRAVEL L2
5. Assigned To (EMPTY)
6. Short Description: "FY ___ - QTR ___ - (Center) TA APPROVAL TRACKING"

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- B. Master case in SNOW will remain unassigned and opened for duration of fiscal quarter.
- C. When authorization is submitted in the eTravel system, NSSC ETDY Preparer will retrieve the master case in Service Now for the Center and create a task.
- D. The task will be created under master case with the following:
 1. Customer: TRAVELER
 2. Category: EXTENDED TDY
 3. Subcategory: TA APPROVALS
 4. Assignment Group: FM – DOMESTIC TRAVEL L3
 5. Assigned To (EMPTY)
 6. Short Description: “(FMC) – (TC) – FIRST NAME LAST NAME”
 7. Status: Pending
 8. Pending Reason: Approval

- E. The task will be placed in pending (pending reason Approval), routed to L3 assignment group and left unassigned.

STEP 5. **NSSC Travel Approver CS** will change the status to Work in Progress for review of authorizations awaiting status (Actuals, Non-Contract, LTTDY Approval) once the TA appears in the L3 approval queue.

STEP 6. **NSSC Travel Approver CS** will resolve the TASK once the authorization has been reviewed and approved.

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STEP 7. **NSSC Travel Preparer SP** update Functional Details tab and Case in the travel request WMS.

- A. Attach all documents to the FM Case.
- B. Add Travel Authorization number to the FD tab of the WMS ticket.

- C. Populate the “Submitted in CGE” field on the DOM-FOR Functional Detail Form (FD) with the date the authorization was submitted. If you get sidetracked and did not immediately click the CGE submit after submitting in CGE make sure to adjust the time to the actual submission time.

- D. Update the accounting information under the TA Request Tab of the FD. Be sure the information matches what is entered on the Authorization EXACTLY.

Output: Case and Task are resolved

STEP 8. **Automatic routing of Travel Authorization in the eTravel system**

Based on the Traveler’s profile set up in the system, the authorization is routed to the appropriate organizational approval chain within the Center, both funding center and center of the traveler. The eTravel system selects the appropriate organization to approve the trip and routes the authorization in

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the eTravel system. The appropriate organization is based on what center is funding the travel and the center the traveler belongs to. An example of an organizational approval chain is as follows:

1. Travel Preparer – NSSC SP (L2) creates and submits TA
 2. Funds Certifier – Funding Center POC
 3. Supervisor Review – at Center
 4. Non-Contract Review – performed by NSSC CS (L3)
 5. Actuals Review – performed by NSSC CS (L3)
 6. NSSC - Final approver
- A. The list of organizational approvers is maintained by the eTravel system administrator within the Office of the Chief Financial Officer (OCFO).
 - B. The preparer submits the Authorization once all required data is input into the eTravel system.
 - C. The system then routes the authorization to the appropriate approver.

Output: Authorization is submitted in the eTravel System

STEP 9. Designated Approval Chain approves the authorization in the eTravel system.

- A. The approver receives the TA electronically within the eTravel system approval queue. Some of the key elements which approvers verify are the purpose of travel, the dates of travel, reasonableness of the reservations, per diem expenses, and justification to receive actual expenses instead of per diem (if applicable). If any of these elements are incorrect, the approver can return the reservation. It is routed back to the travel preparer. A note should be included in the notes section of the Authorization to identify why the document was returned.
- B. After the Organizational Manager/Supervisor has reviewed the TA he/she stamps the authorization as “Supervisor Review” in the eTravel system. The eTravel system performs a series of system checks on the data.
- C. If the traveler chooses a non-contract fare, the employee must provide a justification for choice of non-contract fare. The three main acceptable justifications for using non-contact fare per the Federal Travel Regulations (FTR) are:
 1. Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip;

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2. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours;
3. A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered);

The authorization is routed to the NSSC CS L3 Approver to be approved. The NSSC CS L3 Approver reviews the justification for the non-contract fare. Once they are satisfied with the justification for non-contract fare, they stamp the document as "Non-Contract Review." In the event that the expenses are disapproved, the authorization is returned to the Travel Preparer with an explanation as to why the expenses were disapproved. The Travel Preparer must then make the necessary corrections and resubmit the authorization for approval.

- D. If traveler is requesting cost that exceeds the allowable per diem, the employee must provide a justification. The four main acceptable justifications for exceeding per diem per the Federal Travel Regulations (FTR) are:
 1. Lodging and/or meals are procured at a prearranged place such as a hotel where a meeting, conference or training session is held;
 2. Costs have escalated because of special events (e.g., missile launching periods, sporting events, World's Fair, conventions, natural disasters); lodging and meal expenses within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location consume most or all of the savings achieved from occupying less expensive lodging;
 3. Because of mission requirements; or
 4. Any other reason approved within the Agency.
- E. The NSSC CS Approver reviews justification. Once he/she is satisfied with the justification for actual expenses, he/she stamps the document as "Management Approved." In the event that the expenses are disapproved, the authorization is returned to the Travel Preparer with an explanation as to why the expenses were disapproved. The Travel Preparer must then make the necessary corrections and resubmit the authorization for approval.
- F. Once the internal audit checks have been performed by the system, the TA is routed for any required conditional approvals, then to the NSSC office for approval.

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G. FINAL APPROVAL - Once the trip request has been reviewed and approved by all required levels, the NSSC CS L3 Approver receives the document and reviews it to ensure that it is aligned with FTR and NASA Procedural Requirements (NPR) before stamping the document "Approved." Once the NSSC CS L3 Approver reviews and approves the travel authorization, the data is locked and cannot be changed. Once the document is stamped "Approved," it interfaces with Systems, Applications and Products (SAP). If the Travel Authorization document is correct, it successfully posts a funds commitment document in SAP;

H. If the authorization fails:

1. NSSC Travel Preparer receives the failure data and sends an email ([Appendix XX](#)) to the center POC to follow-up as necessary.
2. NSSC Travel Preparer creates a WMS ticket:
 - a. Category: ETDY TRAVEL-DOM (OR ETDY TRAVEL-FOR if foreign)
 - b. Subcategory: Secondary Amendment/Rework
 - c. Short description: FM-ETDY-Rework-TA# - failed for budget

The screenshot shows a form for creating a WMS ticket. The fields are as follows:

- Category:** ETDY TRAVEL-DOM
- SubCategory:** SECONDARY AMENDMENT/REWORK
- Assignment Group:** FM - DOMESTIC TRAVEL L2
- Assigned to:** Shelbie Carroll
- PII:**
- Short Description:** FM - TRAVEL - Rework-- 10000045644i01 - failed for budget

3. The NSSC Travel Office coordinates the correction of the document and re-approves it.

I. The NSSC will run the Authorization Status Report ([see Appendix NN](#)) three times a week to ensure authorizations are being approved timely in the routing.

1. If waiting two or more days on funds certifier or supervisor to approve, an email will be sent to all funds certs or supervisors listed in the routing, requesting them to stamp the document (see [Appendix QQ](#))

J. The NSSC will run the Air Reservation Approval Status Report (see [Appendix OO](#)) daily to monitor flights that have not been confirmed to ensure they are and do not cancel.

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PROCESS 2C – TRAVEL AUTHORIZATION-NESTED HOME

- STEP 1.** **Requestor/Traveler** sends NSSC NASA Pre-Travel Request for Authorization.
- A. Complete travel request/ NF1850, pages 1 and 2, with assistance from the Preparer, if requested. See [Appendix C](#) for a sample of the NF1850.
 - B. A WMS Case and Task is automatically setup when NF1850 is submitted to the NSSC.

Output: Request for FM to process TA for ETDY initiated by the Requestor/Traveler.

- STEP 2.** **NSSC – Travel Expeditor/Preparer (SP-L2)** review and update Case and Task.

- A. Receive WMS ticket from TA Request submitted by/on behalf of the Traveler.
 1. Ensure traveler has completed ETDY counseling.
 - a. If counseling has not been completed
 - i. Place in the Case in “Pending-Requestor Information” status.
 - ii. Notify Traveler via e-mail (see [Appendix DD](#)) of the requirement for ETDY counseling
 - iii. Once counseling is complete, place ticket back in WIP and create TA.
 - b. Astronauts/Crew Members will not be required to be counseled due to the unusual circumstances of their ETDY and the fact that they receive actuals.
 2. Review travel request/ NF1850 for completeness (all relevant fields are completed, and supporting documentation is attached).
 - a. If [travel request/ NF1850](#) is not complete,
 - i. Update FM Case status to “Pending-Requestor Information”.
 - ii. Notify Traveler or submitter via e-mail (See [Appendix CC](#)) of corrections required for the ETDY TA to be processed further.
 - iii. The Traveler or submitter must resubmit a corrected form. When corrected form is received, Subcategory should be TA Backup Documentation, and the original ticket should be placed back in WIP

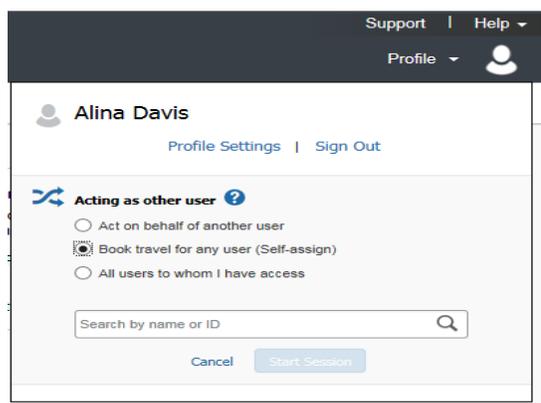
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3. Review [travel request/ NF1850](#) in accordance with the TA Preparation Checklist (see [Appendix W](#))

Output: Case and task updated with the traveler information that is performing the upcoming travel.

STEP 3. NSSC – Travel Preparer (SP-L2) creates and submits a TA in the eTravel system.

- A. Review TA Request
- B. Review traveler’s workbook for any needed information. See [APPENDIX TTT](#).
- C. When travelers are on Extended TDY (ETDY), they are allowed a certain number of Home Trips during the duration of the ETDY. The open orders form located at N:\TRAVEL\EXTENDED TDY\Paperless Files\Open Orders should be checked prior to creating the nested home authorization to ensure the allowed home trips of 4 per quarter and 12 per year have not been exceeded.
- D. In the event the traveler has reached their maximum the preparer will contact the traveler to advise them.
- E. Monitor the open orders form quarterly to determine if additional funding is required.
- F. Sign in to the eTravel System
- G. Go to Profile at top of page and select “Book travel for any user” from drop down.



- H. Type in travelers name First name – last name to locate the traveler you are booking travel for.

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Note: If you are continuing an incomplete authorization that you started and had to close out of it, locate the authorization on the home page under "Recent Authorizations" and select open document.

- I. Go to the Travel tab (only if needing to book airfare, rental car or lodging).
- J. Book airfare (will not book lodging for nested home).
 1. Rental car cannot be authorized for transportation to/from the airport nor as transportation in and around the PDS.
- K. Select Round Trip, One Way or Multi City (for secondary/home combined) from options.
 1. One Way airfare is usually selected when traveler only needs airfare one way for reasons such as he is driving the other way or will be going on personal leave before or after).
- L. Select Agency Location if travel is to a NASA center or Reference point if travel is to a specific address.
- M. Select from drop down location where you will be going to.
- N. In the "From" box select the airport you will be departing from (refer to airport codes [Appendix III](#)).
 1. List of area airports by Center:
 - ARC: SJC, SFO
 - AFRC: LAX, BFL, BUR
 - GRC: CLE
 - GSFC: DCA, BWI, IAD
 - HQ: DCA, BWI, IAD
 - JSC: IAH, HOU
 - KSC: MCO
 - LARC: ORF, PHF
 - MSFC: HSV
 - SSC: MSY, GPT
 - NSSC: MSY, GPT
- O. Select travelers desired departures dates/times. If traveler just says early morning select between 6am-8am depending on airport, example LAX is very busy so traveler would probably want to leave around 6am but HSV they may want to leave around 8am. If traveler says late morning, select 9am-11am.
- P. If booking a rental car for a secondary trip associated with a home trip, check the box "Pick-up/Drop-off car at airport."

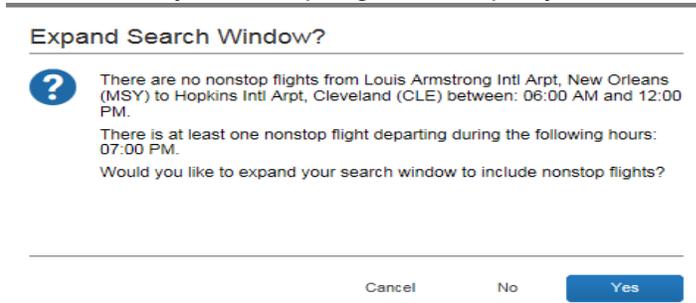
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Q. Click Search

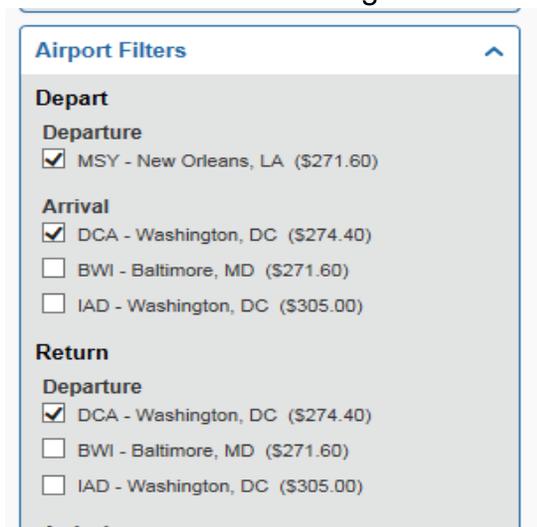
R. You will get the following error message when traveler has a roundtrip flight booked on an ETDY interim, just select yes to continue. However, if the message shows a flight for date for another nested you will need to check to ensure travel is not overlapping with another authorization.

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S. You may also see this message when there are no non-stop flights available within the timeframe you selected. If the non-stop flights are within a close proximity to what the traveler requested you can select YES, but if not as in the example below the traveler asked for 10 am and the only non-stop flight was 7pm you would select NO.



T. To the left under Airport Filters you may have multiple airport options such as in DC you will have BWI, IAD and DCA. If traveler is requesting DCA then you can uncheck the boxes for the other airports to limit the search for flights to assist in your research.



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U. This search will default to “Shop by Fares” but you can click on “Shop by Schedule” which will filter out flights that have long layovers and assist in finding a flight accommodating to the travelers requested schedule. In addition, you may want to consider looking at surrounding airports when multiple choices are available as you may be able to get a better option for example when going to LARC from Houston, leaving out of IAH is better than HOU because of layover times when flying from HOU usually.

The screenshot shows a flight search interface with two tabs: "Shop by Fares" (selected) and "Shop by Schedule". Below the tabs is a search bar with "Flight Number Search" and a magnifying glass icon. To the right, it says "Sorted By: Policy - Most Compliant" with a dropdown arrow. Further right, it indicates "Displaying: 236 out of 320 results." with "Previous", "Page: 1 of 24", and "Next" links. The main content area shows two American Airlines flights from MSY to DCA. The first flight is 07:15a MSY → 10:47a DCA, Nonstop, 2h 32m, priced at \$274.40. The second flight is 01:59p DCA → 03:45p MSY, Nonstop, 2h 46m. A "View Fares" button is visible next to the second flight. At the bottom, it says "Govt. fare(s) available" and "Show all details" with a dropdown arrow.

V. Take note of the airlines listed as you want to select an airline that shows as a Govt. Contract Discounted. As in the example below, Delta was the only one Govt. Contract Discounted so you would view fares for Delta only in this scenario.

1. For standard travel requests (non-Astronaut or non-mission critical cases), where a noncontract flight is requested, justification must be provided by the traveler per FTR 301-10.107 and FTR 301-10.108. (Justification cannot be “Traveler Preference”.)

NEW ORLEANS, LA TO HUNTSVILLE, AL
MON, JUL 10 - SUN, SEP 10

[Hide matrix](#) [Print / Email](#)

	Delta	American Airlines	Multiple	United
All 143 results				
Govt. Contract Discounted 20 results	739.60 20 results	—	—	—
Govt. Contract 20 results	1,045.60 20 results	—	—	—
Non-Contract Government 84 results	793.60 18 results	717.10 34 results	717.10 23 results	739.60 9 results
Lowest Published 19 results	415.60 12 results	447.60 4 results	—	651.60 3 results

[Shop by Fares](#) [Shop by Schedule](#)

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W. After you locate a fare select “show all details” to see the layover times, try to select one that does not have a long layover if not non-stop.

Flight Number Search Sorted By: Policy - Most Compliant Displaying: 106 out of 106 results. Previous | Page: 1 of 11 | Next | All

Delta 10:20a MSY → 04:03p HSV 1 stop ATL 5h 43m \$739.60
 12:45p HSV → 05:10p MSY 1 stop ATL 4h 25m

Govt. fare(s) available

DEPART ✕ Mon, Jul 10 – New Orleans, LA to Huntsville, AL / 3h 08m layover in Atlanta, GA

Mon, Jul 10 10:20a MSY → 12:54p ATL 1h 34m Delta 2433
 McDonnell Douglas MD-85 / 182 lbs CO₂

Layover in Atlanta, GA 3h 08m Hartsfield Intl Arpt

04:02p ATL → 04:03p HSV 1h 01m Delta 0734
 McDonnell Douglas MD-85 / 80 lbs CO₂

RETURN ✕ Sun, Sep 10 – Huntsville, AL to New Orleans, LA / 1h 40m layover in Atlanta, GA

Sun, Sep 10 12:45p HSV → 02:50p ATL 1h 05m Delta 1541
 McDonnell Douglas MD-85 / 80 lbs CO₂

Layover in Atlanta, GA 1h 40m Hartsfield Intl Arpt

04:30p ATL → 05:10p MSY 1h 40m Delta 1277
 Boeing 757-200 / 182 lbs CO₂

Fare Options Free Checked Bags Refundable

Govt. Contract Discounted Visit Delta Yes Fees may apply

X. When ready to select fare click on price to book it. This will bring you to a screen to review your flight, ensure the flight is what the traveler is requesting then select “reserve flight and continue” at the bottom of the page.

RETURN ✕ Sun, Sep 10 – Huntsville, AL to New Orleans, LA / 1h 40m layover in Atlanta, GA

Sun, Sep 10 12:45p HSV → 02:50p ATL 1h 05m Delta 1541
 McDonnell Douglas MD-85

Layover in Atlanta, GA 1h 40m Hartsfield Intl Arpt

04:30p ATL → 05:10p MSY 1h 40m Delta 1277
 Boeing 757-200

GSA Information
 • GSA Government contract fares, if domestic, include all existing Federal, State, and local taxes, as well as airport maintenance fees and other administrative fees. Not included are fees such as passenger facility charges, segment fees, and passenger security service fees. If international, these fares are exclusive of taxes and fees, but inclusive of fuel surcharge fees.

ENTER TRAVELER INFORMATION
 Ensure all traveler information below is correct.

Primary Traveler

Name: JOE H TRAVELER Phone: 256.544.3857

Frequent Flyer Programs For Delta

SEAT ASSIGNMENT
 Seats will be automatically selected based on your profile preferences and can be changed on the Travel Details pages or any time after booking is complete.

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$645.58	\$94.02	\$739.60
Total Estimated Cost:		\$739.60	
Total Due Now:		\$739.60	

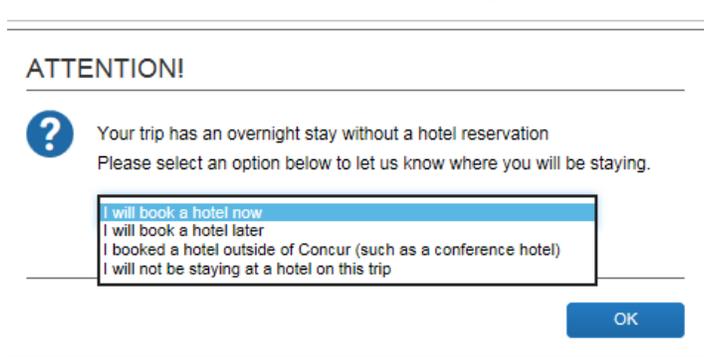
METHOD OF PAYMENT
 This purchase will be charged to your company directly.

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

Y. Rental cars are not allowed while at the PDS.

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Z. You will receive the following error message when continuing to process the travel request. Select “I will not be staying at a hotel on this trip” – as lodging is not allowed at the PDS. Once option is selected hit OK.



AA. You will now be directed to the Trip Booking Information page. Change Trip Name to the following.

1. “LTDDY-Nested home trip #3” or “LTDDY-Nested home for project review” (annotate which number the home trip is or if official put nested home for business)

BB. Add in trip description all pertinent information such as if the traveler is on an IPA Agreement, which mode is authorized and advantageous, approved for rental car or vicinity mileage, etc. If home visit is business related ensure you indicate what the business is.

CC. Select trip purpose from drop down. Mission Operational is what will most commonly selected. Only select training if traveler is going on ETDY for training and launch or landing if traveler is an astronaut going on travel for that reason. Conference would only be nested secondary and if traveler was going on a conference. Select NEXT when done

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DD. You will now be brought to the Trip Confirmation page. Take note of the information in red font under the Trip Overview. The authorization must be approved by the date listed and this date needs to be noted in the SNOW ticket.

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Confirm Booking" Button after reviewing this page.
To **CANCEL**, press the Cancel button.

After you complete this booking, it will be reserved, however it will not be ticketed until approved by your agency.

TRIP OVERVIEW

Trip Name: ETDY to MSFC
 Start Date: July 10, 2017
 End Date: September 10, 2017
 Created: May 19, 2017, Kevin Hunt (Modified: May 19, 2017)
 Description: authorized rental car at ETDY.
 Trip Purpose: MISSION (OPERATIONAL)
 Agency Record Locator: M7XBZR
 Passengers: Joe H Traveler
 Total Estimated Cost: \$3,871.97 USD

Reservations must be approved and ticketed no later than: 07/08/2017 8:00 AM Eastern
The trip will be automatically cancelled if it is not approved before the deadline.

Agency Name: Concur Government Worldspan

EE. Select confirm booking at the bottom of the page. You will get the following error message again if no hotel was selected. Just select "No hotel booking-hotel not required" and then hit SAVE.

Travel Policy Violation

This trip is not in compliance with the following travel rule(s):

Overnight trips require a hotel segment for Duty of Care purposes
 Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

No hotel booking - hotel not required

Please explain why you have chosen this trip. NOTE: We will log all trips which you did not take.

FF. You will then be directed to the authorization. Go to the General Tab.
 GG. Add the Trip Type Code (Long Term TDY, Nested Trip Home, Nested Trip Secondary).

1. If travel is a combined Secondary/Home, select the trip type that is first. For example: Home/Secondary, choose Home trip.

Summary Profile General Expenses & Receipts Exceptions Accounting Advances Totals Confirmation Perform Pre-Audits

QUICK TIP
 Enter or edit the general document information. If this is a trip-based document, click the Trip Information tab to edit/view the trip information.

Traveler Name: ██████████

Document Information Trip Information

Document Type: Authorization
 Document Name: TAL0N00000677
 Document Date: 11/16/2015
 TA Num: TAL0N00000677
 Trip Name: Trip from San Francisco to Gulfport, MS
 Sponsored Travel
 Currency: U.S. Dollar
 Type Code: NESTED TRIP HOME
 Purpose: Mission (Operational)
 Document Detail: ETDY NESTED HOME TRIP #11. TAXI QUOTE AND ITINERARY ATTACHED.

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HH. Under “Trip Information” use the select OTHER for the “Depart Selection” box and the “Return Selection” box and enter the ETDY location in the “Depart From” and “Return To” Boxes. When done hit SAVE.

Trip Information

Trip Duration
 Allow changes to shorten trip

Depart Selection

Return Selection

Depart From

Return To

II. Go to the Expenses & Receipts tab.

JJ. System will automatically include lodging and M&IE each day. Click on “Select All”, this will select only the per diem and not expenses you reserved in the system (airfare/rental car).

KK. After you selected all, scroll to bottom and select “delete selected expenses”. This will delete the lodging, but the M&IE will remain as a RO (read only).

LL. Then click on “Add Expense” then select M&IE from the expense description box under “Add Expense Details”.

MM. Put in the first date of the trip in the Expense Date box and the last day of the trip in the “Create Expenses Through” box. Then click on “show Per Diem Conditions”, select “M&IE Override / Override by Amt” and put \$0.00 as the amount in the box. Then click SAVE (This will remove the RO from the M&IE).

Add Expense Details

Create Expenses Through

Expense Date*

Expense Description*

Cost* USD

Payment Method*

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Hide Per Diem Conditions Per Diem Rates: 134.00 / 69.00
 These conditions apply to all per diem expenses on 06/19/2017

Regular M&IE
 Meals Provided
 Actual Meals
 M&IE Override

Override by Qtrs
 Override by Amt Amount*

On Leave

NN. Click the first M&IE expense put in the amount of the M&IE which is 75% of the ETDY location in the “Cost” box, then select “Show Per Diem Conditions” > M&IE Override > Override by Amt and put in the full M&IE for the ETDY location. Leave payment method as “other” then SAVE.

Add Expense Details

Create Expenses Through

Expense Date*

Expense Description* M&IE

Cost*

Payment Method* OTHER

OO. Click “the last M&IE expense. Put in the amount of the M&IE which is 75% of the ETDY location in the “Cost” box, then select “Show Per Diem Conditions” > M&IE Override > Override by Amt and put in the full M&IE for the ETDY location. Leave payment method as “other” then SAVE.

PP. Click “Add Expense” for each additional item you need to add such as Taxi, baggage, gas, POV, etc. Hit SAVE after each added expense.

QQ. Once all expenses have been added to the authorization you can add the accounting information by clicking on the accounting tab then click on “Add New Accounting”.

RR. Proceed to add the label, account code, cost center, object class and internal order. Fiscal Year and Acct Approve boxes will auto fill in when selecting the other codes. Enter the accounting information provided by the traveler and **always** click on the search icon to ensure it is correct (if a conference ensure you selected conference and not mission operational as the trip purpose under the General tab).

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1. Label should start with NESTED-funding year (Nested2017). Do not use any special characters—letters and numbers only. If you make a mistake and use a special character, the TA will pass the interface but on the voucher side you will get a ghost accounting string.
2. Account Code is the WBS # provided by the traveler.
3. Cost Center is the funding org provided by the traveler. Always ensure that the center business area is in the front. Traveler may give you XF010 as their funding org but when you enter it, enter it as 10XF010.
4. Object Class is the GL# provided by the traveler via Fund Certifier.
5. Internal Order is always FC000000 unless travel is for a conference at which you will use N (conference # with no dashes) ex: N1231231. (If it is a conference ensure you selected conference and not mission operational as the trip purpose under the General tab and ensure you add the NCTS number in the comments).

General	Expenses & Receipts	Exceptions	Accounting	Advances	Totals	Confirmation	Perform Pre-Audits
---------	---------------------	------------	------------	----------	--------	--------------	--------------------

[Close Dynamic Accounting](#)

Account Org - Structure: NASA - NASA Dynamic Structure

Label * ETDY-HQ-2017

Fiscal Year: 2017

Sponsored:

ACCOUNT CODE * ACCOUNT CODE

ACCT APPROVE * ACCT APPROVE

COST CENTER/FUNDING ORG * COST CENTER/FUNDING ORG

OBJECT CLASS * OBJECT CLASS

INTERNAL ORDER/FUNC CODE * INTERNAL ORDER/FUNCTION CODE

SS. Once accounting string has been added click on Summary and review your Authorization expenses.

1. Ensure trip dates are correct.
2. Ensure per diem is correct for destination and destination is correct (place staying with in proximity to TDY location) and that first and last day @ 75%.
3. Ensure rental car rate and airfare ticket amount pulled in correctly from itinerary and gas is included as an estimation. (Rental car only for a nested secondary trip).
4. If POV - ensure mileage is accurate and mileage \$ calculation is correct.
 - a. If traveler is being dropped off at airport mileage should be claimed as roundtrip for travel to the airport and return (if applicable)

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- b. If parking at the airport, ensure quote is attached to authorization showing cost to drive and park is less than taxi or if taxi is less that only being reimbursed up to the cost of the taxi.
5. Ensure justifications are fully explained, given space provided, the reason for the item; provide further explanation as needed in the comments section. If space is limited a “memo for the record” can be attached to the authorization.
6. Ensure compliance with FTR and NPR
 - a. Verify gas is estimated if rental car is authorized.
 - b. Ensure method of transportation at location (e.g. rental car, taxi/limo/shuttle) is on authorization.
 - c. If traveling to HQ, contact Metro Subsidy Coordinator to make arrangements.
7. Validate the correct WBS is used and all fields of accounting string are populated. If multiple lines of account are requested ensure they are input into the eTravel System properly.
8. Verify the destination(s) (TDY location) and Travel Mode is correct:
 - a. Contract Flight
 - b. Privately owned
 - c. Government Vehicle
 - d. Other
 - e. Verify the Air Payment Method says “Gov’t Centrally Billed”
9. If extenuating circumstance and traveler bought ticket with their Individually Billed Account (IBA) verify this shows as IBA, the Government Travel Charge Card and not CBA.
10. Ensure the ETDY location is appropriate to derive the proper per diem.
11. Attach any needed documents using the ‘Attach Receipts’ button on summary page (lease, OIC, cost comparison with quotes, IPA, IAA)
- TT. If travel is for an Astronaut, Contact the JSC Astronaut Office to review authorization, before submitting in CGE.
- UU. Add all information into Traveler’s Workbook and complete checklist ([APPENDIX TTT](#)).
- VV. If all is correct scroll to the bottom of the page and click.
 1. Pre-Audit & Stamp Selected Documents
 2. Continue Stamping the Document
 3. Continue Stamping and Dynamic Routing
- WW. If the preparer needs to add a flight to authorization that has already been approved, the following steps must be completed.

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1. Preparer calls adTrav
2. Preparer obtains appropriate approvals
3. adTrav emails the “verbal approval” list
4. CS approves via email

STEP 4. NSSC Travel Preparer SP assigns TASK from the TA Approval Tracking ticket in SNOW to Travel L3.

A. SP will create a Case at the beginning of each Quarter (1 per center) in order to track the submitted travel authorizations. The master case will be created as follows:

1. Customer: CASEWORKER
2. Category: EXTENDED TDY
3. Subcategory: TA APPROVALS
4. Assignment Group: FM – DOMESTIC TRAVEL L2
5. Assigned To (EMPTY)
6. Short Description: “FY __ - QTR __ - (Center) TA APPROVAL TRACKING”

The screenshot shows the Service Now interface for creating a Finance Task. The form is titled "Finance Task FMT0318204". The fields are as follows:

- Number: FMT0318204
- Case: FMC0270061
- * Customer: Tabitha Robertson
- Contact: (empty)
- * Category: EXTENDED TDY
- * SubCategory: TA APPROVALS
- * Assignment Group: FM - DOMESTIC TRAVEL L2
- Assigned to: (empty)
- * Short Description: FMC0270061: FY21 - QTR1 - LARC TA APPROVAL TRACKING
- Description: (empty)

On the right side, there are additional fields: FD Selection (None), Status (New), Priority (4 - Low), Watch list, Pending Days (0), Age of Task (2), and Task Days WIP (0).

- B. Master case in SNOW will remain unassigned and opened for duration of fiscal quarter.
- C. When authorization is submitted in the eTravel system, NSSC ETDY Preparer will retrieve the master case in Service Now for the Center and create a task.

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- D. The task will be created under master case with the following:
1. Customer: TRAVELER
 2. Category: EXTENDED TDY
 3. Subcategory: TA APPROVALS
 4. Assignment Group: FM – DOMESTIC TRAVEL L3
 5. Assigned To (EMPTY)
 6. Short Description: “(FMC) – (TC) – FIRST NAME LAST NAME”
 7. Status: Pending
 8. Pending Reason: Approval

- E. The task will be placed in pending (pending reason Approval), routed to L3 assignment group and left unassigned

STEP 5. **NSSC Travel Approver CS** will change the status to Work in Progress for review of authorizations awaiting status (Actuals, Non-Contract, LTTDY Approval), once the TA appears in the L3 approval queue.

STEP 6. **NSSC Travel Approver CS** will resolve the TASK, once the authorization has been reviewed and approved.

STEP 7. **NSSC Travel Preparer SP** update Functional Detail tab and Case in the travel request WMS.

- A. Attach all documents to the FM Case.
- B. Add Travel Authorization number to the FD tab of the WMS Ticket.

- C. Populate the “Submitted in CGE” field on the DOM-FOR Functional Detail Form (FD) with the date the authorization was submitted. If you

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get sidetracked and did not immediately click the CGE submit after submitting in CGE make sure to adjust the time to the actual submission time.

D. Update the accounting information under the TA Request Tab of the FD. Be sure the information matches what is entered on the Authorization EXACTLY.

Output: Case and Task are resolved

STEP 8. Example of Automatic routing of TA in the eTravel system

- A. Based on the Traveler's profile set up in the system, the authorization is routed to the appropriate organizational approval chain within the Center, both funding center and center of the traveler. The eTravel system selects the appropriate organization to approve the trip and routes the authorization in the eTravel system. The appropriate organization is based on what center is funding the travel and the center the traveler belongs to. An example of an organizational approval chain is as follows:
 1. Travel Preparer – NSSC SP (L2) creates and submits TA
 2. Funds Certifier – Funding Center POC
 3. Supervisor Review – at Center
 4. Non-Contract Review – performed by NSSC CS (L3)
 5. Actuals Review – performed by NSSC CS (L3)
 6. NSSC - Final approver
- B. The list of organizational approvers is maintained by the eTravel system administrator within the Office of the Chief Financial Officer (OCFO).
- C. The preparer submits the Authorization once all required data is input into the eTravel system.
- D. The system then routes the authorization to the appropriate approver.
- E. Preparer routes WMS task to POC for review.

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Example Output: Authorization is submitted in the eTravel System

STEP 9. **Designated Approval Chain** approves the authorization in the eTravel system.

- A. The approver receives the TA electronically within the eTravel system approval queue. Some of the key elements which approvers verify are the purpose of travel, the dates of travel, reasonableness of the reservations, per diem expenses, and justification to receive actual expenses instead of per diem (if applicable). If any of these elements are incorrect, the approver can return the reservation. It is routed back to the travel preparer. A note should be included in the notes section of the Authorization to identify why the document was returned.
- B. After the Organizational Manager/Supervisor has reviewed the TA he/she stamps the authorization as “Supervisor Review” in the eTravel system. The eTravel system performs a series of system checks on the data.
- C. If the traveler chooses a non-contract fare, the employee must provide a justification for choice of non-contract fare. The three main acceptable justifications for using non-contract fare per the Federal Travel Regulations (FTR) are:
 1. Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
 2. The contractor’s flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours;
 3. A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered);

The authorization is routed to the NSSC CS L3 Approver to be approved. The NSSC CS L3 Approver reviews the justification for the non-contract fare. Once they are satisfied with the justification for non-contract fare, they stamp the document as “Non-Contract Review.” In the event that the expenses are disapproved, the authorization is returned to the Travel Preparer with an explanation as to why the

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expenses were disapproved. The Travel Preparer must then make the necessary corrections and resubmit the authorization for approval.

- D. Once the internal audit checks have been performed by the system, the TA is routed for any required conditional approvals, then to the NSSC office for approval.
- E. FINAL APPROVAL - Once the trip request has been reviewed and approved by all required levels, the NSSC CS L3 Approver receives the document and reviews it to ensure that it is aligned with FTR and NASA Procedural Requirements (NPR) before stamping the document "Approved." Once the NSSC CS L3 Approver reviews and approves the travel authorization, the data is locked and cannot be changed. Once the document is stamped "Approved," it interfaces with Systems, Applications and Products (SAP). If the Travel Authorization document is correct, it successfully posts a funds commitment document in SAP;
- F. If the authorization fails:
 - 1. The NSSC Travel Preparer receives the failure data and sends an email ([Appendix XX](#)) to the center POC to follow-up as necessary.
 - 2. NSSC Travel Preparer creates a WMS ticket:
 - a. Category: ETDY TRAVEL-DOM (OR ETDY TRAVEL-FOR if foreign)
 - b. Subcategory: ETDY Home Trip Amendment/Rework
 - c. Short description: FM-ETDY-Rework-TA# - failed for budget.

* Category: ETDY TRAVEL-DOM

* SubCategory: HOME TRIP AMENDMENT/REWOR

* Assignment Group: FM - DOMESTIC TRAVEL L2

Assigned to: Shelbie Carroll

PII:

* Short Description: FM - TRAVEL - Rework-- 10000045644i01 - failed for budget

- 3. The NSSC Travel Office coordinates the correction of the document and re-approves it.
- G. The NSSC will run the Authorization Status Report ([see Appendix NN](#)) three times a week to ensure authorizations are being approved timely in the routing.
 - 1. If waiting two or more days on funds certifier or supervisor to approve, an email will be sent to all funds certs or supervisors listed in the routing, requesting them to stamp the document (see [Appendix QQ](#))

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H. The NSSC will run the Air Reservation Approval Status Report (see [Appendix OO](#)) daily to monitor flights that have not been confirmed to ensure they are and do not cancel.

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PROCESS 2D – EXPEDITED TRAVEL

- STEP 1. NSSC – Preparer (SP – L2)** – Travel request is received, and departure date occurs in 5 days or less, of traveler is an astronaut
- A. If it is determined a request is for an Astronaut, or is less than 5 days from departure date, it will be expedited
 - B. The expedited process consists of working the authorization first and to completion with minimal delay.
 - C. Follow the Expedited Travel request in the following step, to ensure any airfare ticketing is completed before the travel date.
 - D. Expedited requests take priority over other requests.
 1. Need to efficiently approve reservations for airfare, hotel and rental car.
 2. NASA does not hold the contract with the Travel Management Center (TMC) and cannot hold them accountable to changes in NASA processes.
 - E. If a profile is not yet setup in the eTravel System, reach to the traveler and have them update the profile information.
 - F. Follow normal steps for creating and submitting the Authorization.
 - G. If an authorization cannot get approved in the eTravel System prior to the airfare canceling in the system, the NSSC SP must contact NSSC Approver L3 to verbally approve.
 1. Prior to verbally approving the flights, an email from the funds certifier and supervisor, and any additional approval steps on the routing list, approving the cost of the flight.
 2. NSSC SP sends an email by noon every Friday to all NSSC L3 Approvers advising of any verbal approvals that will be needed for travel through the weekend.
 - a. If no verbal approvals are required NSSC SP will send an email to all NSSC L3 approvers advising there is no action needed.

To...	Borne, Karen M. (NSSC-XD01B) ; Hill, Karen D. (NSSC-XD01B) ; Jacobs, Leslie E. (NSSC-XD01B) ; Tabor, Joan A. (NSSC-XD01B) ; Songw, Chris (NSSC-XD01B) ; Milton, John A. (NSSC-XD01B) ; Clark, Lorr W. (NSSC-XD01B)
Cc...	
Subject	NSSC Verbal Approval for Friday 6/14/19 - THERE IS NO ACTION REQUIRED

All flights for travel occurring through Tuesday of next week, have been ticketed. There is no additional assistance needed from the CS to verbal approve. Thank you

- STEP 2. NSSC – Approver (CS – L3)** – Verbal Approval during normal business hours.
- A. Travelers may require travel reservations ticketed within 48 hours of travel departure times. Verbal Approvers are authorized to have the

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Travel Management Center (TMC) issue the transportation tickets. NASA's normal business hours are 8:00 a.m. to 4:30 p.m. CT. Monday through Friday and the TMC's business hours are 8:00 a.m. to 9:00 p.m. ET; therefore, the Verbal Approver must be available to contact the TMC outside of normal business hours.

B. Currently:

1. List of approvers by center who can call the TMC to request airfare ticketing, hotel invoicing, rental car invoicing. These approvers are also contacted by the TMC to approve changes to airfare itinerary for non-contract air and for changes in price over \$200.

C. NSSC verbal approvers: Added to each centers' list of approvers given to the TMC.

1. Responsibility:

a. Call TMC to request airfare ticketing and hotel/rental car invoicing

i. During any interface shutdowns or for 'emergency' situations

ii. Following process for authorizations where fund certifier or supervisor cannot access the eTravel System to approve. Note: E-mail from fund certifier, supervisor, and any additional approval steps in the routing process needed.

iii. Inform ETDY travelers of their responsibility to identify themselves as an ETDY traveler when calling the TMC to make airline changes. Travelers request the TMC use 'NSSC XTDY approvers' list' if approval is needed for change to non-contract carrier or ticket price increases over \$200.

iv. Provide AAO updates to NSSC personnel who have authority to verbally approve.

D. Center verbal approvers: Remain in verbal approval list for foreign and domestic authorizations for which the center remains final approver (non-ETDY related).

1. Responsibility:

a. Same as today for all non-ETDY related trips.

E. If the TA cannot be routed for final approval in CGE before ticketing is required, the SP must obtain approval ([Appendix ZZ](#)) from all steps in the approval routing list(s) in the eTravel system before sending the request to L3 for verbal approval for airfare ticketing.

1. NSSC verbal approvers: Added to center list of approvers to be able to call TMC to request airfare ticketing and hotel/rental car invoicing during any interface shutdowns or for 'emergency'

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situations or following process for authorizations where fund certifier and supervisor cannot access the eTravel System to approve.

- F. If verbal approval is needed for changes after travel has begun, the Center POC will continue to do this step.
 1. Center verbal approvers: Remain in verbal approval list for foreign and domestic authorizations for which the center remains final approver. Remains the approver when adTrav contacts to request approval of changes to itinerary requesting non-contract or higher priced (over \$200) airfare. Center will inform NSSC if airfare change requires an amendment to the authorization
- G. The individuals authorized to provide verbal approval for ticketing to the TMC are provided to the NASA Agency Application Office (AAO). The AAO, in turn, provides this information to the TMC.
- H. Possible scenarios and mitigation related to shared verbal approver roles when TMC initiates contact requesting verbal approval:
 1. Scenario 1:
 - a. NSSC ETDY verbal approver(s) are contacted for ETDY-related trip.
 - b. Process: NSSC will review and approve/disapprove based on factors and requirements as outlined by the FTR (see Non-Contract Approval Queue Criteria sheet).
 2. Scenario 2:
 - a. Center verbal approver(s) are contacted by the TMC and center approver discovers this person is on ETDY:
 - b. Process: Center approver will instruct TMC or after-hours agent to call the ETDY verbal approvers listed.
 3. Scenario 3:
 - a. Center verbal approver(s) are contacted by TMC and center approver in error approves ETDY airfare.
 - b. Process: Once known, Center will notify NSSC that TMC was inadvertently provided approval. The NSSC will determine if an amendment is needed.
 4. Scenario 4:
 - a. NSSC verbal approver(s) are contacted by the TMC when the trip is not for an ETDY traveler.
 - b. Process: NSSC verbal approver tells TMC to contact the center verbal approvers at the top of the list.
 5. Scenario 5:
 - a. NSSC verbal approver(s) are contacted by the TMC and ends up approving a non-ETDY related airfare.

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b. Process: Once known, NSSC will notify Center POC that TMC was inadvertently provided approval. The Center will determine an amendment is needed.

6. Scenario 6:

a. All verbal approver(s) are contacted by TMC and no one responds (for any reason).

b. Process: Same scenario as today where the traveler will be asked for their IBA account number and airfare will be charged accordingly.

7. In all listed scenarios, customer service is minimally impacted, if at all, beyond the training. The volume of calls/e-mails received from TMC related to any trip by an ETDY traveler is low.

STEP 3. NSSC – Approver (CS-L3) – After hour’s approvals. As needed, NSSC after hour Approvers may receive phone calls or e-mails from the Enterprise Service Desk (ESD) or directly from adTrav requesting assistance for an ETDY traveler.

A. Approver should inquire about the reason for any change to itinerary and should only approve a no cost change for emergency reasons (safety or health reasons) and not for personal preference.

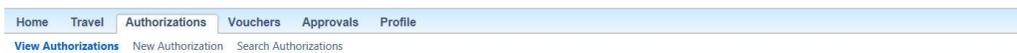
B. Specifically, for Astronauts, NSSC Approvers can approve a net-zero cost change. If there is a cost change to an Astronauts itinerary, then adTrav should contact Garay Alfredo at (281-244-8868)

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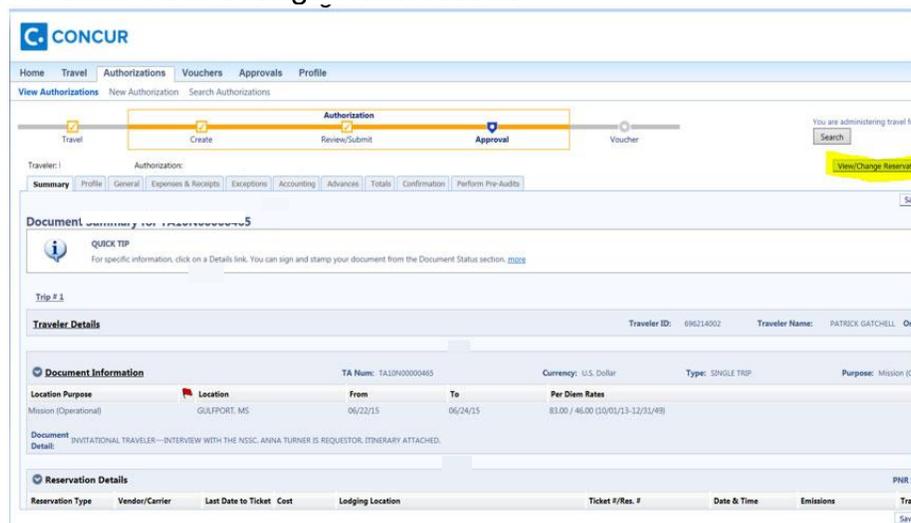
PROCESS 2E – CANCELLATION OF A TRIP

STEP 1. NSSC – Travel Preparer (SP-L2) cancels a trip (when applicable).

- A. Sign in to the eTravel System
- B. Go to Profile at top of page and select “Book travel for any user” from drop down.
- C. Type in travelers name First name – last name to locate the traveler you will be booking for.
- D. Go to the Authorizations Tab, Click “Open Document” on the authorization to be canceled.



- E. Document opens.
- F. Click View/Change Reservations



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G. Information on itinerary:

Request
This trip must be approved by: **Saturday, June 20, 2015 02:20 pm Eastern time.**
It will be automatically cancelled if you do not approve it by that time.

Close

Request Status/History | Travel Itinerary

Itinerary Rule Violation
All trips - Significant Policy Violation

Item Name:	Trip from Washington to Gulfport
Trip Description	INVITATIONAL TRAVELER---INTERVIEW WITH THE NSSC. ANNA TURNER IS REQUESTOR. ITINERARY ATTACHED.
Meeting Name	
Submitted By:	PATRICK GATCHELL
Submitted on:	Wednesday, June 17, 2015 01:19 pm Eastern Time
Last Ticket Date:	Saturday, June 20, 2015 04:20 pm Eastern Time
SPECIAL_AU	
Trip Purpose	Mission (Operational)
TRIP_PURPOSE_CODE	P3
Authorization Number:	TA10N00000465
Authorization Status:	SUBMITTED
Approval Status/History:	Administrator Approval Required. Request Created on Wednesday, June 17, 2015 at 01:19 pm Eastern time by Lori A Michel. Flight segment Air Segment added on Wednesday, June 17, 2015 at 01:19 pm Eastern time. No rules were broken. Car segment Car Segment in Gulfport added on Wednesday, June 17, 2015 at

H. Go to Airfare itinerary

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I. Click change Trip

E-Ticket
Emissions: 247.7 lbs CO₂
Cabin: Economy (G)

1 hr, 20 min layover at Charlotte Douglas Intl Arpt (CLT)

Flight Charlotte, NC (CLT) to Washington, DC (IAD)

United 3736
OPERATED BY /MESA AIRLINES DBA UNITED EXPRESS

<p>Departure: 10:13 AM Seat: 21B Charlotte Douglas Intl Arpt (CLT) Duration: 1 hour, 32 minutes Nonstop</p> <p>Arrival: 11:45 AM Washington Dulles Intl (IAD)</p> <p>Additional Details Aircraft: Canadair 700 E-Ticket Emissions: 138.0 lbs CO₂ Cabin: Economy (W)</p>	<p>Confirmation: G5DSX6 Status: Confirmed</p> <p>Distance: 321 miles Meal: Refreshment</p>
--	--

Total Estimated Cost

Air	View Fare Rules
Airfare quoted amount:	\$727.44 USD
Taxes and fees:	\$96.76 USD
Air Total Price:	\$824.20 USD
Hotel:	\$69.00 USD
Car:	\$21.98 USD
Total Estimated Cost:	\$915.18 USD

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Change Trip
Close

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K. Click "Cancel" on the hotel listing and check the box to agree and click continue

Rate details / Cancellation policy

Econo Lodge EconoLodge

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

EXTRA PERSON: EXTRA ADULT 10.00 USD
EXTRA PERSON: 10 PCT COMM

CANCEL
CANCEL BY 4 PM LOCAL HTL TIME DOA
GUARANTEE REQUIRED
1 KING BED NONSMOKING SUITE 1 BEDROOM SUITE
LIVING ROOM SOFABED-2PERSON
BEST AVAILABLE
RULES EXCLUDES GRATUITY

I agree to the hotel's rate rules, restrictions, and/or cancellation policy.

L. The following screens will display



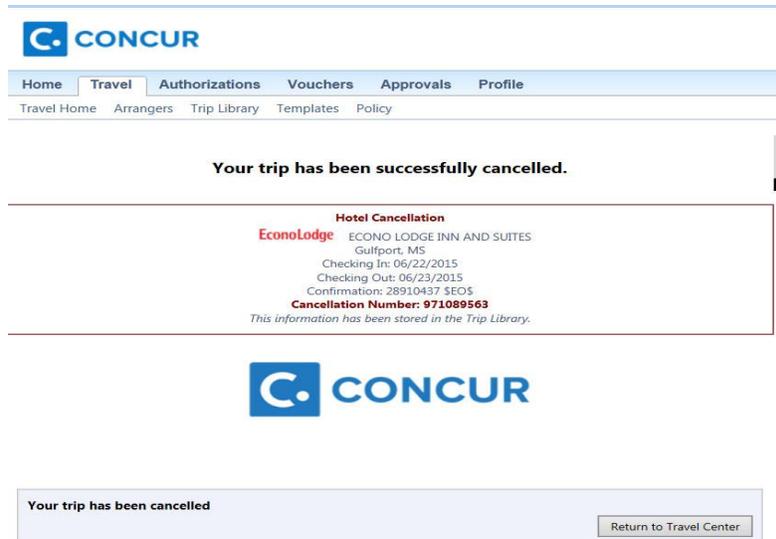
Canceling your trip...



Please stand by...

Please do not close this window while on this "Stand-By" page.
If you accidentally close it, you can find a link to this trip on your travel home page under the name "Unfinished Reservation". Clicking that link will allow you to continue your booking.

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- M. Ensure all reservations are canceled and then Cancel the TA in the eTravel System
- N. Contact NSSC L3 to de-obligate any CBA airfare obligated for the canceled trip.

STEP 2. NSSC – Travel Preparer (SP-L2) Update the Info tab in the Traveler’s Workbook ([APPENDIX TTT](#)).

- STEP 3. NSSC Center POC (CS-L3)** de-obligates CBA funds
- A. Log into SAP
 - B. In transaction code FMZ2, pull up Parent FC document.
 - C. De-obligate CBA line to zero.

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- D. CLICK THE "CHECK" ICON ( A SCALE WITH GREEN BOX ON ONE SIDE AND AN ORANGE BOX ON THE OTHER).
- E. CLICK SAVE ICON (.

Output: Trip is cancelled and CBA line de-obligated for canceled trip.

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PROCESS 2F – AMENDING TRAVEL AUTHORIZATION

- STEP 1. NSSC – Travel Preparer (SP-L2)** amends an authorization (when applicable)
- A. Should it be determined the ETDY assignment will be extended beyond the original end date, the parent authorization will need to be amended. For any amendment to travel a [travel request/ NF1850](#) will need to be submitted and a WMS ticket created.
 - B. Nested Authorizations may also need to be amended to change dates or add airfare.
 - C. When amending an authorization to extend assignment you must check SAP (transaction code FMZ3) for funding previously costed to ensure that the current obligations for each line exceeds what was originally costed or the authorization will fail.
 - D. When creating a back-to-back TA, the system does not allow for In Travel Status on the first day therefore the incorrect M&IE will be claimed. The system tries to pay 75% of M&IE on the last day of the original TA and 75% on the first day of the new TA. You have to calculate the amount backwards so that 75% of the amount you place in there is actually 65% of the XTDY location. Example full per diem is \$69 and reduced is \$44.85, but system is giving \$51.75 (75%) you divided \$44.85 by 75% and it gives you \$59.80 and so you would delete the M&IE for this day and then add it in at \$44.85 and go to M&IE override and enter \$59.80 there as well.
 - E. If rental car needs to be added to a parent TA already authorized (e.g. rental car was turned in when traveler went on nested) call adTrav to secure a rental car (will need verbal approve to invoice) OR you add it to the itinerary and re-submit the travel authorization. In order to amend an authorization, go to the authorizations tab, find the TA. Then click Amend, instead of open. Enter your reason for amending the document. You

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should see this box. Make all changes necessary and follow the normal process to submit the authorization.

The screenshot displays the 'Create Amendment' form in the NSSC system. The form is divided into several sections:

- Navigation:** Home, Travel, Authorizations, Vouchers, Approvals, Profile.
- View Authorizations:** New Authorization, Search Authorizations.
- Progress Bar:** Travel, Create, Review/Submit, Approval, Voucher.
- Create Amendment:**
 - Traveler: AUTH1
 - Compare with Previous Completed Version (button)
 - Tabs: Summary, Profile, General, Expenses & Receipts, Exceptions, Accounting, Advances, Totals, Confirmation, Perform Pre-Audits.
- Document Information / Trip Information:**
 - Trip No: 1 (dropdown), Add Trip (button)
 - Depart From: RES: DIAMONDHEAD, MS
 - Return To: RES: DIAMONDHEAD, MS
 - Trip Duration: Multiple days (dropdown)
 - Comments: EXTENDED TDY-DETAIL TO RC-MLLP ROTATIONAL ASSIGNMENT. TRAVEL IS VIA APPROVED PERSONAL VEHICLE (POV). AMENDING ORDERS TO EXTEND LONG
 - Allow changes to reservations to shorten this trip (checkbox, checked)
 - Depart Selection: RES: DIAMONDHEAD, MS (dropdown)
 - Return Selection: RES: DIAMONDHEAD, MS (dropdown)
 - Trip Begin Date: 10/01/2015 (calendar icon)
 - Preset (button)
- Itinerary Locations Table:**

Row	Delete	Arrival Date	Departure Date	Itinerary Location
1	X	10/01/2015	11/30/2015	MOUNTAIN VIEW, CA
2				
3				
4				
5				

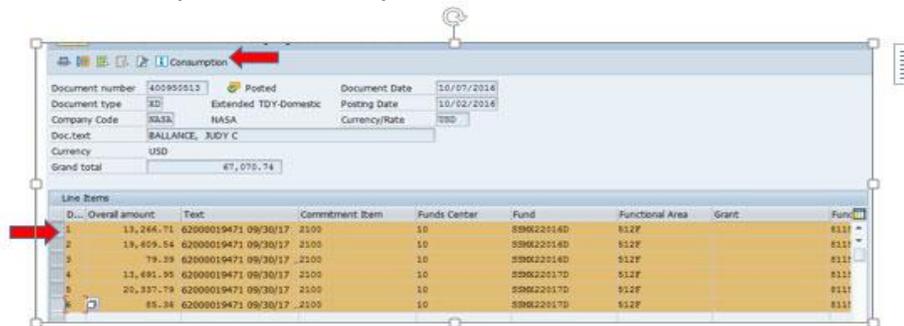
1. If actual expenses are required at the ETDY location when the prescribed reduced per diem rate will not cover the cost, a request for actuals must be submitted to the Director, Policy Division, OCFO, and NASA Headquarters. The request must be submitted in writing using the Waiver Request Form ([Appendix V](#)). Request must include:
 - a. A statement that the additional cost is a necessary expense to the Government.
 - b. A statement that approval of the request is in the best interest of the Government.
 - c. Estimated additional cost.
 - d. Fund Center and Fund that will finance the additional cost.
 - e. Start and end date of additional entitlement.
 - f. Thorough explanation of why actual expenses are required.
2. The request for actuals should route through the Director, Policy Division for their concurrence (NPR_9750.1, Section 2.5).

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- F. If the traveler chooses a non-contract fare, the employee must provide a justification for choice of non-contract fare and the authorization is routed to the NSSC for review. The three main acceptable justifications for allowing non-contract fares per the FTR are:
1. Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
 2. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours;
 3. A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered);
- G. The NSSC reviews the justification for the non-contract fare. Once he/she is satisfied with the justification for non-contract fare, he/she stamps the document as "Non-Contract Review." In the event that the expenses are disapproved, the authorization is returned to the Travel Preparer with an explanation as to why the expenses were disapproved. The Travel Preparer must then make the necessary corrections and resubmit the authorization for approval.
- H. Once the trip request has been reviewed and approved by all required levels, the NSSC receives the document and reviews it to ensure that it is aligned with FTR and NPR before stamping the document "Approved." Once the NSSC reviews and approves the TA, the data is locked and cannot be changed. Once the document is stamped "Approved," it interfaces with SAP. If the TA document is correct, it successfully posts a FC document in SAP; if incorrect, the NSSC receives the failure data and follows-up as necessary. The NSSC coordinates the correction of the document with the ETDY Preparer and re-stamps document.
- I. Amending TA because of partial funding due to budget constraints:
1. Sometimes funding will be set aside but because of how funds may be passed down, the project doesn't want to obligate the entire amount.
 2. A partial TA will be put in place with comments of how long the actual TDY will be and that either an amendment will be completed when new funds are received, or a new TA will be put in place - back-to-back.
 3. Amend the ETDY TA
 4. Check if Interim Vouchers have been paid against that TA.

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5. If they have been paid, you need to check the funds commitment using transaction code FMZ3 in SAP to see what amounts have been paid on what lines. Your amendment will need to reflect AT LEAST those amounts under that type repayment, e.g. traveler line, Transactions lines, etc.
 - a. In FMZ3 highlight each line of accounting then click on "Consumption" at the top.



- b. Look at the Consumption amount which is in yellow for each line.

Smart No.	Doc. No.	Item	Business Transaction	Trigger document	Consptn in Doc.Cncy	Crcy	Consumption in LC	LCurr	Non-relevant (FC)	Non
400950513		1	Receipt amt		13,266.71	USD	13,266.71	USD	0.00	0.00
			Invoice/Credit Memo	1900082914 NASA2017	833.12	USD	833.12	USD	0.00	0.00
			Invoice/Credit Memo	1900072382 NASA2017	1,330.80	USD	1,330.80	USD	0.00	0.00
			Invoice/Credit Memo	1900063600 NASA2017	1,848.85	USD	1,848.85	USD	0.00	0.00
			Invoice/Credit Memo	1900049604 NASA2017	1,139.98	USD	1,139.98	USD	0.00	0.00
			Invoice/Credit Memo	1900042044 NASA2017	1,139.98	USD	1,139.98	USD	0.00	0.00
			Invoice/Credit Memo	1900034165 NASA2017	1,588.66	USD	1,588.66	USD	0.00	0.00
			Invoice/Credit Memo	1900024188 NASA2017	1,624.80	USD	1,624.80	USD	0.00	0.00
			Invoice/Credit Memo	1900014961 NASA2017	3,760.52	USD	3,760.52	USD	0.00	0.00
			Total Invoices/credit memos		13,266.71	USD	13,266.71	USD	0.00	0.00
			Consumpt.		13,266.71	USD	13,266.71	USD	0.00	0.00
			Open amount		0.00	USD	0.00	USD	0.00	0.00

- c. Go the "Totals" tab in the Authorization in CGE and check the amounts for each accounting line against SAP. OTHER should be equal to or more than the vendor line in SAP. IBA should be equal to or more than the IBA lines in SAP and CBA should be equal to or more than the amount in SAP.
 - d. If there is any amount in CGE Totals that is less the consumed amount in SAP, you will need to add the difference in expense. For example, CBA Transxn Fee is \$79.39 in CGE but consumption in SAP is \$85.35 you would need to add an expense using Transaction Fee and payable to the CBA for the difference.
 - e. If there is two different funding years or funding centers in the accounting, you would need to go to the accounting tab in CGE and click on the icon that looks like a wheel under Actions to allocate the funding to the correct funding year or center.

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- f. If multiple funding years you will need to zero out all the expenses for the previous year funds that are no longer being used.
- J. Once Submitted, the TA routes in the eTravel System for approvals.

Output: TA Amended

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PROCESS 2G – TRAVEL APPROVAL PROCESS

STEP 1. NSSC – Approver (CS – L3) approving travel authorizations in eTravel system.

A. Start the transaction using the following URL:

<https://cge.concursolutions.com/ui/sso/nasa>.

The screenshot shows the ConcurGov NASA interface. The top navigation bar includes 'CONCURGOV', 'Travel', 'Authorizations', 'Vouchers', 'Approvals', and 'Reporting'. A sidebar on the left contains 'Shortcuts' for Travel, Authorizations, Vouchers, and Approvals, along with 'Additional Information' and 'Resources'. The main content area features 'IMPORTANT INFORMATION' with COVID-19 links, 'RECENT VOUCHERS' with a table, and 'DOCUMENTS AWAITING ACTION' with another table.

Name / TA Number	Description	Departure	Last Stamped	Total	Status	In Use By	Additional Detail
TA10N00002430 TA10N00002430	Trip from NSSC to JSC	11/04/2019	11/15/2019	1,031.61	COMPLETE		View

Name / TA Number	Type	Primary Traveler	Description	Ticket By	Total	Actual Advance	Status	Awaiting Status	In Use By	Additional Detail
TA2100002725 0	Authorization		981998 - 21D Trip from San Jose to Denver	04/01/2022	3,124.75	00	SUPERVISOR REVIEW	NON-CONTRACT REVIEW		View
TA7600002924 4 TA7600002924 4	Authorization		Stewart (11/7/21-11/16/21) San Diego, CA	11/05/2021	4,250.34	00	SUPERVISOR REVIEW	NON-CONTRACT REVIEW		View
TA7600002924 3 TA7600002924 3	Authorization		Stewart (11/7,2021-11/16,2021) San Diego, CA	11/05/2021	3,604.50	00	SUPERVISOR REVIEW	NON-CONTRACT REVIEW		View
TA7600002920 2-1 TA7600002920 2	Authorization		Stewart (12/06/2021-12/10/2021) Houston, TX	09/26/2021	2,567.67	00	SUPERVISOR REVIEW	NON-CONTRACT REVIEW		View
TA2100002736 1 TA2100002736 1	Authorization		304029 01 (21SGE)-Travel to New Orleans, LA	12/10/2021	2,133.22	00	SUPERVISOR REVIEW	NON-CONTRACT REVIEW		View



B. Click the **Approvals** button.

CONCUR GOV
Support | Help

Travel
Authorizations
Vouchers
Approvals
Reporting
Profile

Approvals

i Cards display counts for specific types of documents requiring approval. Click the card to view the list or use the filters to narrow the list of documents...

[View more](#) | [Page Help](#)

07 Ticket within 10 Days

00 Immediate Advance Requested

28 Unapproved Authorizations

01 Unapproved Vouchers

View: **Unapproved Authorizations**

Traveler, Doc name, or TANUM
 Status to Apply Any
 Departure From - Departure To
 Limit Documents To All Active

Review Selected

<input type="checkbox"/>	Document	Organization	Traveler	TANUM	Trip Name	PNR#	Ticket By	Estimated Cost
<input type="checkbox"/>	TA21000027250	NASA_ARC		TA21000027250	981698 - 21D Trip from San Jose to Denver	OCWLLC,13582145US3	04/01/2022	3,124.1
<input type="checkbox"/>	TA76000029244	NASA_KSC		TA76000029244	Stewart (11/7/21 - 11/16/21) San Diego, CA	HLCDRH,47705462US0FAST	11/05/2021	4,250.1
<input type="checkbox"/>	TA76000029243	NASA_KSC		TA76000029243	Stewart (11.7.2021-11.16.2021) San Diego, CA	IMUQIH	11/05/2021	3,604.1
<input type="checkbox"/>	TA23000056894-1	NASA_LARC		TA23000056894	281945.02.39.04.14_Johnathan Hair_Houston, TX_Aug 18_Sept.17_TA56894	PS58NC,J85243269F8,46780949US5	08/18/2021	9,356.1
<input type="checkbox"/>	TA76000029202-1	NASA_KSC		TA76000029202	Stewart (12/06/2021-12/10/2021) Houston, TX	4HMN4L,3IMRX7,47663658US0FAST	09/26/2021	2,567.1
<input type="checkbox"/>	TA62000047291-1	NASA_MSFC		TA62000047291	LTDDY-PARENT AUTH-MSFC to Las Cruces, NM-08/18/21 to 10/13/21			10,737.1
<input type="checkbox"/>	TA51000084212	NASA_GSFC		TA51000084212	Code 407 Domestic AGU Dec 2021	GS740H	12/10/2021	3,354.1
<input type="checkbox"/>	TA51000084128	NASA_GSFC		TA51000084128	Code 407 Domestic Seablom AGU New Orleans, LA Dec 2021	LP1920	12/10/2021	2,325.1
<input type="checkbox"/>	TA21000027361	NASA_ARC		TA21000027361	304029 01 (21SGE)-Travel to New Orleans, LA	L507YF	12/10/2021	2,133.1
<input type="checkbox"/>	TA51000084247	NASA_GSFC		TA51000084247	Code 407 Domestic Ghuman AGU Dec 2021	2GHWNS	12/10/2021	2,427.1

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C. Click the appropriate document number to display menu options.

CONCUR GOV | Travel | Authorizations | Vouchers | **Approvals** | Reporting | Support | Help

Profile |

Approvals

07 Ticket within 10 Days | **00** Immediate Advance Requested | **28** Unapproved Authorizations | **01** Unapproved Vouchers

View: **Unapproved Authorizations**

Traveler, Doc name, or TANUM | Status to Apply: Any | Departure From: MM/DD/YYYY | Departure To: MM/DD/YYYY | Limit Documents To: All Active | **Apply** | Clear Filters

Document	Organization	Traveler	TANUM	Trip Name	PNR#	Ticket By	Estimated Cost
<input checked="" type="checkbox"/> TA21000027250	Actions for TA21000027250		TA21000027250	981698 - 21D Trip from San Jose to Denver	OCWLLE,13582145US3	04/01/2022	3,124.:
<input type="checkbox"/> TA76000029244	Review and Approve		TA76000029244	Stewart (11/7/21 - 11/16/21) San Diego, CA	HLCDRH,47705462US0FAST	11/05/2021	4,250.:
<input type="checkbox"/> TA76000029243	View Timeline		TA76000029243	Stewart (11.7.2021-11.16.2021) San Diego, CA	IMUQIH	11/05/2021	3,604.:
<input type="checkbox"/> TA23000056894-1	View Summary		TA23000056894	281945.02.39.04.14_Johnathan Hair_Houston, TX_Aug 18_Sept.17_TA56894	PS58NC,J85243269F8,46780949US5	08/18/2021	9,356.:
	View/Change Reservations						
	View/Print Document (PDF)						
	Adjust Document						

D. Click the **Review and Approve** link [Review and Approve](#). Review the document details in the *Document Summary* window for the LTTDY Authorization.

1. Validate the Trip Type:
 - a. Does this say Long Term TDY or Nested Trip?
 - i. If so, you can continue reviewing.
 - ii. If it is actually a Single Trip type and preparer accidentally selected LTTDY reject the document with a comment to change the type to Single.
 - iii. Additionally, if the trip type is LTTDY, but the authorization was not prepared by one of our NSSC LTTDY Preparers, please send an email to the NSSC Preparer for that Center to let them know the Traveler in question needs to have the [travel request/ NF1850](#) form completed. Also, they will need to review this authorization prior to CS-L3 Approver approving this authorization.
2. Trip Purpose (normally for Parent Authorizations Mission (Operational) is selected, but occasionally there are LTTDY assignments for Training and Launch or Landing. The other purposes are rarely used for Parent Authorizations.)

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Trip Purpose

Mission (Operational) ▼

CONFERENCE

Employee Emergency

Launch or Landing

Mission (Operational)

Special Mission

Training

3. Review the Document Details section
 - a. Duration of travel
 - b. Reason for travel
 - c. Mode of transportation if traveler not flying
 - d. If this is an Amended Authorization usually the reason for amendment is put here. If not in this section check all areas where comments can be placed including the Comments section and the Document History section. If the reason for amendment is not included – inquire with the preparer.
 - e. If preparer selected a non-contract fare, they usually put notes here with a justification.
 - f. If traveler requested actuals while on LTTDY it should be noted in this section and also a completed waiver signed by the OCFO Policy Director should be attached in the document attachment area.
4. Review the LTTDY Itinerary Location: validate the correct full per diem rates are pulling in for the location and for the correct fiscal year. Per Diem rates can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>
5. Review Expenses Section
 - a. The lodging rate should be entered for each day lodging is required. Beginning the first day of LTTDY, the traveler is entitled to 65% of the GSA lodging rate.
 - b. Beginning the first day of LTTDY, the meals and Incidental expense rate (M&IE) should be 65% of the GSA designated M&IE rate for that location.
 - c. Review additional expenses to ensure that expenses authorized are allowed and consistent with the Document Details and any additional comments provided on the TA. Examples of Expenses for ETDY may be:

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- i. POV Mileage (if using POV to get to ETDY location, may use POV daily to/from LTTDY site to LTTDY residence.)
 - ii. Flight to LTTDY location (one way)
 - iii. Taxi (If using common carrier – will require taxi's from PDS home to airport and from ETDY airport to ETDY lodging)
 - iv. Rental car at LTTDY location, if applicable.
 - v. Currently, 350 pounds of shipping is allowed
 - vi. Home trip flight estimate amount for 12 home trips (12 trips is the maximum number of home trips currently allowed per year, not to exceed 4 per quarter of LTTDY assignment.)
 - vii. Home trip taxi estimates for both to/from LTTDY location to airport and to/from PDS airport to home for 12 home trips.
 - viii. Home trip baggage estimate for 12 home trips.
One trip per month, up to four per quarter, for a maximum of 12 per a one year assignment.
6. Review Accounting Allocation Section: Ensure the Accounting Classification information provided is correct per the [travel request/NF1850](#).
7. A few Centers have provided their Object Class/GL information, which is provided below:
- a. MSFC Object Class/GL information

DOMESTIC	
TRIP PURPOSE	OBJECT CLASS
Conference	2131
Emergency Travel	2111
Launch or Landing	2111
Meeting	2111
Presentation	2133
Site Visit	2121
Training	2128

FOREIGN	
TRIP PURPOSE	OBJECT CLASS

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Conference	2132
Emergency Travel	2112
Launch or Landing	2112
Meeting	2112
Presentation	2134
Site Visit	2122
Training	2129
Russian Travel	2195

b. ARC Object Class Information

2111 Development Programs (Domestic)

2112 Development Programs (Foreign except Russian)

2113 Research, Technology & Study Programs (Domestic)

2114 Research, Technology & Study Programs (Foreign except Russian)

2121 General Administrative Travel (Domestic)

2122 General Administrative Travel (Foreign except Russian)

2128 Training Travel - TDY (Domestic)

2129 Training Travel - TDY (Foreign except Russian)

2131 Scientific and Technical Meetings, Seminars & Symposia (Domestic)

2132 Scientific and Technical Meetings, Seminars & Symposia (Foreign except Russian)

- E. Click the **Review Document** link [Review Document](#) to review the document details in the *Document Summary* window for a **Nested Secondary Authorization**.

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https://cgs.concursolutions.com/UITAVS/Proxy/WSservice=pc000096/review/rframe2.w?vsess=F0F47F2E-3352-46EF-833C-CD8435ECB9E6&passed=viewDetails&docref=aC12V6yDUG675dwC1mTZ25s4K6AIVEQw3KwL
 Traveler: ██████████ Authorization: TA62000027710

Document Summary for TA62000027710

Traveler ID: 414842903 Traveler Name: ██████████ Organization: NASA_MSFC

Document Information TA Num: TA62000027710 Purpose: Mission (Operational) Travel Dates: 10/30/2017 - 11/03/2017 Currency: U.S. Dollar Type: SINGLE TRIP

Document Details: Mr. ██████████ will be traveling on October 30 through November 3, 2017 to participate in the PLI Disposition Status.

Alert	Trip No.	Location Purpose	Itinerary Location	From	To	Per Diem Rates	Estimated Cost	Trip Comments
	1	Mission (Operational)	LAYTON, UT	10/30/17	11/03/17	93.00 / 51.00 (10/01/17-12/31/16)	1434.75	

Reservations View Reservation History PNR Status: BOOKED

Reservation Type	Vendor/Carrier	Last Date to Ticket	Cost	Lodging Location	Ticket #/Res. #	Date & Time	Emissions	Traveler
LODGE	Home2 Suites	10/28/2017 6:10:00 AM EST	372.00	Home2 Suites by Hilton Salt Lake City Layton, UT	1003591669	10/30/2017 00:00	N/A	Ellis M Bevil
COMM-CARR	American Airlines	10/29/2017 6:10:00 AM EST	630.60		1003591669	10/30/2017 07:10	258.429993 lbs CO2	Ellis M Bevil
COMM-CARR	American Airlines	10/29/2017 6:10:00 AM EST	0.00		1003591669	10/30/2017 11:00	424.410004 lbs CO2	Ellis M Bevil
COMM-CARR	American Airlines	10/29/2017 6:10:00 AM EST	0.00		1003591669	11/03/2017 11:50	424.410004 lbs CO2	Ellis M Bevil
COMM-CARR	American Airlines	10/29/2017 6:10:00 AM EST	0.00		1003591669	11/03/2017 16:54	258.429993 lbs CO2	Ellis M Bevil

Expenses Total Per Diem Expenses: 601.50 Total Non-Per Diem Expenses: 833.25

Details	Alert	Receipts	Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem
			10/20/2017		Estimated TDY Voucher Fee	Transm Fees	14.75	CBA	
			10/20/2017		Estimated Travel Fee	Transm Fees	8.25	CBA	
Comments: OTRS Domestic-Int w-Air-Rail									
			10/30/2017		Airline Flight	Com Carrier	630.60	CBA	
			10/30/2017		Baggage Fees	Misc Expense	25.00	IBA	
			10/30/2017		Lodging	Lodging	93.00	IBA	Yes
Comments: Conf Num: 93705055 SH'S Cmt: 4PM CANCEL DAY OF ARRIVAL									
			10/30/2017		Lodging Tax	Lodging	30.00	IBA	
			10/30/2017		MM&E	MM&E-PerDiem	38.25	OTHER	Yes
			10/30/2017		Private Vehicle	Mileage	4.82	OTHER	
			10/31/2017		Lodging	Lodging	93.00	IBA	Yes
Comments: Conf Num: 93705055 SH'S Cmt: 4PM CANCEL DAY OF ARRIVAL									
			10/31/2017		Lodging Tax	Lodging	30.00	IBA	
			10/31/2017		MM&E	MM&E-PerDiem	51.00	OTHER	Yes
			11/01/2017		Lodging	Lodging	93.00	IBA	Yes
Comments: Conf Num: 93705055 SH'S Cmt: 4PM CANCEL DAY OF ARRIVAL									
			11/01/2017		Lodging Tax	Lodging	30.00	IBA	
			11/01/2017		MM&E	MM&E-PerDiem	51.00	OTHER	Yes
			11/02/2017		Lodging	Lodging	93.00	IBA	Yes
Comments: Conf Num: 93705055 SH'S Cmt: 4PM CANCEL DAY OF ARRIVAL									
			11/02/2017		Lodging Tax	Lodging	30.00	IBA	
			11/02/2017		MM&E	MM&E-PerDiem	51.00	OTHER	Yes
			11/03/2017		Baggage Fees	Misc Expense	25.00	IBA	
			11/03/2017		MM&E	MM&E-PerDiem	38.25	OTHER	Yes
			11/03/2017		Private Vehicle	Mileage	4.82	OTHER	

Receipts

Manage receipts or other document attachments: View Receipts

Per Diem Allowances

Total Per Diem Allowance: 601.50

Details	Alert	Actions	Date	Per Diem Rate	Lodging Cost	Lodging Allowed	MM&E Cost	MM&E Allowed	Spec	B	L	D	Conf %
			10/30/17	51.00	93.00	93.00	38.25	38.25					
			10/31/17	51.00	93.00	93.00	51.00	51.00					
			11/01/17	51.00	93.00	93.00	51.00	51.00					
			11/02/17	51.00	93.00	93.00	51.00	51.00					
			11/03/17	51.00	0.00	0.00	38.25	38.25					

Additional Authorizations

Special Authorizations Exist

Other Authorization	Remarks
OTHER PRIVATELY-OWNED VEHICLE	

Accounting Allocations

Accounting Total: 1,434.75

Alert	Organization	Label	Classification Code	Amount	Percent Allocated
	NASA_MSFC	te 2018	62_432938 08 01 08 06 05_SSMX22018D*62_432938*62EE03*6100.2111*FC000000	1,434.75	100.00 %

Advances

Total Advances: 0.00

Date	Type	Amount	LOA - Classification Code	Immediate Release
------	------	--------	---------------------------	-------------------

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Note: Make sure that the Trip Purpose is the same in both places.

- a. If it is a Conference, make sure that #3 starts with the NCTS number. For reporting purposes, you want conferences to read like this: **28094-18 ASC 32nd Technical Conference**. It should not read – **NCTS#28094-18 ASC 32nd Technical Conference** or **Planning to attend the ASC 32nd Technical Conference NCTS#28094-18**, etc.
 - b. Employee Emergency – rarely used. This falls under FTR 301.30
 - c. Launch or Landing
 - d. Mission (Operational) – this will be used mainly
 - e. Special Mission – this is used for the FEMA travel currently taking place, Challenger crash, etc.
 - f. Training
3. Make sure the Document Details has all the details for the LTTDY, e.g., Description of the job, information regarding trips home, information on what can be reimbursed, etc.
 4. Does the TDY location correspond with the Description in 3?
 5. Check the reservations. Are they flying into the correct airport? Is the contract carrier being utilized? Check the location of the TDY. Is the hotel reserved in the correct location?
 6. Is the Lodging reserved within per diem? If not, is the traveler planning on paying the difference? Is that noted in the comments?
 7. If there is a rental car, check the itinerary to ensure the lowest price car has been reserved. If not, are there remarks as to why? Is there an estimate for gas?
 8. Is there an expense for getting the traveler to/from airport/home? Is there parking at the airport? Is this cheaper than a taxi to/from airport/home?
 9. This is where you will see things like contract air not being utilized, rental car errors, etc. You want something under the remarks section to justify that.
 10. Review the label and the entire accounting string.
 - a. Ensure the Accounting Label does not have a special character in it (e.g. ‘ “ ? / \ # & !, etc). Special characters will create a widow line of accounting and the document will fail.
 - b. Is the extension correct? You can use last FY’s money during the current fiscal year but you cannot use last year’s fiscal years’ money if the document crosses the upcoming fiscal year. For instance, you started a LTTDY on 4-18-17 and you want to use the remaining FY16 funds along with FY17 funds. The

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LTTDY is for a full year detail but because of limited funds, the document is only being funded through 9-30-17 and will be amended when funds become available. In this case, you will actually have to start a new TA on 10-1-17 if you plan to use FY18 funds.

- c. Did the Arranger utilize the magnifying glass to choose the Org Code and Function Code? If you see 62ed04 rather than 62ED04, then the magnifying glass was not used to choose the Org Code and the document will fail.

11. Is this detailed enough? If this is a Nested Trip and the traveler made his own hotel reservations, is that information here or above?

12. Did it route correctly?

- F. Thoroughly review the **Document Summary** details then click the Close

button  located on the top right of the page.

- G. A list of Authorization attachments for NSSC prepared Authorizations follows:

1. Parent Authorization

- a. [Travel request/ NF1850](#) – ensure funding line is on it and correctly matches authorization
- b. Comments for expenses as necessary:, taxis for departing and arrival for first and last day of ETDY and nested home trip taxi fare estimates (ETDY lodging to airport, PDS airport to home, home to PDS airport and ETDY airport to ETDY lodging), baggage fee estimates for all flights required, Airfare amounts for nested home trips, rental car estimate for ETDY assignment.
- c. Taxi Fare Finder estimate screen prints
- d. 350 lbs. for shipping quote screen print
- e. Itinerary with the Airfare/Rental car amounts, if applicable
- f. POV mileage screen prints, if applicable

2. Nested Home trips

- a. [Travel request/ NF1850](#) – ensure funding line is on it and correctly matches authorization
- b. Taxi Fare Finder estimate screen prints
- c. Itinerary for flights and rental car, if necessary on an official trip home
- d. POV mileage screen prints, if applicable

3. Nested Secondary trips

- a. [Travel request/ NF1850](#) – ensure funding line is on it and correctly matches authorization

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- b. Taxi Fare Finder estimate screen prints
- c. Itinerary with Airfare/Rental car/hotel amounts, as applicable

H. Amendment Authorization information

1. If authorization is requested to be amended; comments should explain why preparer is doing the amendment and should attach any documentation to support the amendment depending on what is being amended.
2. NSSC SP preparers should be validating that the CBA, IBA and Others amounts listed on the Totals tab of the Amendment are equal to or greater than the amounts on the existing Funds Commitment document CBA, IBA and Vendor (Other) lines previously obligated. If the amounts on the amendment are less than the existing amounts and the amendment is approved by one of the CS NSSC Approvers, it will reject and not interface to SAP until the Amendment amounts are increased.

I. Click the check box next to the appropriate Authorization to select the document for approval.

J. Click the **Review Document** link [Review Document](#) to review the document pre-audits.

The screenshot shows the ConcurGov 'Approvals' interface. At the top, there are navigation tabs for Travel, Authorizations, Vouchers, Approvals (selected), and Reporting. A summary section shows counts for various document types: 07 Ticket within 10 Days, 00 Immediate Advance Requested, 28 Unapproved Authorizations, and 01 Unapproved Vouchers. Below this, there are filters for 'View: Unapproved Authorizations' including fields for Traveler, Doc name, TANUM, Status to Apply, Departure From, Departure To, and Limit Documents To. A table lists several unapproved authorizations with columns for Document, Organization, Traveler, TANUM, Trip Name, PNR#, Ticket By, and Estimated Cost. A dropdown menu is open for the first document (TA21000027250), showing actions like 'Review and Approve', 'View Timeline', 'View Summary', 'View/Change Reservations', 'View/Print Document (PDF)', and 'Adjust Document'.

Document	Organization	Traveler	TANUM	Trip Name	PNR#	Ticket By	Estimated Cost
<input checked="" type="checkbox"/> TA21000027250			TA21000027250	981698 - 21D Trip from San Jose to Denver	OCWLE,13582145US3	04/01/2022	3,124.00
<input type="checkbox"/> TA76000029244			TA76000029244	Stewart (11/7/21 - 11/16/21) San Diego, CA	HLCDRH,47705462US0FAST	11/05/2021	4,250.00
<input type="checkbox"/> TA76000029243			TA76000029243	Stewart (11.7.2021-11.16.2021) San Diego, CA	IMUQIH	11/05/2021	3,604.00
<input type="checkbox"/> TA23000056894-1			TA23000056894	281945.02 39 04 14_Johnathan Hair_Houston, TX_Aug 18_Sept_17_TA56894	PS58NC,J85243269F8,46780949US5	08/18/2021	9,356.00

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Review Document Amendment

TA10000060010-1 (TA10000060010) Cancel [Continue](#)

i Information displayed can help approvers make an approval decision. Policy and audit alerts call attention to issues, while the panels offer more detail into each area ...
View more | Page Help

Primary Traveler	[REDACTED]	Purpose	Mission (Operational)	Estimated Cost	1,076.71
Document Type	Authorization	Travel Dates	08/18/2021 - 10/13/2021		
Type Code	NESTED TRIP HOME	Trip Name	LTTDY-HOME TRIP #1		
Organization	NASA_HQ				
Current Status	SUPERVISOR REVIEW	Per Diem Locations	WASHINGTON, DC		
Next Status	LTTDY APPROVED	Document Details	HOME TRIP #1. DUE TO COVID SAFETY CONCERNS, TRAVELER WILL DRIVE TO/FROM HOME. HE WILL BE LIMITED TO THE COST OF A RENTAL CAR AND FUEL		

[View](#) [Adjust Document](#)

Auditing and Compliance Errors: 0 Warnings: 1 Passes: 13

Show all results

Type	Name	Description	Justification/Comments
Warning	TRAVEL DATE OVERLAP	OVERLAPS WITH TRIP: TA10000059161	

[Collapse all](#)

Document Information Travel Dates: 08/18/2021 - 10/13/2021 Currency: U.S. Dollar Type: NESTED TRIP HOME

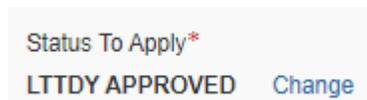
TA Num: TA10000060010 Purpose: Mission (Operational)
Document Details: HOME TRIP #1. DUE TO COVID SAFETY CONCERNS, TRAVELER WILL DRIVE TO/FROM HOME. HE WILL BE LIMITED TO THE COST OF A RENTAL CAR AND FUEL

Alert	Trip No.	Location Purpose	Itinerary Location	From	To	Per Diem Rates	Estimated Cost	Trip Comments
	1	Mission (Operational)	WASHINGTON, DC	08/18/21	10/13/21	172.00 / 76.00 (07/01/21-08/31/21)	1076.71	
	1	Mission (Operational)	WASHINGTON, DC	08/18/21	10/13/21	257.00 / 76.00 (09/01/21-09/30/21)	1076.71	
	1	Mission (Operational)	WASHINGTON, DC	08/18/21	10/13/21	257.00 / 79.00 (10/01/21-10/31/21)	1076.71	

K. Click the Continue button



L. Click the “Change” link



to select the appropriate status stamp, if the default is incorrect.

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Apply Status Amendment

TA10000060010-1 (TA10000060010)

[Cancel](#) [Back](#) [Apply Status](#)

i Approve the document by applying the expected status for your place in the workflow. Alternatively, you may select another status to reject or return the document to th...
[View more](#) | [Page Help](#)

*Required

Approval Flow [Timeline](#)

Routing List: 10CM000

- Submit**
 - ✓ Samantha Kollath
10/26/2021 9:10 AM
Status: SIGNED
- Review**
 - ✓ Lawana Bryson
10/26/2021 1:11 PM
Status: FUNDS CERT REVIEW
 - ✓ Thomas Whitmeyer
10/27/2021 6:32 AM
Status: SUPERVISOR REVIEW
- Approve**
 - Iris Bissell +15 more
Status: LTTDY APPROVED
 - TINA ALEXANDER +3 more
Status: APPROVED

Status To Apply*

LTTDY APPROVED [Change](#)

Comments

500 characters left

[Apply Status](#)

M. Click the Apply Status button to approve the Authorization.

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N. Click the **Return to Approval List** link

[Return to Approval List](#)

Routing Confirmation
TA22000037100-1 (TA22000037100)

Approval Flow [Timeline](#)
Routing List: 22MA00

Submit
Samantha Kollath
10/27/2021 5:55 PM
Status: SIGNED

Success! TA22000037100 [TA22000037100-1] was successfully routed.

[Return to Approval List](#)

O. Double check that your document is marked Authorized and did not reject. Click on the profile, to select the traveler. Type in the traveler's name that you just approved. Click Start Session.

IMPORTANT INFORMATION

Coronavirus (COVID-19)
TSA Coronavirus (COVID-19)
CDC Mask Guide

RECENT VOUCHERS

View All Create New

Name / TA Number Description Departure Last Stamped

Kaitlin E Henby
Profile Settings Sign Out

Acting as other user ?

Act on behalf of another user
Book travel for any user (Self-assign)
All users to whom I have access

Search by name or ID

Cancel Start Session

P. Make sure the document you just marked Approved is in an Authorized status.

View Authorizations

Search Authorizations

Name	Type	TA Num	Trip Name	PNR #	Ticket By	Depart Date	Last Stamped	Status	In Use By
TA78000029027-1	Authorization	TA78000029027	LTTDY-Home Trip #4	LCJFW	09/08/2021	09/10/2021	09/13/2021	AUTHCANCEL	
TA78000029028-1	Authorization	TA78000029028	LTTDY-HOME TRIP #3 PART 2	ZZNQXK	09/04/2021	08/04/2021	10/01/2021	AUTHORIZED	
TA78000029013-1	Authorization	TA78000029013	LTTDY-KSC to HQ-08/04/21 to 10/02/21			08/04/2021	10/20/2021	AUTHORIZED	
TA78000028134	Authorization	TA78000028134	LTTDY-PARENT AUTH-KSC TO DC-08/04/20 to			08/04/2020	11/03/2020	AUTHORIZED	

Q. If it is in a Reject status, click on the View Timeline link:

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ID	Type	Authorization	Item	Requester	Start	End	Approval	Status
TA78000029027-1	Authorization	TA78000029027	LTTDY-Home Trip #4	LCJVFW	09/08/2021	09/10/2021	09/13/2021	AUTHCANCEL
TA78000029028-1			ETDY-HOME TRIP #3 PART 2	ZZNQXK	09/04/2021	08/04/2021	10/01/2021	AUTHORIZED
TA78000029013-1			ETDY-KSC to HQ-08/04/21 to 10/02/21		08/04/2021	08/04/2021	10/20/2021	AUTHORIZED
TA78000028134			ETDY-PARENT AUTH-KSC TO DC-08/04/20 to 09/21		08/04/2020	11/03/2020		AUTHORIZED
TA78000027870-1			ETDY-HOME TRIP #3 PART 1		03/17/2020	10/01/2021		REJECT
TA78000027870			ETDY-HOME TRIP #3		03/17/2020	03/19/2020		AUTHORIZED
TA78000027887			ETDY-HOME TRIP #2		02/28/2020	02/27/2020		AUTHORIZED
TA78000026970			ETDY-Home Trip	G8C4D2	01/17/2020	01/17/2020	01/16/2020	AUTHORIZED
TA78000027147			ETDY-Official Home Trip		12/13/2019	01/29/2020		AUTHORIZED
TA78000026788-1			ETDY-Official Home Trip		11/23/2019	03/27/2020		AUTHORIZED

R. Scroll to the end of the timeline to get to the Document History to highlight and copy the rejection reason which you will send to the NSSC SP preparer to notify of document rejection.

Timeline

Authorization TA76000027870-1 (TA76000027870)

No comment authored

SUPERVISOR REVIEW | 9/24/21 8:45 AM | RONNIE LAWSON
No comment authored

LTTDY APPROVED | 9/24/21 1:03 PM | Lorri Clark
No comment authored

PENDING | 9/24/21 1:03 PM | SYSUTILITY
EAI Obligation Submitted

REJECT | 10/01/21 1:30 PM | EAI User
Reason: None selected
EAI Document Status Update WS Error: See Comments Below: Overall budget exceeded by 645.19 USD (FM PB Availability Control) for several document items from i

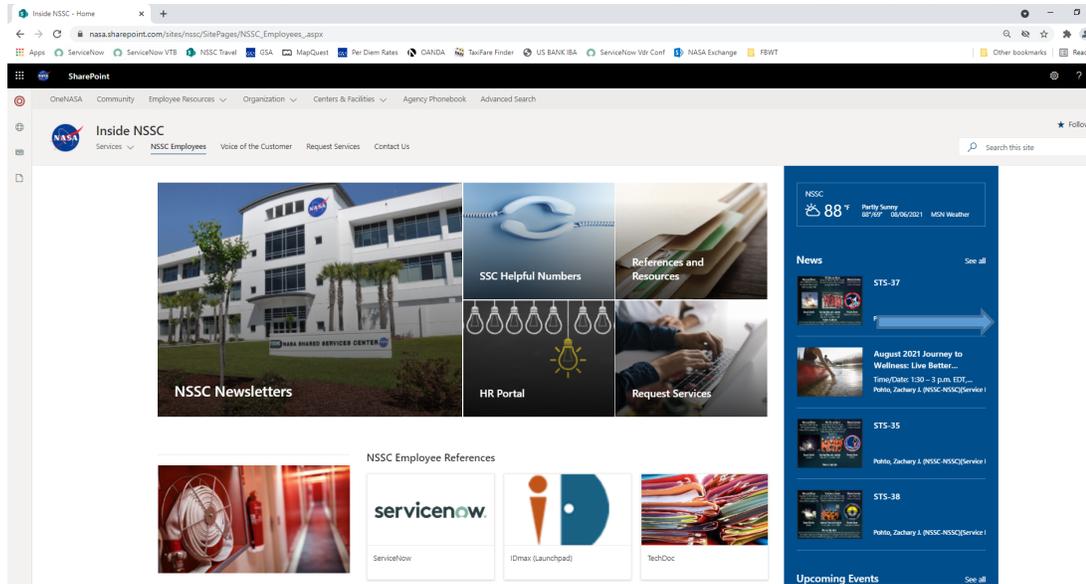
Document History

Date/Time	Status	Name	Adj. Level	Comments
10/01/21 1:30 PM	REJECT	EAI User	0	EAI Document Status Update WS Error: See Comments Below: Overall budget exceeded by 645.19 USD (FM PB Availability Control) for several document items from i
09/24/21 1:03 PM	PENDING	SYSUTILITY	0	EAI Obligation Submitted
09/24/21 1:03 PM	LTTDY APPROVED	Lorri Clark	0	

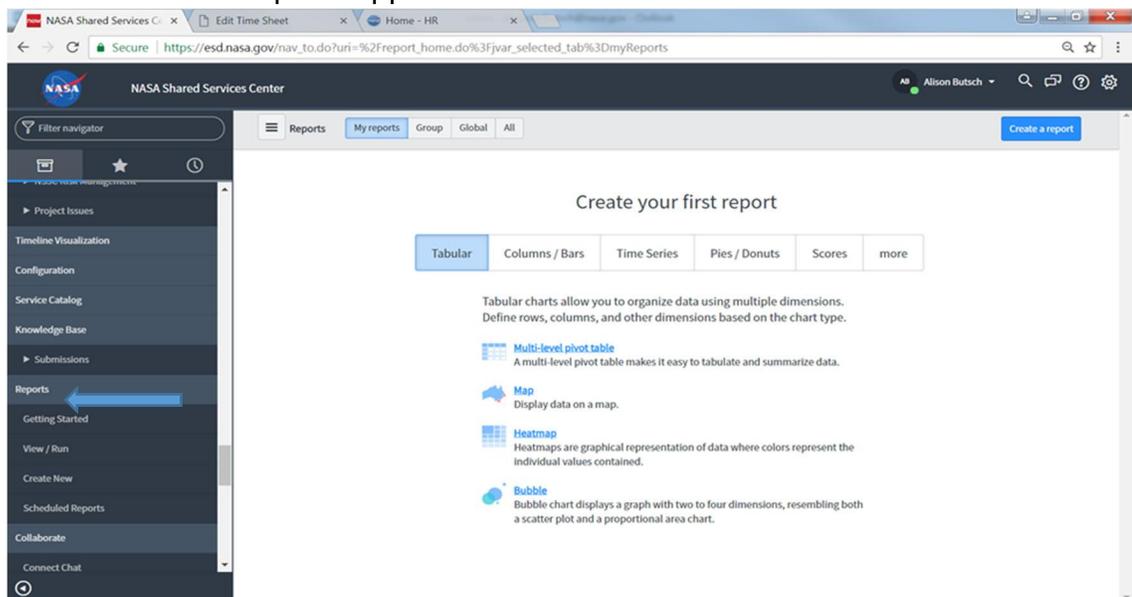
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PROCESS 2H – MONITORING OF ETDY FM CASES

STEP 1. NSSC – Approver (CS – L3) Log into ServiceNow via the NSSC website
 (https://nasa.sharepoint.com/sites/nssc/SitePages/NSSC_Employees_.aspx)



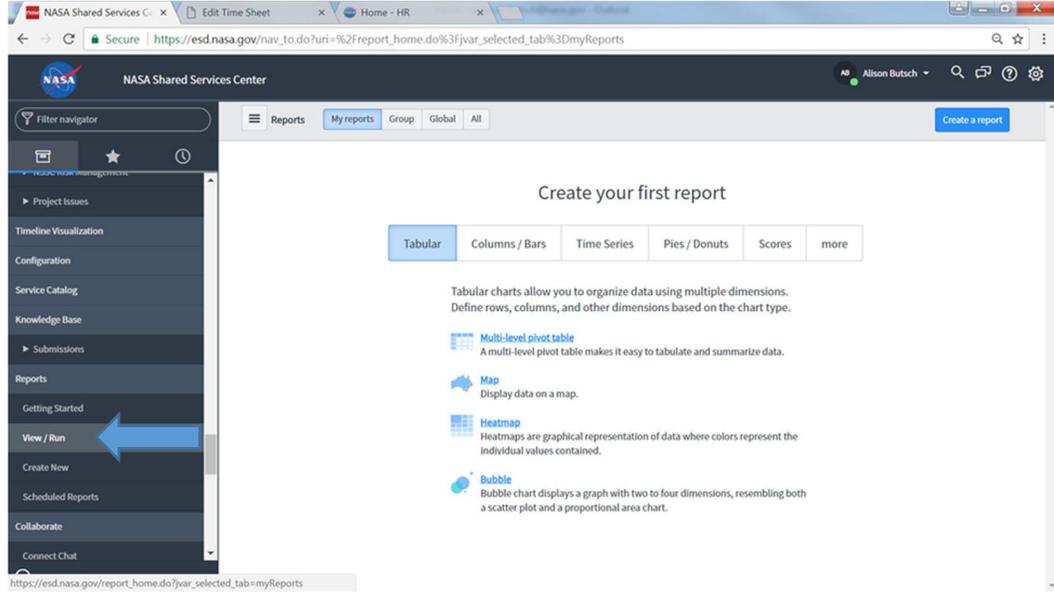
A. Go to the Reports application.



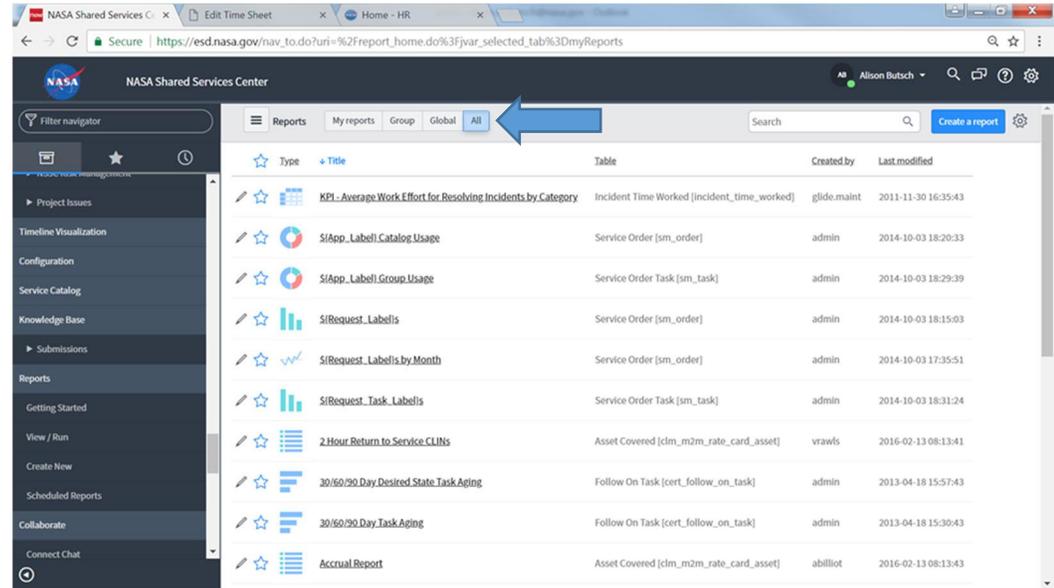
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B. Click View/Run.

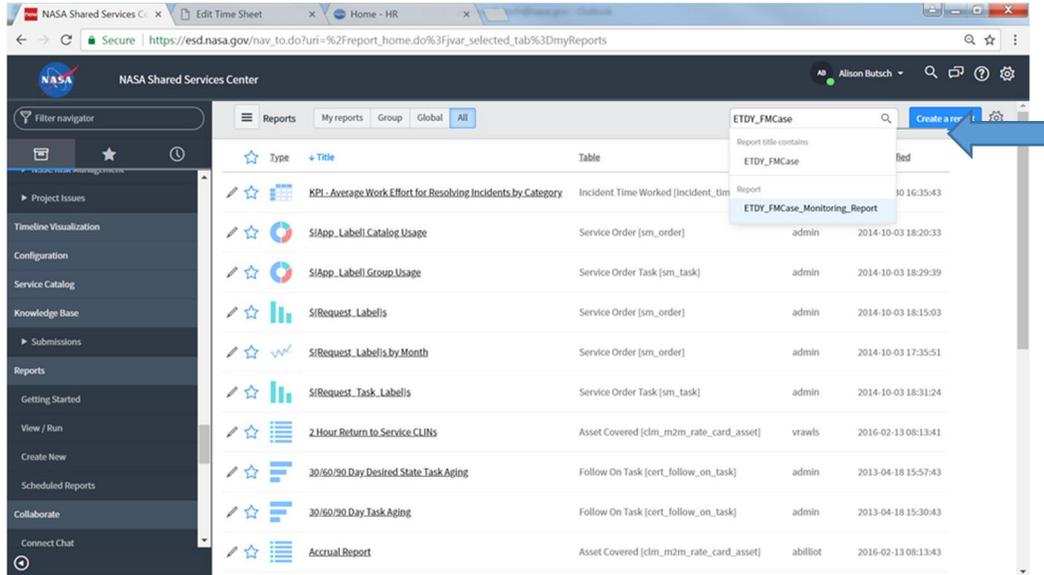


C. Click All.

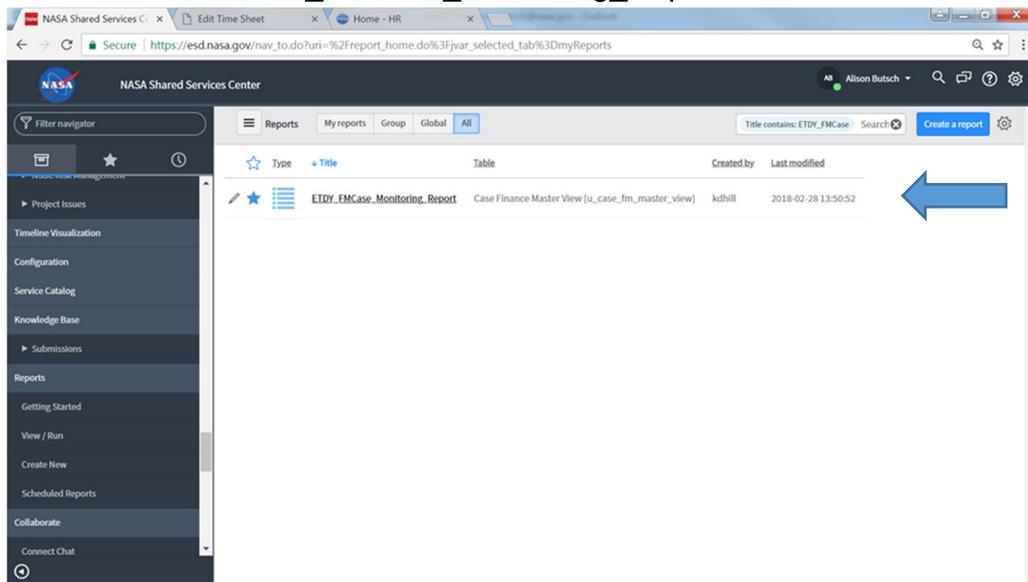


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D. Type ETDY_FMCase in the Search box and click the search glass.



E. Click on the ETDY_FMCase_Monitoring_Report.



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F. Report will appear as below:

Number	Age of Case	Created	Status	Pending Reason	Category	SubCategory	Location	Customer	TA - Duty Begin Date	Days Elapsed	Assigned To
FMC0130203	24	2018-01-23 15:45:56	Pending	Response	ETDY TRAVEL-FOR	ETDY INTERIM REQUEST	Ames Research Center	Bernadette Luna	2018-09-20	2,232,8704	Kaitlin J
FMC0131319	19	2018-01-31 11:29:15	Pending	Other	ETDY TRAVEL-DOM	ETDY INTERIM VOUCHER REQUEST	Headquarters	Timothy Warner	2017-02-25	0.1920949	Heathe
FMC0133148	11	2018-02-09 13:20:33	Pending	Other	ETDY TRAVEL-DOM	ETDY INTERIM REQUEST	Goddard Space Flight Center	Samantha Bieger	2018-02-12	0.0125694	Lisa Co
FMC0133855	9	2018-02-14 12:51:45	Pending	Response	ETDY TRAVEL-DOM	HOME TRIP VOUCHER REQUEST	Headquarters	Mary Reveley	(empty)	0.1607523	Heathe
FMC0133883	8	2018-02-14 14:28:15	Pending	Response	ETDY TRAVEL-FOR	ETDY INTERIM VOUCHER REQUEST	Armstrong Flight Research Center	Chad Hutchison	(empty)	0.0106713	Kaitlin J
FMC0135121	3	2018-02-22	Pending	Other	ETDY TRAVEL-	ETDY INTERIM	Johnson Space	LAURA	2018-03-05	0.8981019	Reva Sr

G. This report is run every morning.

H. Review each ticket that has an “Age of Case” higher than 3.

I. Review the work notes, follow up via an e-mail to the SP, if there are no recent notes.

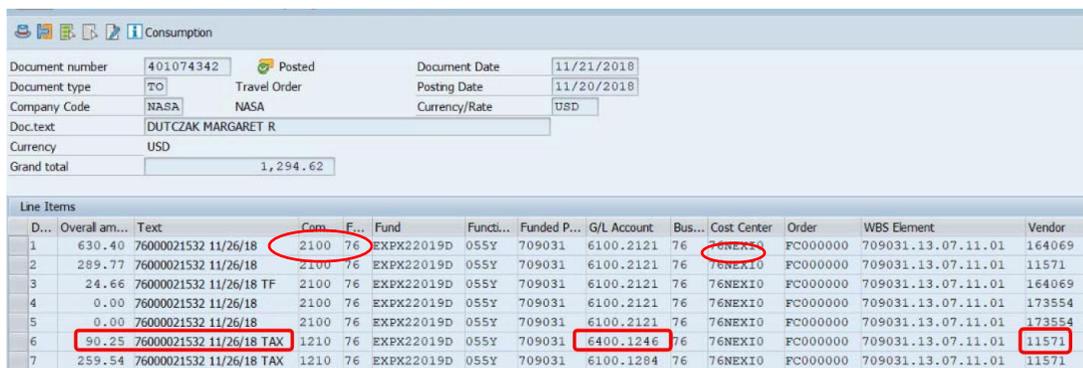
J. Copy the e-mail inquiry you send to the SP into the work notes of the Case.

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PROCESS 3 – ETDY TAX LINE CREATION

ETDY Tax lines should be funded by the NASA Center upfront once the authorization is approved, if the traveler is taxable. If the authorization is amended and the traveler becomes taxable then tax lines should be added at that time. The CS-L3 may also receive requests to add tax lines for a taxable voucher.

- STEP 1. NSSC – Approver (CS – L3)** Receive request to add tax lines for ETDY travel via e-mail and/or ServiceNow task.
- A. Log into SAP
 - B. Access T-code FMZ2 (Change Funds Commitment).
 - C. Input the FC document number (400#) in the Document number field and press Enter.
 - D. Select the last obligated line.
 - E. Press the Copy Items key .
 - F. Update the following on the newly created line:
 1. Overall amount – insert amount provided for WTA.
 2. Text – Add the text “TAX” to the end of the copied text for ETDY only. (ex. 76000021532 11/26/18 TAX)
 3. G/L Account – Modify the GL account to 6100.1284.
 4. Vendor – Enter the employee vendor number



D...	Overall am...	Text	Com	F...	Fund	Func...	Funded P...	G/L Account	Bus...	Cost Center	Order	WBS Element	Vendor
1	630.40	76000021532 11/26/18	2100	76	EXPX22019D	055Y	709031	6100.2121	76	76NEX10	FC000000	709031.13.07.11.01	164069
2	289.77	76000021532 11/26/18	2100	76	EXPX22019D	055Y	709031	6100.2121	76	76NEX10	FC000000	709031.13.07.11.01	11571
3	24.66	76000021532 11/26/18 TF	2100	76	EXPX22019D	055Y	709031	6100.2121	76	76NEX10	FC000000	709031.13.07.11.01	164069
4	0.00	76000021532 11/26/18	2100	76	EXPX22019D	055Y	709031	6100.2121	76	76NEX10	FC000000	709031.13.07.11.01	173554
5	0.00	76000021532 11/26/18	2100	76	EXPX22019D	055Y	709031	6100.2121	76	76NEX10	FC000000	709031.13.07.11.01	173554
6	90.25	76000021532 11/26/18 TAX	1210	76	EXPX22019D	055Y	709031	6400.1246	76	76NEX10	FC000000	709031.13.07.11.01	11571
7	259.54	76000021532 11/26/18 TAX	1210	76	EXPX22019D	055Y	709031	6100.1284	76	76NEX10	FC000000	709031.13.07.11.01	11571

- G. Click the Check key .
- H. You should receive a “ Checks completed successfully” in the bottom message bar if the fund has been entered correctly.
- I. If not, review information entered and make corrections as needed.

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- J. Repeats steps D – G to enter the next GL code of 6400.1246.
- K. Verify amounts, GL code, and vendor #.
- L. If information is correct according to the request received, click the Save key 
- M. Reply to the email request and/or annotate in the ServiceNow task work notes, stating, “Action is complete”. Return task to SP tech.

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PROCESS 4 – RECEIPT OF TRAVEL VOUCHER REQUEST

STEP 1. Traveler begins ETDY travel and submits an interim voucher every 30 days. (Per NPR 9750.1, Section 4.1.1(a) ETDY vouchers should be submitted every month. NSSC will not process any interim voucher that exceeds 45 days, unless special circumstances, example: the entire ETDY is only 50 days, or in an isolated location where they are unable to submit timely).

- A. Fills out NASA Travel Voucher Worksheet – NF1850 page 3 (see [Appendix C](#)) or place all necessary information in a spreadsheet/email.
- B. Attaches worksheet or receipts and reimbursement information to an email.
- C. Submits request to NSSC by emailing the NF1850 to NSSC-ETDY@mail.nasa.gov.

Output: Request for FM to create Travel Voucher (TV) for ETDY initiated by the Traveler.

STEP 2. NSSC – Expediter (SP-L2) receives WMS ticket from email sent in by the Traveler.

- A. Update the Short Description to show FM-ETDY NF1850 Voucher - MONTHLY INTERIM REQUEST--Last Name, First Name (VOUCHER START DATE – VOUCHER END DATE).
- B. Update Subcategory of WMS Case to ETDY Interim Voucher Request.
- C. This becomes the “Parent” ticket and is used to track the progress of the voucher request.
- D. Review to be sure all necessary receipts are attached (receipts for expenses over \$75, Rent receipt, rental car receipt, etc.)
 1. If missing receipts,
 - a. Update FM Case to “Pending-Additional Documents”.
 - b. Notify Traveler or submitter via email (See [Appendix CC](#)) for corrections required for voucher to be processed further.
- E. Update work notes “Caseworker Assigned.”
- F. Route to preparer to work

STEP 3. NSSC – Voucher Preparer (SP-L2) reviews request and processes voucher (see Processes 4A thru 4D for specific steps by type of voucher.

- A. See [Appendix KK](#) for the roles and responsibilities of the travel voucher funding, review, and approval process.

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- B. Preparer uses traveler's workbook in the Preparer Docs folder at the following path:
Folder N:\TRAVEL\EXTENDED TDY\ETDY
PREPARERS\PREPARERS DOCS\DOMESTIC or
FOREIGN\CENTER\NAME.
See [APPENDIX TTT](#) for workbook instructions.
- C. Preparer uses the workbook to confirm authorization dates, OIC dates, lease dates, previous vouchers to ensure dates and expenses do not cross over. All expense amounts claimed are entered into a voucher spreadsheet for each nested trip prior to entering the vouchers in the eTravel system. See [APPENDIX TTT for workbook instructions](#).
- D. If there are any expenses that cannot be justified properly, have required receipts, or need additional guidance, the voucher should be created without those expenses and an amendment can be done at a later date to claim expenses after required information is received, or guidance is provided.

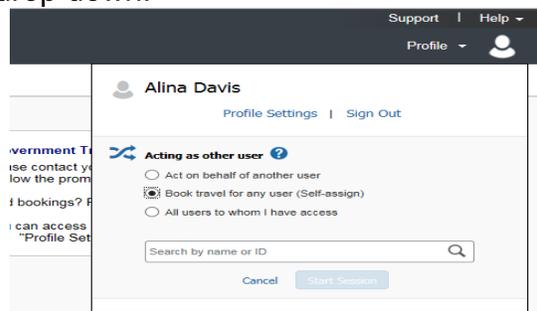
Output: Case and task updated.

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PROCESS 4A – NESTED HOME TRAVEL VOUCHER

STEP 1. NSSC – Voucher Preparer (SP-L2) creates TV in the eTravel system.

- A. Verify all required receipts are attached to the WMS Case received.
- B. Contact Traveler for clarifications, additional information and/or issues.
 1. Put task in Pending immediately if additional information is needed. Send e-mail ([Appendix CC](#)) to traveler that no action can be taken on the nested voucher until all required documentation has been received (if necessary).
- C. Per diem is not reimbursable at PDS. Only 75% M&IE at the ETDY per diem rate is paid for travel days to/from.
- D. Review Cost Comparison for any established travel cost maximum or not-to-exceed limits.
 1. Cost Comparison Job aid found here: N\Travel\Travel Preparer, also see [Appendix D](#).
- E. Review for the following:
 1. OIC 90-day approval
 2. Check to see if traveler is in a taxable status
- F. Create TV in eTravel System
- G. Sign in to the eTravel System
- H. Go to Profile at top of page and select “Book travel for any user” from drop down.



- I. Type in travelers name First name – last name to locate the traveler you are booking for
 Note: If you are continuing an incomplete voucher that you started and had to close out of, locate the authorization on the home page under “Recent Vouchers” and select open document.
- J. Check to see if current authorization has been amended or a new authorization was created that would extend traveler over a year

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causing them to become taxable. If taxable see steps AA(i) of this section.

- K. Check previous vouchers to ensure dates are not conflicting.
- L. Go to the home page (CONCURGOV) and click on NEW under Vouchers to the far left under shortcuts.
- M. Select “Voucher from Authorization” from the drop-down box for Document Type. Then click on Create Document.

- N. It will list all the available authorizations for your traveler, click on the edit pencil by the correct authorization.
- O. This will bring you the Document Information page. Here you need to name your document. (for Nested Vouchers you will not have to change the Document Name, leave as is)
- P. Trip Name for a nested home should be LTTDY-HOME # (will need to check which home trip number they are on). Trip name for a nested official trip should be LTTDY-HOME TRIP OFFICIAL.
 - 1. If voucher is an amendment, trip name should be LTTDY-AMENDMENT to XXXXX (last few digits of voucher being amended and dates of trip; example: LTTDY-AMENDMENT to 36018 3/18/18 – 3/23/18).
- Q. Make sure Type Code is “Nested Trip Home”

Document Information
Voucher 01/02/2018

Final Voucher Sponsored Travel

Document Name: TA62000028793 TA Num: TA62000028793 Trip Name: LTTDY-HOME TRIP #5

Type Code: NESTED TRIP HOME Trip Purpose: Mission (Operational)

Document Detail: Home visit, will be on leave 12/21-12/27. Driving rental car used at ETDY home and will drop off upon arrival and pick back up on 12/28 to drive Currency: U.S. Dollar

Trip Information

Trip Duration: Multiple days Allow changes to shorten trip

Depart Selection: Other Depart From: NEW ORLEANS, LA

Return Selection: Other Return To: NEW ORLEANS, LA

Travel Status

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Document Information
Voucher 09/28/2017

Final Voucher Sponsored Travel

Document Name: TA62000023975-4 TA Num: TA62000023975 Trip Name: LTTDY-AMENDMENT TO 23975-3-8/31/17-9/28/17

Type Code: LONG TERM TDY Trip Purpose: Mission (Operational)

Document Detail: Traveler returned home 9/8/17, took leave day 9/11/17 and teleworked from home till 9/20/17. Attached work sheet for rental car calculation. Currency: U.S. Dollar

Trip Information

Trip Duration: Multiple days Allow changes to shorten trip

- R. Next scroll down to Trip Information section.
- S. Depart From and Return To location should default to ETDY location (as it was entered on the Nested Travel Authorization). Click Create Document.
- T. It will bring you to the General Tab of the voucher. Add comment "Nested trip home #3" and then any other comments that need to be noted, such as if traveler was driving home you would add "driving POV home, see cost comparison as flying was more advantageous and is limited to the cost to fly". Once complete, click "Save Changes".
- U. Next click on Expenses and Receipts" tab. The information you entered on the authorization will copy over to the voucher.
 1. Review expenses to ensure they are correct.
 - a. If this is an amendment DO NOT change any expenses previously claimed on the voucher. Ensure per diem did not change from original and then add the positive or negative amount owed to/from traveler as "other expense"
 2. M&IE for travel days is ¾ ETDY location per diem and remaining days are \$0, rental car amount matches receipts, all other expenses match what traveler should be reimbursed).
 3. If anything needs to be updated, click on the edit pencil next to the expense and correct the amount under the Expense Details. If the expense should be removed completely, just check the Delete box next to the expenses and click on "Delete Selected Expenses" at the bottom. Once complete click SAVE.
 4. The M&IE will automatically default to the PDS per diem rate. To get it to pull the ETDY per diem rate for the travel days click the edit pencil next to the M&IE travel day. Under Expense Details change M&IE cost to 3/4 ETDY M&IE rate then click on "Show Per Diem conditions" go to M&IE Override by amount and enter the full per diem rate of the ETDY M&IE. Then Save.

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- V. Next click on the Accounting Tab, this will carry over from the authorization. Verify the accounting string is correct.
- W. Go to “Summary” tab and review your voucher.
 - 1. Verify in SAP the remaining open amount on the travel vendor and IBA lines are enough to cover the voucher amount. If funds are not sufficient and the amount required is under \$200, contact NSSC CS to request additional funds. If amount needed is more than \$200, amend the authorization to include the expense that is causing the difference between the authorized TA and the voucher amount.
 - 2. If there are insufficient funds on the Traveler’s payment line, but money is available on the IBA line (and vice versa), email NSSC CS requesting funds be moved.
- X. Click on “attach receipts” to attach any receipts for items over \$75, lodging, or rental car.
- Y. If voucher is taxable:
 - 1. Create TASK from the 1850 Request ticket.
 - 2. Send TASK to NSSC Reviewer along with an email notifying them of the assigned TASK to pre-audit the voucher once created in CGE and request tax calculations.
 - 3. Reviewer will configure the taxes owed and will attach copy of mlinqs when complete to TASK and send TASK back to preparer.
 - 4. Preparer will retrieve the mlinqs from the TASK and deduct the FICA, HIT and State taxes from the expenses prior to submitting in CGE.
- Z. If correct scroll to the bottom of the page and select “Pre-Audit and Stamp Document.

STEP 2. NSSC Travel Preparer SP update Case in the WMS.

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- A. Attach all documents to the FM Case.
- B. Add Travel Authorization number to the WMS ticket – Functional Details Tab, if not already populated.

- C. Add the Travel Document # to the “Voucher Request” tab.

- D. Populate the “Submitted in CGE” field on the DOM-FOR Functional Detail Form (FD) with the date the authorization was submitted. If you get sidetracked and did not immediately click the CGE submit

- E. After submitting in CGE make sure to adjust the time to the actual submission time.
- F. Update the accounting information under the TA Request Tab of the FD. Be sure the information matches what is entered on the Authorization EXACTLY

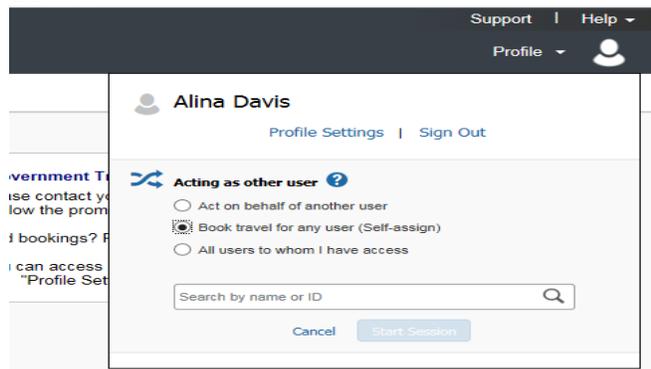
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Output: Nested Home Trip Voucher submitted for signatures.

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PROCESS 4B – NESTED SECONDARY TRAVEL VOUCHER

- STEP 1. NSSC – Voucher Preparer (SP-L2) creates TV in the eTravel system.**
- A. Verify all required receipts are attached to the WMS Case received.
 - B. Contact Traveler for clarifications, additional information and/or issues
 1. Put task in Pending if additional information is needed. Send e-mail ([Appendix CC](#)) to traveler that no action can be taken on the nested voucher until all required documentation has been received (if necessary).
 - C. Verify per diem rate by going to www.gsa.gov/perdiem
 - D. Review Cost Comparison for any established travel cost maximum or not-to-exceed limits.
 1. Cost Comparison Job aid found here: N\Travel\Travel Preparer, also see [Appendix D](#).
 - E. If the traveler has a rental car while at the ETDY location and turns it in while going on the nested secondary, a new rental car at the ETDY location needs to be added to the parent TA already authorized. Preparer will call adTrav to secure the new rental car.
 - F. Review for the following:
 1. Verify conference information, if applicable
 2. Verify Sponsored Travel Agreement, if applicable
 3. OIC 90-day approval
 4. If secondary/home combined voucher, check to see if traveler is in a taxable status
 - G. Sign in to the eTravel System
 - H. Go to Profile at top of page and select “Book travel for any user” from drop down.



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- I. Type in travelers name First name – last name to locate the traveler you are booking for
- J. Note: If you are continuing an incomplete voucher that you started and had to close out of, locate the authorization on the home page under “Recent Vouchers” and select open document.
- K. Go to the home page (CONCURGOV) and click on NEW under Vouchers to the far left under shortcuts
- L. Select “Voucher from Authorization” from the drop-down box for Document Type. Then click on Create Document

- M. It will list all the available authorizations for your traveler, click on the edit pencil by the correct authorization.
- N. This will bring you the Document Information page. Here you need to name your document.
- O. Make sure Type Code is “Nested Trip to Secondary”
- P. Trip name for nested secondary should be LTTDY-Secondary to XXX (location)
 1. If voucher is an amendment, trip name should be LTTDY-AMENDMENT to XXXXX xxxxxx (last few digits of voucher being amended and dates of trip; example: LTTDY-AMENDMENT to 36018 3/18/18 – 3/23/18).

Document Information
Voucher 03/06/2018

Final Voucher Sponsored Travel

Document Name: TA72000043378 TA Num: TA72000043378 Trip Name: LTTDY-SECONDARY TO KSC

Type Code: NESTED TRIP TO SECONDARY Trip Purpose: Mission (Operational)

Document Detail: To attend F2F meetings on with SMD partners on Rideshare accommodations for SMD primary missions. Currency: U.S. Dollar

Trip Information

Trip Duration: Multiple days Allow changes to shorten trip

Depart Selection: Other Depart From: WASHINGTON, DC

Return Selection: Other Return To: WASHINGTON, DC

- Q. Next scroll down to the Trip Information section.

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R. Verify the Itinerary Locations at the bottom (location should pull from the Authorization).

Trip Information

Trip Duration
 Allow changes to shorten trip

Depart Selection

Return Selection

Travel Status
 Begin in travel status End in travel status (Interim Voucher)

Itinerary Locations

	From	To	Itinerary Location	Location Purpose
<input type="radio"/>	02/16/2017	02/19/2017	COCOA BEACH, FL	Mission (Operational)

Travel Dates
 Begin Travel End Travel

S. Click Create Document.

T. It will bring you to the General Tab of the voucher. Add comments such as "TDY to JSC for engine test module. Traveler will not require a rental car as he is traveling with another traveler". Once complete, click "Save Changes".

U. Next click on "Expenses and Receipts" tab. The information you entered on the authorization will copy over to the voucher.

1. Review expenses to ensure they are correct

a. If this is an amendment DO NOT change any expenses previously claimed on the voucher. Ensure per diem did not change from original and then add the positive or negative amount owed to/from traveler as "other expense".

2. M&IE for travel days is $\frac{3}{4}$ TDY location per diem, M&IE during secondary is 100% of TDY location. Ensure any meals provided is correct, rental car amount matches receipts, and all other expenses match what traveler should be reimbursed.

3. If anything needs to be updated, click on the edit pencil next to the expense and correct the amount under the Expense Details. If the expense should be removed completely, just check the Delete box next to the expenses and click on "Delete Selected Expenses" at the bottom. Once complete, click SAVE.

V. Next click on the Accounting Tab, this will carry over from the authorization. Just verify the accounting string is correct.

W. Go to "Summary" tab and review your voucher.

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1. Verify in SAP the amount costed to this detail is sufficient to cover the voucher amount. If funds are not sufficient and the amount required is under \$200, contact NSSC CS to request additional funds. If amount needed is in excess of \$200, amend the authorization to include the expense that is causing the difference between the authorized TA and the voucher amount.
 2. If insufficient funds on the Traveler's payment line, but money is available on the IBA line (and vice versa), email NSSC CS requesting funds be moved.
- X. Click on "attach receipts" to attach any receipts for items over \$75, lodging or rental car.
- Y. If correct scroll to the bottom of the page and select "Pre-Audit and Stamp Document."

STEP 2. NSSC Travel Preparer SP update Case in the WMS.

- A. Attach all documents to the FM Case.
- B. Add Travel Authorization number to the WMS ticket – Functional Details tab, if not already populated.

FD Number: FMO0M0020514
Case: FMC0109710
Travel Authorization Number: 10N600955555
Category: ETDY
SubCategory: HOME
Name: Karen
Short Description: FM-ETD
Days Elapsed: 1.1342
TA Received:
Voucher Received:

- C. Add the Travel Document # to the "Voucher Request" tab (within the FD).

Request type:
Last: MR
First: Karen
MI: B
Traveler's Org Code:
Employee Email Address: karen.214@usa.gov
Cost Center for NSSC Charge:
Travel Document #:
Begin Travel Date: 2017-09-05
End Travel Date: 2017-09-07
TDR Destinations:
Trip Type: -- Please make a selection --
Total Payment by Traveler's Government Credit Card (US): 0.00
Travel Status Changed:
Annual Leave Used:
Foreign LAR Received:
Signature:
Date:
Final Invoice PDY TO/FROM TDR:
Final Invoice PDY TO/FROM AIRPORT:
Final Invoice: 0.00
Amount to be Paid to USR: 0.00

- D. Populate the "Submitted in CGE" field on the DOM-FOR Functional Detail Form (FD) with the date the authorization was submitted. If you get sidetracked and did not immediately click the CGE submit after submitting

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in CGE make sure to adjust the time to the actual submission time.

- E. Update the accounting information under the TA Request Tab of the FD. Be sure the information matches what is entered on the Authorization EXACTLY
- F. Unsubmitted Vouchers Report ([See Process 11](#)) will be ran quarterly to track any overdue vouchers that have not been submitted where trip date have ended over 35 days and preparer will reach out to the traveler to prompt them to submit their 1850 request form.
- G. The NSSC will run the Voucher Approval Status (see [Appendix PP](#)) report three times a week to ensure vouchers are being approved timely in the routing process.
- H. An Open Deck Email ([APPENDIX VV](#)) will be sent quarterly to all travelers that have outstanding vouchers.
- I. Return to WMS ticket and mark Close Complete.

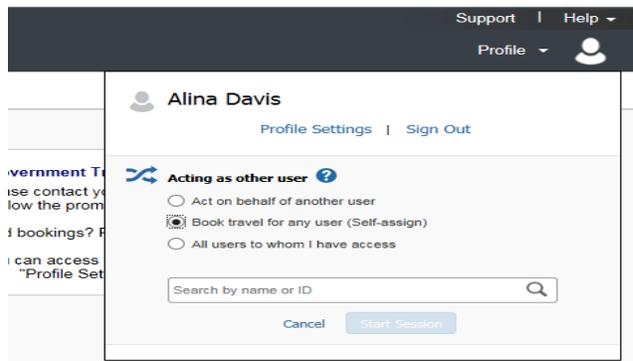
Output: Nested Secondary Voucher submitted for signatures.

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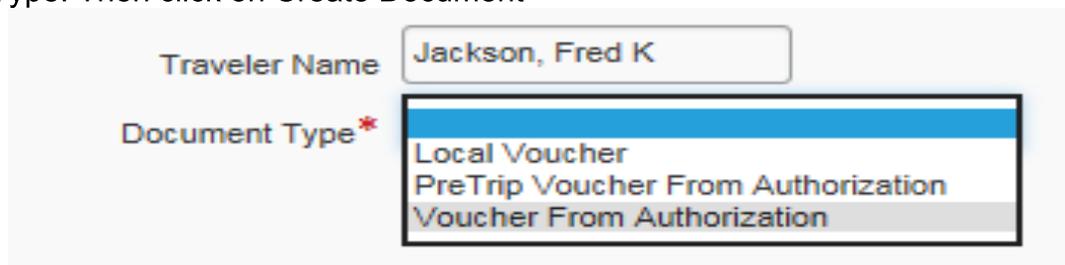
PROCESS 4C – MONTHLY INTERIM TRAVEL VOUCHER

- STEP 1. NSSC – Voucher Preparer (SP-L2) creates TV in the eTravel system.**
- A. Verify all required receipts are attached to the WMS Case received.
 - B. If local expenses have been claimed on the 1850 request form, see Process 8 below for instructions on creating a separate 1850 and local voucher for these expenses.
 - C. Contact Traveler for clarifications, additional information and/or issues
 - D. If traveler is taxable and this is final interim for this authorization, ensure all nested home trips have been vouchered and complete in CGE.
 - E. Put the SNOW CASE in pending, if it is the final interim and there are still nested home trips that still need to be vouchered.
 - F. Put the SNOW CASE in Pending if additional information is needed. Send e-mail ([Appendix CC](#)) to traveler that no action can be taken on the voucher until all required documentation has been received (if necessary).
 - G. Verify per diem rate by going to www.gsa.gov/perdiem
 - H. Preparer uses traveler’s workbook in the Preparer Docs folder at the following path:
Folder N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\PREPARERS DOCS\DOMESTIC or FOREIGN\CENTER\NAME.
See [APPENDIX TTT](#) for workbook instructions.
 - I. Preparer uses the workbook to confirm authorization dates, OIC dates, lease dates, previous vouchers to ensure dates and expenses do not cross over. All expense amounts claimed are entered into a voucher spreadsheet for each nested trip prior to entering the vouchers in the eTravel system. See [APPENDIX TTT for workbook instructions](#).
 - J. Review Cost Comparison for any established travel cost maximum or not-to-exceed limits.
 1. Cost Comparison Job aid found here: N\Travel\Travel Preparer, also see [Appendix D](#).
 - K. Review for the following:
 1. IPA/IAA Agreement
 2. Lease Agreement (if first monthly interim)
 3. OIC 90-day approval (should be attached to the Travel Authorization)
 4. Check to see if traveler is in a taxable status
 - L. Sign in to the eTravel System
 - M. Go to Profile at top of page and select “Book travel for any user” from drop down.

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- N. Type in travelers name First name – last name to locate the traveler you are booking for.
Note: If you are continuing an incomplete voucher that you started and had to close out of, locate the authorization on the home page under “Recent Vouchers” and select open document.
- O. Check to see if current authorization has been amended or a new authorization was created that would extend traveler over a year causing them to become taxable. If taxable see section HH of this process below.
- P. Check previous vouchers to ensure dates are not conflicting
- Q. Go to the home page (CONCURGOV) and click on NEW under Vouchers to the far left under shortcuts
- R. Select “Voucher from Authorization” from the drop-down box for Document Type. Then click on Create Document



- S. It will list all the available authorizations for your traveler, click on the satellite bubble by the correct authorization.
- T. This will bring you the Document Information page. Here you need to name your document.
- For interims place a lower case ‘i’ and then the sequence number of the interim. (For example, the 3rd monthly interim voucher would be TA62000024072i03).
- NOTE: You can only add 3 additional characters to the document name
- U. Trip Name should be LTTDY-M1-10/15/18 to 11/14/19 (will need to check which interim number you are on; first interim is always M1).

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- V. If voucher is an amendment, trip name should be LTTDY-AMENDMENT to XXXXX (last few digits of voucher being amended and dates of trip; example: LTTDY-AMENDMENT to 36018 3/18/18 – 3/23/18).
- W. Be sure the “Final Voucher” box is unselected if this is not a Final Interim.
- X. Make sure Type Code is “Long Term TDY”
- Y. Next scroll to the Trip Information section and verify location information.
 1. If first interim should be Depart From: Res / Return To: In Travel Status
 2. If middle interims (not first or final) should be Depart From: In Travel Status / Return To: In Travel Status
 3. If final interim should be Depart From: Work / Return To: Home and Travel Status should be unchecked.
 - a. For those interims that are the "final" for that TA but not the final for the ETDY, e.g. where you have back-to-back TA's. When you process the "final" interim, type in the ETDY location, do not use In Travel Status.
- 4. Check Itinerary Location and change Travel Dates at bottom to include only the dates for the interim you are working.

Final Voucher
 Sponsored Travel

Document Name: TA72000039489I04
 TA Num: TA72000039489
Trip Name: LTTDY-M4-2/1/18 TO 2/28/18

Type Code: LONG TERM TDY
 Trip Purpose: Mission (Operational)

Document Detail: Interim voucher 4. No leave taken. Nested trip #41868 2/5-2/9. Nested #41894 2/12-2/15. Nested #42979 2/18-2/21. Nested #43378 2/27-2/28. Zero
 Currency: U.S. Dollar

Trip Information

Trip Duration: Multiple days
 Allow changes to shorten trip

Depart Selection:
 Depart From:

Return Selection:
 Return To:

Travel Status:
 Begin in travel status
 End in travel status (Interim Voucher)

Itinerary Locations

From	To	Itinerary Location	Location Purpose
07/29/2017	08/02/2017	HUNTSVILLE, AL	Mission (Operational)

Travel Dates

Begin Travel: 07/29/2017
 End Travel: 08/02/2017

- Z. Click Create Document.
- AA. It will bring you to the General Tab of the voucher. Remove the information that pulled over from the authorization and add comments

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- such as “Interim #3. Nested trip home 6/15-6/18, took annual leave 6/21-6/22, claiming 20 miles per day to work @ 20 days, teleworked 6/7, 6/15, 6/25. Also, if the traveler did not have any expenses going to IBA be sure to include a justification here. Once complete, click “Save Changes “.
- BB. If this is an amendment DO NOT change any expenses previously claimed on the voucher. Ensure per diem did not change from original and then add the positive or negative amount owed to/from traveler as “other expense
- CC. Next click on “Expenses and Receipts” tab. The information you entered on the authorization will copy over to the voucher.
- DD. If anything needs to be updated, click on the edit pencil next to the expense and correct the amount under the Expense Details. If the expense should be removed completely, check the Delete box next to the expenses and click on “Delete Selected Expenses” at the bottom. Once complete, click SAVE.
- EE. To change a per diem expense for multiple days, click “Copy Per Diem Expense Values and Conditions” under the “Edit Expense Details”. (There is no copy values and conditions for non-per diem expenses, however you are able to “create through” for multiple consecutive days.)

The screenshot displays the 'Expenses and Receipts for Voucher Doc: TA72000033965102' interface. On the left, there is an 'Expense List' table with columns for Alert, Actions, Delete, Date, Source, Expense Description, Amount, and Type. A row for 'Lodging' on 06/01/2017 is highlighted with an amount of 115.70. A warning message states: 'Default Payment Method for this expense is not being used. Please verify for accuracy.' On the right, the 'Edit Expense Details' form is visible, featuring a 'Copy Per Diem Expense Values and Conditions' button highlighted with a red arrow. Other fields include 'Create Expenses Through', 'Expense Date' (06/22/2017), 'Expense Description' (M&IE), 'Cost' (0.00 USD), and 'Payment Method' (OTHER). A 'Per Diem Rates' summary shows 115.70 / 44.85.

- FF. A box will come up and enter the dates from and copy through.

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Copy Per Diem Expense Values and Conditions

Expense Date: 06/22/2017
Expense Description: M&IE
Expense Category: M&IE-PerDiem
Copy From: 06/22/2017
Copy Through*: 06/27/17

Values to Copy
The values specified below will be copied to all expenses of the same Per Diem type for the duration specified.

Cost*: 0.00 USD
Payment Method*: OTHER
Accounting: NASA_JSC/ETDY-Fletcher

Per Diem Conditions
Per Diem Rates: 115.70/44.85

M&IE Per Diem Conditions

Regular M&IE
 Meals Provided
 Actual Meals
 M&IE Override
 Override by Qtrs
 Override by Amt
Amount*: 000.00

1. Review per diem to ensure it is correct (M&IE and lodging is 65% of per diem).
2. Rental car (if approved on authorization) will need to be adjusted to correct amount from receipts provided.
3. Gas cost (if applicable) will need to be added based on receipts or information provided by the traveler. (Receipts are not required if under \$75)
4. POV miles (if applicable) will need to be added based on # of days traveler states he went to work (may need to clarify with traveler if he had any telework or annual leave days)
5. Metro cost (in areas where the metro subsidy is not available).
Note: Travelers in the DC area should be on the subsidy program.
6. M&IE will need to be zeroed out for any days the traveler was on a nested trip or took annual leave.

GG. Next click on the Accounting Tab, this will carry over from the authorization. Just verify the accounting string is correct.

HH. Go to "Summary" tab and review your voucher.

1. Verify in SAP the remaining balance costed to this detail is enough to cover the voucher amount. If funds are not sufficient and the amount required is under \$200, contact NSSC CS to request additional funds. If amount needed is more than \$200, amend the authorization to include the expense that is causing the difference between the authorized TA and the voucher amount.

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2. If insufficient funds on the Traveler's payment line, but money is available on the IBA line (and vice versa), email NSSC CS requesting funds be moved.
- II. Click on "Attach Receipts" to attach all receipts and supporting documents (lease agreement, IAA, IPA, OIC, Rental Receipt, Utilities Receipt, Rental Car Receipt, Cost Comparison, Quotes) to TV in eTravel System before submitting
 1. If other than first interim, make sure to delete receipts from the voucher before attaching new ones (they will not delete from previous voucher).
- JJ. If voucher is taxable:
 1. Create TASK from the 1850 Request ticket.
 2. Send TASK to NSSC Reviewer along with an email notifying them of the assigned TASK to pre-audit the voucher once created in CGE and request tax calculations.
 3. Reviewer will configure the taxes owed and will attach copy of mlinqs when complete to TASK and send TASK back to preparer.
 4. Preparer will retrieve the mlinqs from the TASK and deduct the FICA, HIT and State taxes from the expenses prior to submitting in CGE.
 5. Verify deductions are entered correctly on the voucher by matching the "net to traveler + Pay to Charge Card" on the voucher to the "Total Due Employee" on the mlinqs.
- KK. If correct scroll to the bottom of the page and select "Pre-Audit and Stamp Document."

STEP 2. NSSC Travel Preparer SP update Case in the WMS.

- A. Attach all documents to the FM Case.
- B. Add Travel Authorization number to the WMS ticket – Function Detail Tab, if not already populated.

The screenshot shows a form with the following fields and values:

- FD Number: FMD0M0020514
- Case: FMC0109710
- Travel Authorization Number: 10R600055555 (highlighted with a red arrow)
- Astronaut:
- Expedited:
- Reason for Amendment: -- Please make a selection --
- Traveler Contacted: 2017-09-14 12:50:11
- Category: ETDY
- SubCategory: HDME
- Name: Karen
- Short Description: FM-ET
- Days Elapsed: 1,1342
- TA Received:
- Voucher Received:

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C. Add the Travel Document # to the “Voucher Request” tab.

D. Populate the “Submitted in CGE” field on the DOM-FOR Functional Detail Form (FD) with the date the authorization was submitted. If you get sidetracked and did not immediately click the CGE submit after

submitting in CGE make sure to adjust the time to the actual submission time.

- E. Update the accounting information under the TA Request Tab of the FD. Be sure the information matches what is entered on the Authorization EXACTLY
- F. Unsubmitted Vouchers Report ([See Process 11](#)) will be ran quarterly to track any interim vouchers where trip dates have ended over 35 days and preparer will reach out to the traveler to prompt them to submit their 1850 request form. The Unsubmitted Voucher Report will be utilized to identify the travelers on ETDY with open obligations.
- G. An Open Deck Email ([APPENDIX VV](#)) will be sent quarterly to all travelers that have outstanding vouchers.
- H. The NSSC will run the Voucher Approval Status (see [Appendix PP](#)) report every morning to ensure vouchers are being approved timely in the routing process.
- I. Return to WMS ticket and mark Close Complete.

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Output: Monthly Interim voucher submitted for signatures.

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PROCESS 4D – TRAVEL VOUCHER REVIEW

STEP 1. NSSC Travel Reviewer (SP-L2) pulls Daily ETDY queue.

- A. Pull up the Domestic Queue (N:\TRAVEL\DOMESTIC TRAVEL\QUEUE MANAGEMENT\CGE\Awaiting Approval Queue)
- B. Sort by Date of Last Status. Then filter “Trip Type” to pull only the ETDY and Nested.
- C. Copy the vouchers that came in the previous business day and add them at the bottom of the “Vouchers in Queue to Be Audited” section of the ETDY queue (N:\TRAVEL\DOMESTIC TRAVEL\QUEUE MANAGEMENT\EXTENDED).
- D. In ETDY queue, under “Traveler Status” column, add whether each new voucher being added is EXT or EXT/ETTRA. (Current ETTRA travelers list is located in ETDY queue under “ETTRA Master-Current Year” tab).
- E. Check current vouchers being added against the “Voucher>Returns” column.
- F. If any of the new ones are listed in voucher returns, cut the information from the “returns” and paste it in the “to be audited” then delete the new entry since the one pulled from the return will overwrite this.
- G. Verify whether any of the new vouchers being added do not need to be offset by checking the “Vouchers That Need to Be Offset” section of the ETDY queue. If any of the new vouchers that came in are the same traveler as listed in the offset, type in the word “offset” in the far left cell of that voucher. Only ETDY vouchers can be offset so if it is a nested, do not add the offset.
- H. Save ETDY Queue.

Output: ETDY Queue saved and ready to review of TV

STEP 2. NSSC Travel Reviewer (SP-L2) downloads TV.

- A. Open ETDY Queue and select voucher in order to be worked. (N:\TRAVEL\DOMESTIC TRAVEL\QUEUE MANAGEMENT\EXTENDED).
- B. Go to “Vouchers in Queue to be Audited” section and put your initials in “Tech Initials” column by vouchers you are working.
- C. Log in to eTravel System.
- D. Click on “Approvals”
- E. Click on the column “Traveler” to sort the queue. Locate the traveler’s voucher you are processing from the spreadsheet.

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- F. Select voucher to be reviewed by clicking on the voucher number and selecting "Preview document" from the drop-down menu.
- G. Print as Adobe PDF, Save Under Paperless Files Folder (N:\TRAVEL\EXTENDED TDY\Paperless Files\Center, Travelers Name\Current Authorization). Then create folder for Voucher Number you are working and save PDF in there.
NOTE: If this is a new traveler you will need to create folder for traveler before saving PDF. Save as LAST NAME, FIRST NAME then subfolder with Authorization number then subfolder with Voucher number you are working. For example, LAST NAME_FIRST NAME_TA#
- H. Save down receipts by clicking on the voucher number again and selecting "Review document" from the drop-down menu. Scroll to the bottom of the page and click on "View Receipts."
- I. Right Click on receipts and save as Adobe PDF (N:\TRAVEL\EXTENDED TDY\Paperless Files\Center, Travelers Name\Current Authorization\Current Voucher).

STEP 3. NSSC Travel Reviewer (SP-L2) creates an Electronic File Copy (EFC) folder. (FIRST VOUCHER OR NEW AUTHORIZATION ONLY)

- A. If voucher is to a foreign location scroll to the bottom of the voucher and ensure that an NSSC Foreign Reviewer has stamped the document.
 1. If they have not, the voucher will need to be returned to the NSSC preparer.
 2. Return the voucher in CGE and in comments enter:
 - a. *NSSC: Voucher bypassed the NSSC-Foreign Reviewer for approval. Please resubmit the document for NSSC approval*
 3. Create a SNOW ticket using "Voucher Returned" as the subcategory and assign to the NSSC preparer that created the voucher. In comments, advise the preparer the voucher was returned because it bypassed the NSSC Foreign Reviewer.
- B. If not foreign, check TechDoc to see if a folder has already been created for traveler.
- C. If new, you will need to create folder in TechDoc. Path is FM/TRAVEL/DOM/ETDY/CENTER. Click on "Create Folder". Name folder for traveler first.
 1. Name = Last Name_First Name
 2. Description = Last Name, First Name
 3. Remove check, under Reason put NEW ETDY, OK, NEXT, click in shared lists box, type the letter F, click on Owner box at top, ADD, click back in shared box, type the letter F, click on Read box, ADD, NEXT, Remove All, OK.

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- D. Then create folder for this ETDY TA.
 1. Name = TA number
 2. Description = location of ETDY (LARC)
 3. Remove check, under Reason put NEW ETDY, OK, NEXT, click in shared lists box, type the letter F, click on Owner box at top, ADD, click back in shared box, type the letter F, click on Read box, ADD, NEXT, Remove All, OK.
- E. If this is the first voucher you will need to save down the Authorization. In the eTravel System, Click on "Authorizations."
- F. Click on SEARCH to the right, and enter the traveler's name in the box, First Name then Last Name, no commas. Then click on the correct traveler's name that appears. Then click OK.
- G. Locate current authorization and then select it by clicking on the number under the "Name" column to the left and selecting "Open Document" from the drop-down menu.
- H. Click on "Document Actions" box to the right and click on "View/Print Document PDF"
- I. Print as Adobe PDF, Save Under Paperless Files Folder (N:\TRAVEL\EXTENDED TDY\Paperless Files\Center, Travelers Name\Current Authorization).
- J. If traveler drove to the ETDY, go to a mileage calculation Web site such as MapQuest/Rand McNally and get the mileage from travelers' home to the ETDY and save as a PDF file under the current working folder.
- K. Open the Authorization.
- L. In top right corner select "Create - Combine Files into a Single PDF."
- M. Click on "Add Files."
- N. Select Authorization, Mileage Calculation, Lease, OIC, MOU, and IPA (if applicable).
- O. Under (N:\TRAVEL\EXTENDED TDY\Paperless Files) select Page 1 through Page 5 Adobe files.
- P. If the first voucher is a Long Term Temporary Duty (LTTDY) voucher you should have the lease and, if applicable, Intergovernmental Personnel Act (IPA) Agreement, Official in Charge (OIC) Approval in with the receipts you saved so add these files.
- Q. Other possible documents to add if applicable are: IPA/IAA Agreements, DC Waivers, OCFO Waivers, ETTRA Intro Letters, ETTRA Service Agreements and any other pertinent documents should be saved down separately.
- R. Once all files have been added, move them to the applicable page separator (Lease to Lease Page Separator, Authorization to Authorization Page Separator, etc.).

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- S. Mileage, OIC Approval, IPA Agreement, etc. will all fall under the “Notes and Things to Know.”
- T. Once organized click on “Combine Files.”
- U. Adjust the pages to flow under each Page Separator Bookmark.
- V. Save file as EFC~DAVIS_MICHAEL~5132100002783.
- W. You must save it as the example shows and make sure the TA number is correct or it will not attach to TechDoc correctly

STEP 4. NSSC Travel Reviewer (SP-L2) If while completing STEP 5 below and more information is needed or the voucher is returned for correction, create a ticket in the WMS to stop the SLI clock.

Note: This is for regular ETDY.

- A. If a voucher must be held for additional information a WMS ticket must be created.
 1. Customer = Name of Traveler
 2. Category = Domestic Travel
 3. Sub Cat = Failed-Prepayment Review
 4. Assign case and task to yourself
 5. Place ticket in WIP
 6. Click on FD selection and select FM DOM-FOR Vouchers and Create the FD
 7. Input TA Number under Travel Auth Number box (no XXXXX or – i02, etc.)
 8. Add date failure occurred under the travel tab
 9. Add full voucher number including dashes and numbers in the Document Number box, then save.
 10. In Work Notes, add all communication with the preparer as to the documents needed or questions you have that are pending the approval of the document.
 11. Click Save
 12. Document this Case number on the upper left-hand corner of the first page of the audited copy of the voucher.
 13. The following should be recorded in the Work Log of the Case or Task
 14. Change ticket status to pending

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15. Once you have the information needed to approve the voucher, go back into the FD, Travel Tab and add your date failure resolved with the date you received the information.

16. Approve the voucher

B. If an error is found on a Monthly Interim Vouchers that results in an underpayment to the traveler, the ETDY Reviewer should proceed with approving the voucher to allow the traveler to be reimbursed and avoid unnecessary delays in payment to the traveler.

1. After approving, reviewer sends a TASK to the ETDY preparer

2. Category is "Domestic Travel" and Sub Cat is "Failed-Prepayment Review"

3. Short Description is FM-AMENDMENT REQUIRED – TRAVELER NAME – TA#

4. In the work notes, notate to see attached correction template for corrections needed.

5. Attach correction template spreadsheet to identify the error made that will require an amendment to reimburse the traveler the additional funds erroneously not paid.

6. Preparer will create the amendment, notify the traveler via email ([APPENDIX RRR](#)); and then, resolve the TASK.

C. If an error is found on a Monthly Interim Vouchers or Nested Voucher that results in the traveler being over paid, the ETDY Reviewer should return the voucher if the amount overpaid is greater than \$25 (if less than \$25, see [Process 17](#)); and then, send a SNOW CASE to the ETDY Preparer.

1. Customer = Name of Traveler

2. Category = Domestic Travel

3. Sub Cat = Voucher Returned

4. Assign CASE and TASK to ETDY Preparer

5. In work notes, notate to see attached correction template for corrections needed

6. Return the voucher in CGE

STEP 5. NSSC Travel Reviewer (SP-L2) the voucher is reviewed for accuracy.

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- A. Open PDF copy of the voucher.
- B. If the voucher is a nested home voucher, refer to the open orders form located at N:\TRAVEL\EXTENDED TDY\Paperless Files\Open Orders.
 1. Add the TA# of the nested home trip in column A under Voucher #.
 2. If home trip is official, enter the dates of the trip under column C and amount of the Federal Tax, HIT and FICA (if applicable) under column D.
 3. If home trip is personal, enter the dates of the trip under column F and amount of the Federal Tax, HIT and FICA (if applicable) under column G.
- C. Markup voucher using the following format:
 1. If FINAL voucher, put the word FINAL on the voucher and checklist.
 2. If a continuation from a previous TA, put the TA# and dates of previous authorization on new authorization PDF.
 3. Make sure to put dates of lease and validation that it is signed by both parties in comment box at top of lease PDF copy.
 4. If final voucher and traveler never took any home trips, put a comment on the open order form that there were not any home trips taken before uploading to tech doc.
 5. If receiving the metro subsidy use comment box above expenses to annotate "metro subsidy effective X/XX/XXXX" (if not already included in comments of voucher by preparer).
 6. Make sure per diem is typed in at box above date in the per diem section showing full and 65% rates.
 7. Highlight all expenses other than lodging and M&IE.
 8. Make sure all expenses listed as other have an explanation what they are.
 9. If claiming rental car annotate the dates of the rental car by the expense.
 10. If claiming mileage annotate the # of miles by the total claimed.
 11. Verify mileage and save printout of mileage in EFC file.
- D. Review voucher to ensure expenses claimed are policy compliant.
 1. Verify Per Diem Rates are valid and no Meals & Incidental Expenses (M&IE) are claimed while traveler was on leave or nested trip.

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2. Determine if receipts are attached to voucher in eTravel System. If no receipts are attached, review details of voucher to determine if receipts are required. If they are required, contact the NSSC preparer or traveler to request receipts. If receipt is illegible or lost, provide a copy of the traveler's statement regarding the circumstances to the CS team for determination whether or not the statement can be accepted as replacement for a valid receipt. If receipt does not meet the definition, and appears to be invalid, the SP will obtain CS approval before returning vouchers due to an invalid receipt.
3. Check in the eTravel System to ensure all nested vouchers have been created prior to approving an interim. If there is a notation on the interim of a nested trip or an authorization for a nested and the nested has not been created yet, send e-mail to the traveler to confirm dates of nested trip to ensure the M&IE is removed on the interim for the correct dates.
4. Verify all mileage is correct, not claiming mileage on weekends, holidays, leave time, during nested travel. Save mileage information in the EFC file under Notes/Things to Know if not already available.
5. If claiming mileage, make sure it is authorized.
6. If claiming rental car, make sure it is authorized and a receipt is attached.
7. If claiming metro check to see if they are on the metro subsidy list. If so, traveler will need to justify the additional need.
8. If claiming taxi at ETDY to work, traveler will need to justify.
9. Make sure all expenses listed as other expenses have an explanation next to them.
10. Ensure receipts are provided for any expense claimed over \$75.
11. Verify the dates of travel are within the authorization dates and that the traveler is not subject to income tax withholding.
12. If it is determined that the traveler is now taxable the following steps should be completed to send a fund request form to the center to provide taxes to cover the remaining ETDY in addition to ETTRA voucher taxes that will be needed:
 - a. Determine total cost for ETDY to include per diem and home trips.

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- b. Log in to FPPS to obtain annual gross salary (if IPA, use salary listed on IPA agreement). Enter amount onto the ETTRA Tax Funding Estimate Spreadsheet ([Appendix SS](#)) in box B3
- c. Combine the salary and ETDY cost and enter amount onto the ETTRA Tax Funding Estimate Spreadsheet in box B4.
- d. Determine the Federal Tax and State Tax based on salary amount and annual Federal and State tax tables and enter on the ETTRA Tax Funding Estimate Spreadsheet.
- e. Complete Funding Request Form ([Appendix TT](#)) using the funding amounts provided from the ETTRA Tax Funding Estimate Spreadsheet for the funding amount needed for the GL1284 and GL1246 and send to the Labor Budget Analyst for that center using funding request email ([Appendix UU](#)).
- f. Receive approved and signed funding request form from the Labor Budget Analyst.
- g. Once funding approval is received from the Center, SP should recheck the FICA limit. If traveler has met their FICA limit the MLINQS voucher will need to be updated and a FICA refund will need to be issued.
- h. Send TASK to CS with funding request form attached and request the funding lines and/or funds be added. (SP may utilize existing taxable WMS record, if coinciding with a taxable voucher CS review. If so, attach signed/approved funding form to task and notate in WMS task Work Notes for CS to add funds and/or create new funding lines at the time of voucher review.)CS sends TASK back to SP when funds have been added along with an email notifying the funds are ready.
- i. SP ensures FB60 excel worksheet matches any new lines (if applicable).
- j. SP sends taxable voucher TASK to CS to review voucher.
- k. Send to SP tech to report the taxes.
- l. E-mail needs to be sent to the Traveler notifying them that they will be receiving a FICA refund, the amount should be included in that e-mail. E-mail example is as follows

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Dear Traveler Name,

I want to make you aware of a payment you will be receiving in the amount of Amount of FICA Refund. You have met your FICA limit for Year which resulted in a refund to you. This payment should show up in your account within 3 – 5 – business days. Please let me know if you have any questions.

13. Make sure to check lease is valid and not over a year.
14. Make sure a valid lodging receipt is attached for all dates of the voucher you are working. A receipt is a written/ printed acknowledgement from a vendor to the authorized employee or family for payment(s) received for goods or services provided. The receipt shall provide the following information:
 - a. Printed name of the vendor.
 - b. Date payment received.
 - c. Form of payment (specified in the form of cash, check, credit card, etc.).
 - d. Total amount of payment.
 - e. Name of individual who received the goods or services (if handwritten).
 - f. Brief description or itemized listing of actual goods or services provided. (Note: if the receipt is for temporary quarters/lodging, it should include the address and time period of service.)
 - g. Signature of vendor (if handwritten).
15. Verify current authorization has not been amended to extend assignment which may place traveler over a year.
16. If a first interim en-route voucher and they are driving to the ETDY, they are allowed up to the cost to fly and are not entitled to any shipping cost. Shipping is only allowed if they are flying.
17. Verify that voucher was not adjusted after the traveler or supervisor signed it.
 - a. If voucher was adjusted after traveler/supervisor signed it check for a comment next to the adjustor's signature to see if the adjustment was a non-monetary change.
 - i. If non-monetary change the voucher can be approved
 - b. If there is no comment by the adjustor open the original copy before the adjustment and verify there were no monetary changes.

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- i. If amount from original is the same after the adjustment stamp was applied, approve the voucher adding a comment when you approve that you verified the original and adjusted copy were same monetary amounts.
 - c. If amount from original is different than the adjusted amount, the voucher will need to be returned.
- E. If everything is correct and you are ready to approve it, add the approval stamp on the first page of the voucher.
- F. If Taxable, make sure taxes were deducted prior to traveler signing. If a tax adjustment was made after the traveler signed, it will have to be returned to the preparer to reroute for signature.
 - 1. If final taxable interim, prior to approving - contact L3 POC to inquire if they are available to retrieve the funds after approval.
 - 2. Approve voucher
 - 3. Send email to L3 POC noting voucher XXXXXX is approved and request funds for FCXXXXXXXX on lines XX and XX that were released after the voucher interfaced be re-obligated.
- G. Check ETDY queue to for any offsets needed. If offset is required see Step 19 for creating a credit memo in SAP.
- H. Approve the voucher in CGE.
- I. If the voucher fails reach out to the preparer internally and have the error corrected.
- J. If no monetary changes needed, preparer will annotate that “no monetary changes were made, updating accounting” and stamp it prepared. Then the NSSC Preparer will notify the NSSC Reviewer when it is ready to stamp again.
- K. If monetary changes are needed, preparer will make the changes and send back to traveler to sign. Voucher will need to be re-audited again when it returns.
- L. Save in ETDY paperless folder on the N drive under the traveler’s name.
- M. If the traveler has a new TA, you will need to create a new folder and a new EFC.
- N. Add the text box with the start and end dates and location of the new TA.

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- O. Put the previous TA number and dates on the first page of the new TA.
- P. Complete an ETDY checklist for each voucher worked. This is located N:\Travel\Extended TDY/Paperless Files. (See [Appendix L](#) or [Appendix K](#))
- Q. The completed checklist will need to be printed as a PDF file and added on top of the completed copy of the reviewed voucher.
- R. Rent receipts will go after the checklist and before the first page of the voucher.
- S. Once voucher is complete and approved, make sure the checklist, any e-mails or correspondences, and receipts (if applicable), in this order, are added to the active EFC file on N: drive.
- T. Insert the completed voucher into the EFC file that is saved on the N: Drive. If a monthly voucher it will go directly under the "Vouchers" page separator. If a nested voucher, it will go directly under the last voucher in the EFC file and right before the "Open Order" page separator.
- U. Save EFC, then save as an insert into folder N:\Document Imaging\EXT-TDY\Domestic\Center to send to tech doc. (If taxable voucher, will need to wait until mlinqs has been approved and signed by CS to add to your EFC before adding to the EFC and sending to tech doc)
- V. If voucher is taxable continue to Step 16 for additional process on sending ticket to CS.

STEP 6. NSSC Travel Reviewer (SP-L2) En-route trip for beginning ETDY.

- A. Be sure to download the TA to add to the EFC file
- B. Reduced per diem begins the first day unless traveler is driving to the ETDY and stays overnight en-route and driving is shown to be less than flying on a comparison. If flying is cheaper, traveler will receive \$0 per diem en-route and reduced will start the day the traveler arrives at the ETDY.
- C. Traveler will receive 65% of the lodging per diem.
- D. If traveler chooses to drive to ETDY, they must attach a cost comparison and will be reimbursed the cost to drive as long as cost does not exceed cost to fly. Otherwise they will get cost to fly based on comparison.
- E. All supporting documentation (quotes) must be attached to cost comparison

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- F. Traveler will only be reimbursed for the most direct route.
- G. Verify all mileage claimed by using a mileage calculation Web site such as Rand McNally, MapQuest or Google Maps (allowed 10% threshold or \$25.00, whichever is greater).
- H. Be sure to add the lease into the EFC file, put the dates and validation that is signed by both parties in a comment box at the top of the lease PDF copy.

STEP 7. NSSC Travel Reviewer (SP-L2) Review of Final Interim Voucher.

- A. Lodging is \$0 last day, and M&IE is $\frac{3}{4}$ ETDY per diem rate (even if traveler remains at location and does not return home).
- B. If final voucher (end of ETDY), make sure to do the following
 1. Insert the word FINAL on the voucher and the checklist ([Appendix K](#)).
 2. Insert the final copy of open orders into EFC before sending to TechDoc. Then delete open orders from the N drive.
 3. If no home trips were taken, put a comment on the open orders form that no home trips were taken and upload it to the EFC file.
 4. Once everything is updated in the EFC file on N: drive and it has been uploaded to TechDoc, you can delete the traveler from the paperless files. (DO NOT DELETE IF ETDY HAS NOT ENDED).
 5. Change Active Status to Inactive on the Ext TDY Master Tab in the Queue spreadsheet.

STEP 8. NSSC Travel Reviewer (SP-L2) Review of a Home Trip voucher (personal or official).

- A. If the trip is claimed on the Monthly Interim voucher
 1. M&IE will be 75% of ETDY location on the To/From dates (first and last day) and \$0.00 M&IE on the days in between
 2. Lodging will remain the same on all days
 3. All other Expenses will be claimed as needed (Airfare, Transportation, tolls, taxi, etc.)
- B. If created as a separated Nested Voucher.

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1. Could claim M&IE at 75% of ETDY location on this voucher for first and last day.
 2. Could claim \$0.00 M&IE on this voucher and claim the M&IE on the monthly interim.
 3. No lodging can be claimed on this voucher.
 4. Monthly Interim vouchers will have the lodging per diem.
- C. No rental cars allowed for personal trips home only Official Business Trips Home.
 - D. Mileage and parking at the airport cannot be more than a round trip taxi fare to/from the airport.
 - E. No reimbursement for expense on days where annual leave was taken.
 - F. Add home trip to the open orders spreadsheet in their file. If working the first home trip, you will need to create one. You can find the template at N:\Travel\Extended TDY\Paperless Files\Open Travel Orders.

STEP 9. NSSC Travel Reviewer (SP-L2) Review of Secondary Travel (when applicable).

- A. Should be claimed on a separate nested voucher.
- B. M&IE is allowed at 75% for that location on the travel days to/from, with full M&IE on the days in between.
- C. Locality lodging rate is allowed, NTE the per diem rate.
- D. Monthly Interim vouchers should have no M&IE on the dates of the secondary trip.
- E. Monthly Interim voucher will have the 65% reduced rate lodging rate for the dates of the secondary trip.

STEP 10. NSSC Travel Reviewer (SP-L2) Review of lodging.

- A. Lodging is always claimed at 65% of ETDY location rate on the monthly interim unless approved for actuals from OCFO. A waiver is needed.
- B. Proof of Payment is required for all lodging claimed on monthly interim vouchers.
- C. Actual expenses for lodging are received for camper trailers, etc.
- D. If renting a room, "arm's length" must be shown prior to reimbursing.
- E. If spouse is also a NASA employee and is on ETDY at same location, only one can claim lodging per diem.

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STEP 11. NSSC Travel Reviewer (SP-L2) Review of M&IE.

- A. M&IE is allowed at 65% M&IE rate for the ETDY location on monthly interim vouchers.
- B. Home Trips = 75% of ETDY M&IE rate on the “to/from” dates with \$0.00 in between.
- C. Secondary Trips = 75% locality rate for that location M&IE rate, with 100% in between.
- D. If Secondary/Home combined trip, the M&IE will be 75% of the TDY if coming from secondary to home or from home to secondary.
- E. If a Taxable Secondary/Home combined trip. The M&IE is taxable if coming from secondary to home but is not taxable if going from home to secondary.

STEP 12. NSSC Travel Reviewer (SP-L2) Review for Annual Leave (if applicable).

- A. As long as the traveler works 1 day before or 1 day after a weekend, they are entitled to M&IE on the weekend.
- B. If they take leave on a Friday and Monday, then they are not entitled to M&IE over the weekend.
- C. On a holiday, they will get M&IE, as long as they worked the business day before or after the Holiday.
- D. If they take off the day before & the day after the holiday, they will get no M&IE on the leave days or the Holiday.
- E. Expense incurred on Annual Leave Days are not reimbursable.

STEP 13. NSSC Travel Reviewer (SP-L2) Review for Shipping of 350 pounds (if applicable).

- A. Shipping of 350 lbs. ground service is allowed if flying En-route to ETDY
- B. If taking POV, can be reimbursed up to the cost for airfare one way
- C. Shipping Household Goods is not allowed.
- D. Insurance is not reimbursable.

STEP 14. NSSC Travel Reviewer (SP-L2) Review for transportation tips (if applicable).

- A. Tips are allowed up to 15% of the taxi fare and \$2.00 max for a shuttle.

STEP 15. NSSC Travel Reviewer (SP-L2) Voucher returns (if applicable).

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- A. If corrections are needed that require monetary changes, the voucher will have to be returned in CGE using “Domestic Travel” as Category and “Failed Pre-payment” as Sub cat. Send both CASE and TASK to preparer since the voucher is being returned. FD tab is not required.

1. Create ticker as follows:

* Category: DOMESTIC TRAVEL

* SubCategory: FAILED PRE-PAYMENT REVIEW

* Assignment Group: FM - DOMESTIC TRAVEL L2

Assigned to: Shelbie Carroll

PII:

* Short Description: FM - TRAVEL - Voucher Returned - VERONICA BINDI - 10000045644101 -

2. Email preparer of corrections needed and include CASE number in the email.
 3. Move voucher to the “return” section on the ETDY Queue Spreadsheet.
- B. A corrected voucher will come back through the eTravel system. Repeat the same steps as downloading an original voucher, except this time saving the voucher as #2 (72000000984 #2)
- C. Voucher will be moved in the ETDY Queue Spreadsheet from the “return” section, to the “current work in progress” section.
- D. If corrections are needed that do NOT require monetary changes, the voucher does NOT need to be returned. A WMS ticket is created using “Domestic Travel” as Category and “Failed Pre-payment” as Sub cat. Send TASK to preparer and Reviewer will keep the CASE to monitor the adjustments.
- E. FD tab is required to stop the clock with date failure occurred and date resolved.
- F. Once voucher is adjusted with the no monetary changes, Preparer will close the TASK and notify reviewer via email that changes have been made.
- G. Reviewer will add date failure resolved in the FD tab and close the Case.

STEP 16. NSSC Travel Reviewer (SP-L2) Taxable ETDY voucher processing.

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- A. If traveler has shown an intent that he will or has exceeded 365 days, they will become taxable and taxes must be withheld from their voucher.
- B. If traveler is taxable the NSSC preparer will send a Task to the NSSC reviewer to configure the taxes.
- C. Ensure ETTRA Service Agreement is on file and if not inquire with the NSSC preparer to ensure ETTRA Introduction e-mail ([Appendix O](#)) with a copy of the ETTRA Service Agreement ([Appendix FF](#)) and D4-A ([Appendix HH](#)), If working in DC and living in another state) was sent to traveler. This e-mail should be saved in the EFC under Notes labeled (ETTRA Notification).
- D. If you do not have the D-4A waiver and they do not immediately respond, we do not hold up the current voucher. You go ahead and withhold at the state they live in. However, by the time the next interim comes through, if we do not have the D-4A waiver, you should call the traveler and inquire about it and if no answer, send an e-mail again. If no response still, then you should hold at the DC rate and go back and fix the previous voucher in mlinq to update to the DC rate which will then cause an overpayment to be offset.
- E. If you have not received the ETTRA Service Agreement by the next voucher, then we cannot approve the voucher. You should try and call first, if no response, then send an e-mail. If no response within 2 business days, return the voucher advising we cannot process until the agreement has been signed. You should always check the EFC each time you do an interim to ensure an OIC approval is on file and if taxable that the ETTRA Agreement and waiver (if applicable) is attached.
- F. Once review is complete attach a copy of the mlinq's calculation (step 17) to the TASK sent to you by the preparer and send the TASK back to the preparer with an email that the calculations are complete
- G. Create a Case / Task in WMS for taxable voucher.
 1. Create your Case. Category will be "Travel Payroll Taxes". Subcategory will be "ETDY Taxable for NASA employees or "ETDY Taxable Non-NASA" for employees that are not NASA (IPA).
 2. Assign to yourself for now as Domestic L2.
 3. Add comment in work info entry such as "taxable voucher for Traveler." SAVE. (keep case open because you will come back to this and add attachments)

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Finance Case - FMC0008173

Number: FMC0008173

* Customer: [Redacted]

Contact: REBECCA VAUGHN

Location: Ames Research Center

* Category: TRAVEL PAYROLL TAXES

* SubCategory: ETDY TAXABLE

* Assignment Group: FM - DOMESTIC TRAVEL L2

Assigned to: REBECCA VAUGHN

FD Selection: -- None --

Status: Requested

Priority: 4 - Low

Age of Case: 0

Days in WIP: 0

Opened by: REBECCA VAUGHN

Opened: 11-12-2015 10:32:26 CST

Watch list: [Icons]

PII

* Short Description: [Redacted]

STEP 17. NSSC Travel Reviewer (SP-L2) enters ETDY TA and TV into mlinq.

A. Creating Authorization in mlinq (If not already created)

1. Sign in to mlinq using your user ID and password.
2. Select NASA ETDY or NASA IPA ETDY from the drop-down menu.
3. Click on Submit.
4. Select File from top left corner, then select “NEW” from drop down.
5. Key in the following only:
 - a. UUPIC – go to id.nasa.gov to locate employees UUPIC number, select people search, type in name of traveler, copy UUPIC number)
 - b. Trip Begin Date
 - c. First Name
 - d. Last Name
 - e. Trip Description – From-To, Vendor number, IPA (if applicable) (ex: JSC to HQ –49668-IPA)
6. Click Save – Then Continue.
7. In Employee tab key in the following:
 - a. Current Address – This will be on the voucher
 - b. Current Duty Station Address – Enter only the state of their Permanent Duty Station (PDS) and then select their Center

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as the city. If not at a Center (IPA) then select their actual city.

- c. New Duty Station Address – Enter only the state of their ETDY location as listed on the authorization and then select the Center as the city. If not on ETDY at a Center, select the city they are working in. (Make sure to enter location listed on authorization, DO NOT enter where they are living, if different. This location determines the per diem to be carried on the voucher and if you put different location than authorized it will pull incorrectly)

NOTE: If city does not pull, select unlisted and it will allow you to key it in.

- 8. Under Employee Misc. Info at bottom, key in the employees vendor and Funds Commitment (FC) number from authorization.

Employee Addresses

Current Address

Line 1: 201 JOHN DOE WAY

Line 2:

Country: UNITED STATES

State: ALABAMA

City: HUNTSVILLE

Zip: 82015

Phone:

Cell Phone:

Current Duty Station Address

Line 1:

Line 2:

Country: UNITED STATES

State: ALABAMA

City: MARSHALL SPACE FLIGHT CENTER

Zip:

Office Phone:

Fax:

Email:

Department:

Dept Code:

Bureau Code:

Office Code:

New Duty Station Address

Line 1:

Line 2:

Country: UNITED STATES

State: DISTRICT OF COLUMBIA

City: NASA HEADQUARTERS

Zip:

Office Phone:

Fax:

Email:

Department:

Dept Code:

Bureau Code:

Office Code:

Employee Miscellaneous Info

COS TYPE:

EMP VENDOR: 5217

FUNDS DOC: 4008210121

PR NUMBER:

- a. Click SAVE

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- b. Go back to Relocation Tab
- c. Click "Create Authorization" at top right.
- d. In Comments box you can add any comments you want to carry over from authorization to vouchers that is pertinent. If you do, click SAVE when complete.
- e. Go to LTDDY tab
- f. Key in the Begin and End dates of the Authorization – SAVE
- g. Under Long Term Taxable TDY Expenses click "Edit" on the second day, to the left of the per diem rates
- h. Change the multiplier number from 1 to 0.65 under both the lodging cost and the M&IE cost.
- i. Click on the "Copy Multipliers Through" box and then select the second to the last day of the authorized ETDY assignment from the drop down.
- j. Click "Update" which is located at top left corner of Long Term Taxable TDY Expenses.
- k. Click SAVE
- l. If there are any expenses on the authorization (rental car, POV etc.) click the edit button under the expenses section next to the date you are adding the expense from the authorization. Select the expense title from the drop-down list under description and then add the cost.
- m. Click SAVE

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Long Term Taxable TDY Expenses

Edit	Date	Ldg Cost	M&IE Cost	Expenses
Edit	02/10/2015	177.00	53.25	0.00
Edit	02/11/2015	177.00	71.00	0.00
Edit	02/12/2015	177.00	71.00	0.00
Edit	02/13/2015	115.05	46.15	0.00
Edit	02/14/2015	115.05	46.15	0.00
Edit	02/15/2015	115.05	46.15	0.00
Edit	02/16/2015	115.05	46.15	0.00
Edit	02/17/2015	115.05	46.15	0.00
Edit	02/18/2015	115.05	46.15	0.00
Edit	02/19/2015	115.05	46.15	0.00
Edit	02/20/2015	115.05	46.15	0.00
Edit	02/21/2015	115.05	46.15	0.00
Edit	02/22/2015		46.15	0.00
Edit	02/23/2015	Airline Ticket - CBA	46.15	0.00
Edit	02/24/2015	Airline Ticket - Indv	46.15	0.00
Edit	02/25/2015	ATM Fee for IBA	46.15	0.00
Edit	02/25/2015	ATM Fee for Other	46.15	0.00
Edit	02/26/2015	Baggage Handling Fee	46.15	0.00
Edit	02/27/2015	EMP-Emp Mlg to PDY	46.15	0.00
Edit	02/28/2015	EMP1-Emp & Spouse to PDY	46.15	0.00
Edit	02/28/2015	ETDY Expenses	46.15	0.00
Edit	02/28/2015	Fly personal airplane	46.15	0.00
Edit	03/01/2015	Gas for Rental Car	46.15	0.00
Edit	03/02/2015	Highway/Bridge Tolls	46.15	0.00
Edit	03/03/2015	Laundry/Dry Cleaning	46.15	0.00
Edit	03/03/2015	Lodging	46.15	0.00
Edit	03/04/2015	Lodging Taxes	46.15	0.00
Edit	03/05/2015	Meals & Incidental	46.15	0.00
Edit	03/06/2015	MOT-To/From Terminal	46.15	0.00
Edit	03/06/2015	Parking	46.15	0.00
Edit	03/07/2015	POV	46.15	0.00
Edit	03/08/2015	POV-To/From Terminal	46.15	0.00
Edit	03/09/2015	POVA-To/From Terminal	46.15	0.00
Edit	03/09/2015	POVC-To/From Terminal	46.15	0.00
Edit	03/10/2015	REFUND OF FICA WITHHOLD	46.15	0.00
Edit	03/11/2015	Rental Car	46.15	0.00
		Subway tolls		
		Taxi		1 2 3
		Taxi/Limo Tips		
		Travel Agent Fee - CBA	015	
		Travel Agent Fee - Ind		
		Travel Fee		
Edit	Date		Cost	Delete
	02/10/2015	Airline Ticket - CBA		Add

9. Go to Tax Info Tab

- a. At top select employee's retirement plan (Federal Employees Retirement System (FERS) or Civil Service (CS) Retirement System (CSRS)). To check this, you will need to log in to Federal Payroll Personnel System (FPPS), see Step 20 under Process 3d.
- b. Make sure "Includes Social Security Deduction" box is checked if FERS.
- c. At bottom left column, go to W/H State and select the appropriate withholding state from the box. If they are working in DC but live in Virginia or Maryland and have submitted a waiver, please make sure VA or MD have been selected.
- d. DO NOT change anything on the bottom right box.
- e. Click SAVE

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DEFERRED PAY FOR 1984-2015

Federal Tax Filing Status: Single
 State Tax Filing Status: Single
 Retirement Plan: FERS
 Tax Date: 2/10/2015
 Total Salary: 0.00
 Include Social Security (FICA) Deduction?

Relocation Payment Worksheet						
COVERED ALLOWANCES	AMT PAID TO EMPLOYEE (A)	AMT PAID TO 3rd PARTY (B)	TOTAL PAID (C)	AMT NOT COVERED (NON-TAX/NON-DED OR NO WTA) (D)	AMT NOT COVERED (NON-TAX/DEDUCTIBLE) (E)	AMT OF COVERED TAXA REIMBURSEMENT (F)
ETDY	22,993.70	0.00	22,993.70	0.00	0.00	22,993.70
	22,993.70	0.00	22,993.70	0.00	0.00	22,993.70

ID (D) = NON-TAXABLE or DEDUCTIBLE or NO WTA Expenses

FWTR (Fed W/H Tax Rate): 0.250000
 State W/H Tax Rate: 0.085000
 W/H State: DISTRICT OF COLUMBIA
 Employee FICA (Soc. Security) Rate: DISTRICT OF COLUMBIA
 Employer FICA (Soc. Security) Rate: DISTRICT OF COLUMBIA
 HIT (Medicare) Rate: DISTRICT OF COLUMBIA
 WTA Estimate:
 Calculated WTA:
 WTA Tax:
 Taxable Expenses - No WTA:
 Total Subject to Taxes:
 Federal Withholding:
 State Withholding:
 Calculated Employee FICA:
 Employee FICA:
 Calculated Employee HIT:
 Employee HIT:
 Calculated Employer FICA:
 Employer FICA:
 Calculated Employer HIT:
 Employer HIT:
 Government Contribution:
 Total FRB Check:
 Total Advance:
 Total Reimbursable to Employee: 22,993.70

State/US Territory for Tax Purposes: DISTRICT OF COLUMBIA
 State Marginal Tax Rate: 0.000000
 Local Marginal Tax Rate: 0.000000
 Calculated ITRA: 0.00
 ITRA Estimates
 Year 1 Fed Marginal Tax Rate: 0.000000
 Year 2 Fed Marginal Tax Rate: 0.000000
 Year 1 & 2 State Marg Tax Rate: 0.000000
 Year 1 & 2 Local Marg Tax Rate: 0.000000
 Year 1 Combined Marg Tax Rate: 0.000000
 Year 2 Combined Marg Tax Rate: 0.000000
 ITRA Payable in Year 2: 0.00
 FWTR (Fed W/H Tax Rate): 0.250000
 State and Local W/H Tax Rate:
 ITRA Details
 Federal Withholding: 0.00
 State and Local Withholding: 0.00
 Total ITRA Amount: 0.00
 Total ITRA Estimate: 0.00

10. Go to Acct Tab

- a. Select the accounting information from each drop down as listed on the authorization. NOTE: General Ledger Account (GLA): will always be XXXX and Provider: will always be ETDY
- b. If split funds, you will need to add both funding accounts and select the percentage that is applied to each account.

Edit Account **Delete**
Add

FUND: CASX22014R
 GLA: XXXX
 COST CENTER: 10DH000
 ORDER: FC000000
 WBS ELEMENT: 528910.01.03.01.10
 Provider: ETDY

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c. Click SAVE – You are done with the authorization.

B. Creating a Voucher in mLINQS

1. Sign in to mLINQS using your user ID and password.
2. Select NASA ETDY or NASA IPA ETDY from the Organization drop down menu.
3. Click on Submit.
4. In the blank box at the bottom put last name of traveler then click on search to the right.
5. Click on traveler under ‘Relocation Description.’”
6. Find the most recent authorization and click on “Create Voucher.”
NOTE: Authorization is usually first entry at the bottom, but if it has been amended it will be after whichever voucher it was amended after.
7. Key in the beginning date and then the ending date of the voucher you are entering. Then select “create voucher” under where the dates are entered.
8. Under the “Main” tab, enter the case number you just created, complete ETDY document number, FC number, voucher type (LTTDY, Nested Home), state withholding (ETDY location, if in DC this could be VA or MD if residing there and they have completed a waiver) and voucher paid date.
9. Click SAVE.

Document Miscellaneous Info

REMEDY TICKET: <input type="text" value="649588"/>	Misc 6: <input type="text"/>
ETDY-DOCUMENT NUMBER: <input type="text" value="22000001483-4"/>	Misc 7: <input type="text"/>
ETDY-FUNDS COMMITMENT: <input type="text" value="400833760"/>	Misc 8: <input type="text"/>
ETDY-VOUCHER TYPE: <input type="text" value="LTTDY"/>	
ETDY-STATE WITHHOLDING: <input type="text" value="VA"/>	

Dates

Employee Signature Date:
Approving Official Signature Date:
Voucher Paid Date:

[Continue](#)

10. Go to the LTTDY tab. Input lodging cost, if not already listed, by clicking on edit on the first day. (Note: Sometimes this prepopulates, sometimes it does not. If it does, skip this step).

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Long Term Taxable TDY Expenses

Edit	Date	Ldg Cost	M&IE Cost	Expenses
Edit	01/01/2015	0.00	46.15	0.00
Edit	01/02/2015	0.00	46.15	0.00
Edit	01/03/2015	0.00	46.15	0.00
Edit	01/04/2015	0.00	46.15	0.00
Edit	01/05/2015	0.00	46.15	0.00
Edit	01/06/2015	0.00	46.15	0.00
Edit	01/07/2015	0.00	46.15	0.00
Edit	01/08/2015	0.00	46.15	0.00
Edit	01/09/2015	0.00	46.15	0.00
Edit	01/10/2015	0.00	46.15	0.00
Edit	01/11/2015	0.00	46.15	0.00
Edit	01/12/2015	0.00	46.15	0.00
Edit	01/13/2015	0.00	46.15	0.00
Edit	01/14/2015	0.00	46.15	0.00
Edit	01/15/2015	0.00	46.15	0.00
Edit	01/16/2015	0.00	46.15	0.00
Edit	01/17/2015	0.00	46.15	0.00

- a. Enter the reduced rate lodging cost amount in the box under lodging.
- b. Check the “Copy Through” box and then click on the drop down for copy through date and select the last day. Then click on “Update.”

- c. M&IE will need to be adjusted for any home/secondary/leave days. To do this you will click on the edit button to the left (as you did for lodging) next to the date you are needing to

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- adjust. (Ex: secondary trip 1/26-1/31, you would click on edit for 1/26).
- d. Click on the multiplier under the M&IE and change the 0.650 to 0.0.
 - e. Check the “Copy Through” box and then click on the drop down for copy through date and select the last day of the nested trip (using secondary trip example above it would be 1/31). Then click on “Update.”
 - f. Repeat the M&IE adjustment steps for each nested trip.
 - g. Once all per diem has been adjusted, verify the cost total at the bottom matches the total per diem allowance on the voucher.
 - h. Add in miscellaneous expenses. Under the expenses column, click on the day the expense is being claimed on the voucher.

Long Term Taxable TDY Expenses

Edit	Date	Ldg Cost	M&IE Cost	Expenses
Edit	01/01/2015	0.00	46.15	0.00
Edit	01/02/2015	0.00	46.15	0.00
Edit	01/03/2015	0.00	46.15	0.00
Edit	01/04/2015	0.00	46.15	0.00
Edit	01/05/2015	0.00	46.15	0.00
Edit	01/06/2015	0.00	46.15	0.00
Edit	01/07/2015	0.00	46.15	0.00
Edit	01/08/2015	0.00	46.15	0.00
Edit	01/09/2015	0.00	46.15	0.00
Edit	01/10/2015	0.00	46.15	0.00
Edit	01/11/2015	0.00	46.15	0.00
Edit	01/12/2015	0.00	46.15	0.00
Edit	01/13/2015	0.00	46.15	0.00
Edit	01/14/2015	0.00	46.15	0.00
Edit	01/15/2015	0.00	46.15	0.00
Edit	01/16/2015	0.00	46.15	0.00
Edit	01/17/2015	0.00	46.15	0.00



- i. Select from the drop down list the expense you are adding. Be careful to ensure if the expense is being billed to the IBA you select the IBA expense. (Ex: Automated Teller Machine (ATM) fees, there is ATM fee for IBA and ATM fee for other). You will need to even include the transaction fees in with your expenses. Transaction fees are always to the Centrally Billed Account (CBA). (from dropdown select travel fee, it will automatically charge to the CBA)
- j. If some expenses are taxable and some non-taxable on same voucher then make sure you click on the non-taxable

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expense amount you added, click edit and uncheck the taxable box.

Edit	01/06/2015		115.05	46.15	0.00
Edit	01/07/2015		115.05	46.15	0.00
Edit	01/08/2015		115.05	46.15	0.00
Edit	01/09/2015		115.05	46.15	0.00
Edit	01/10/2015		115.05	46.15	0.00
Edit	01/11/2015		115.05	46.15	0.00
Edit	01/12/2015		115.05	46.15	0.00
Edit	01/13/2015			46.15	0.00
Edit	01/14/2015	Airline Ticket - CBA		46.15	0.00
Edit	01/15/2015	Airline Ticket - Indv		46.15	0.00
Edit	01/16/2015	ATM Fee for IBA		46.15	0.00
Edit	01/17/2015	ATM Fee for Other		46.15	0.00
Edit	01/18/2015	Baggage Handling Fee		46.15	0.00
Edit	01/19/2015	EMP-Emp Mlg to PDY		46.15	0.00
Edit	01/20/2015	EMP1-Emp & Spouse to PDY		46.15	0.00
Edit	01/21/2015	ETDY Expenses		46.15	0.00
Edit	01/22/2015	Fly personal airplane		46.15	0.00
Edit	01/23/2015	Gas for Rental Car		46.15	0.00
Edit	01/24/2015	Highway/Bridge Tolls		46.15	0.00
Edit	01/25/2015	Laundry/Drv Cleaning		46.15	0.00
Edit	01/26/2015	Lodging		46.15	0.00
Edit	01/27/2015	Lodging Taxes		46.15	0.00
Edit	01/28/2015	Meals & Incidental		46.15	0.00
Edit	01/29/2015	MOT-To/From Terminal		46.15	0.00
Edit	01/30/2015	Parking		46.15	0.00
		POV		0.00	0.00
		POV-To/From Terminal		0.00	0.00
		POVA-To/From Terminal		0.00	0.00
		POVC-To/From Terminal		0.00	0.00
		REFUND OF FICA WITHHOLD		0.00	0.00
		Rental Car		0.00	0.00
		Subway tolls		0.00	0.00
		Taxi			1.2
		Taxi/Limo Tips			
		Travel Agent Fee - CBA			
		Travel Agent Fee - Ind			
		Travel Fee			
		Airline Ticket - CBA			

- k. Once you have completed adding all expenses, verify the cost totals at the bottom match the document totals on your voucher. Net to traveler on voucher should match total cash/check amount in moveLINQS, pay to charge card on voucher should match total IBA amount in moveLINQS and the total expenses on voucher should match the very bottom grand total amount in moveLINQS.

Document Totals	
Total Expenses:	4,735.05
Reimbursable Expenses:	4,720.30
Non-Reimbursable Expenses:	14.75
Advance Applied:	.00
Net to Traveler:	4,720.30
Net to Government:	14.75
Pay to Charge Card:	.00

Document Totals by Expense Category		
Expense Category	Cost	Advance Amount
Lodging	3,566.55	.00
M&IE-PerDiem	1,153.75	.00
Transxn Fees	14.75	.00
Total Expenses:	4,735.05	.00

Long Term Taxable TDY Trip Totals				
Expense Category	Payment Method	Taxable?	Reimb?	Cost
ETDY Expenses 6100.2111	Cash/Check	Yes	Yes	4,720.30
ETDY Expenses 6100.2111	CGE Travel Fee	No	No	14.75
			Total:	4,735.05

Continue

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I. SAVE.

11. Go to the Tax Info tab.

- a. Verify the Retirement Plan is correct (FERS/CSRS). To check this, you will need to log in to FPPS.
- b. If Federal Insurance Contributions Act (FICA) is to be withheld, verify deduction box is checked.
- c. Verify W/H State is the correct withholding state. If not, select correct state from drop down menu.
- d. SAVE.
- e. After saving, ensure the Tax Expense Box appears at bottom. If not, click SAVE again.

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Long Term Taxable TDY OH TO HQ-49668: Voucher #11 for BARBARA A. NADER

Federal Tax Filing Status: Total Salary:

State Tax Filing Status:

Retirement Plan: Include Social Security (FICA) Deduction?

Tax Date:

COVERED ALLOWANCES	AMT PAID TO EMPLOYEE (A)	AMT PAID TO 3rd PARTY (B)	TOTAL PAID (C)	AMT NOT COVERED (NON-TAX/NON-DED OR NO WTA) (D)	AMT NOT COVERED (NON-TAX/DEDUCTIBLE) (E)	AMT OF C REIM
LONG TERM TAXABLE TDY	4,720.30	14.75	4,735.05	14.75	0.00	
COLUMN TOTALS	4,720.30	14.75	4,735.05	14.75	0.00	

AMOUNT NOT COVERED (D) = NON-TAXABLE or DEDUCTIBLE or NO WTA Expenses

FWTR (Fed W/H Tax Rate): 0.250000
State W/H Tax Rate: 0.085000
W/H State:

Employee FICA (Soc. Security) Rate: 0.062000
Employer FICA (Soc. Security) Rate: 0.062000
HIT (Medicare) Rate: 0.014500

WTA Amount:
Calculated WTA: 1,573.43

Tax Estimates
WTA:

Taxable Expenses - No WTA: 0.00
Total Subject to Taxes: 6,293.73
Federal Withholding: 1,573.43
State Withholding: 534.97
Calculated Employee FICA: 390.21
Employee FICA:
Calculated Employee HIT: 91.26
Employee HIT:
Calculated Employer FICA: 390.21
Employer FICA:
Calculated Employer HIT: 91.26
Employer HIT:
Government Contribution: 481.47
Total FRB Check: 2,536.37
Total Advance: 0.00
Total Reimbursable to Employee: 4,720.30
Total Due Employee: 3,703.86

State/US Territory for Tax Purposes:

Tax Expenses		
Edit	Expense	Cost
Edit	Withholding Tax Allowance	1,573.43
Edit	Social Security	390.21
Edit	Medicare	91.26

12. Go to Acct Tab.

- a. For Single Line Accounting:
- b. Select the accounting information from each drop down as listed on the voucher (if split funds see below).
- c. SAVE.

NOTE: GLA: will always be XXXX and Provider: will always be ETDY.

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The screenshot shows a web-based form titled "Edit Account". The form has a light green background and a blue header bar. The header bar contains the text "Edit Account" on the left and "Delete" and "Add" buttons on the right. The form contains several dropdown menus with the following values: FUND: CASX22014R, GLA: XXXX, COST CENTER: 10DH000, ORDER: FC000000, WBS ELEMENT: 528910.01.03.01.10, and Provider: ETDY.

- d. For Multiple Lines of Accounting:
- e. If split funds, you will need to add both funding accounts and select the percentage that is applied to each account.
- f. After selecting the accounting strings, select "Percent" from the dropdown under Method of Allocation.
- g. Click on edit by Acct1 and add the percentage for first accounting line. Once complete this will automatically calculate the percentage for Acct2 to equal 100%.
- h. Go to bottom of page and write down the amounts listed under Acct1 and Acct2 for the General Ledger (GL) 1246 and the GL 1248.
- i. Go back up to top of page and change the Method of Allocation dropdown from "percent" to "Expense Category Amount."
- j. In the "Allocate by Expense Category Amount" box at bottom, enter the amounts from the eTravel System TV under "Account Summary for the Selected Trip" listed for each accounting line in the first row.
- k. Now enter the amounts you wrote down for the GL1284 for Acct1 and Acct2.
- l. Now enter the amounts you wrote down for the GL1246 for Acct1 and Acct2.
- m. SAVE.

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Account Summary for the Selected Trip			ACCT1
Org: NASA_LARC	Label: Little's ETDY	Acct Code: 23_430728.02.01.04_SCEX22015D^23_430728^23E301^6100.2131^FC000000	1,576.00
Expense Category: Lodging	Fiscal Year: 2015	Amount: 1,329.63	
Expense Category: M&IE-PerDiem	Fiscal Year: 2015	Amount: 240.87	
Expense Category: Transxn Fees	Fiscal Year: 2015	Amount: 5.50	
Account Summary for the Selected Trip			ACCT2
Org: NASA_LARC	Label: Michael Little ETDY	Acct Code: 23_430728.02.01.04_SCEX22014D^23_430728^23E301^6100.2113^FC000000	2,651.40
Expense Category: Lodging	Fiscal Year: 2014	Amount: 2,236.92	
Expense Category: M&IE-PerDiem	Fiscal Year: 2014	Amount: 405.23	
Expense Category: Transxn Fees	Fiscal Year: 2014	Amount: 9.25	
Total:			4,227.40

Edit Account	Delete
Edit Acct1 - SCEX22015D-XXXX-23E301-FC000000-430728.02.01.04-ETDY	Delete
Edit Acct2 - SCEX22014D-XXXX-23E301-FC000000-430728.02.01.04-ETDY	Delete
	Add
FUND: <Select FUND>	
GLA: <Select GLA>	
COST CENTER: <Select COST CENTER>	
ORDER : <Select ORDER >	
WBS ELEMENT: <Select WBS ELEMENT>	
Provider: <Select Provider>	

Allocate By Expense Category Amount		
Expense Category: ETDY Expenses 6100.2111 / 2111	Total: 4,227.40	
Acct1: 1,576.00	Acct2: 2,651.40	Update All
Expense Category: RITA 6100.1284 / 1284	Total: 161.20	
Acct1: 59.64	Acct2: 101.56	Update All
Expense Category: FICA 6400.1246 / 1246	Total: 49.33	
Acct1: 18.25	Acct2: 31.08	Update All

13. Go back to Main tab.

- a. Click on "Print Preview."
- b. Ensure your accounting string is showing (box 13) and tax details are listed (box 15).
- c. On page 2, under Long Term Taxable TDY Trip, make sure your multipliers are correct.
- d. Save as adobe to the ETDY TV working folder.

C. Create the FB60 excel workbook

1. Click on FB60 TechDoc link
2. Fill in all yellow/red shaded boxes. (Split funding boxes will only be filled in if you have split funding)

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- a. Box 1, Voucher Type is the GL number from the vendor line of accounting in SAP.
- b. "Name of Traveler", should be entered as last name, then first name, ALL Caps.
- c. Box 5, Vendor number from SAP.
- d. Box 6, Inv. Recpt Date is the date the TV was management approved, unless we held the TV due to an issue that was the traveler/Centers fault (budget, receipts, and questions on TV). If there was an issue, the date would be the date the issue was resolved. If the TV was management approved during month end, the date would be the day the interface opened back up.
- e. Box 10, enter the net due traveler from mLINQS.
- f. Box 21, enter the cost Center as listed in SAP.
- g. Box 22, enter the order number, usually FC000000.
- h. Box 23, enter the 400# from SAP.
- i. Box 24-27, enter the line item number the voucher is paying from. If split funding, enter both lines.
- j. Box 28, check if final voucher for this authorization.
- k. Box 32, enter the funding Center (ex. HQ would be 10).
- l. If split funds, put the percentage in column L for each line. Do not adjust amounts, they will update when the percentage is added.
- m. For TA Number, add the authorization number of the voucher (do not include dashes or letters).
- n. For Voucher Number, enter the complete voucher number, include dashes or letters here.
- o. Enter the amount from moveLINQS for the amount subject to tax.
- p. GL other than drop down is only used if the GL listed in Box 1 is not available.
- q. Center tax Vendor will autofill once you complete box 32.
- r. For 3rd Party Taxable Payments, if the amounts on your moveLINQS page, section 14, box C and E are different, enter on the FB60 page in this box =amount from box C

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minus amount from box E (ex. =\$14.75-851.00). If the amounts are the same leave this box blank.

3. Go to TaxFB60-Employee tab.
 - a. Locate the GL number for the traveler. If nested voucher, check the box by the GL number. If a monthly interim voucher, leave unchecked unless it is the final voucher, if final the box should be checked.
 - b. In the yellow shaded box next to the selected GL, enter the FICA, Health Insurance Tax (HIT) and State for the employee from the moveLINQS page. You can enter it as +FICA+HIT+State using the monetary amounts listed.

4. Go to TaxFB60-NASA tab.
 - a. In the yellow shaded box next to GL 6400.1246, enter the FICA and HIT amounts from moveLINQS. If nested voucher, check the box by the GL number. If a monthly interim voucher, leave unchecked.
 - b. In the yellow shaded box next to GL 6100.1284, enter the WTA Amount from moveLINQS. If nested voucher, check the box by the GL number. If a monthly interim voucher, leave unchecked.

5. Go to Information tab.
 - a. Fill in the SS number that is shaded red.
 - b. Fill in the withholding state in the State Tax box shaded red. CAUTION: If working in DC but lives in VA or MD, and a waiver is on file, the location they are staying at must be entered here.
 - c. If listed as CSRS in FPPS, remove the X from the F.E.R.S. box and place an X in the C.S.R.S. box.
 - d. In the box titled "For FERS Only". Enter the Current Pay Period Old Age, Survivors, and Disability Insurance (OASDI) from FPPS. Then enter the year to date amount, then the current amount of FICA from the mLINQS voucher. (If CSRS or IPA, this box can be left blank. However, make a note to the right that they are Non-NASA if IPA).

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- e. Enter your name as the “Examiner” and today’s date.
6. Save your FB60 to the working folder of the voucher.
- D. Once voucher comes back for final approval, review it again to ensure nothing has changed since it was pre-audited.
 - E. If changes have occurred, you will have to repeat audit steps and tax calculations.
 - F. If no changes, approve the voucher.
 - G. Go back to your task and change the Assigned Group to L3 and the Assigned To should be the CS that works the Center your voucher is from.
 1. Attach your complete voucher with checklist ([Appendix K](#) for an interim and [Appendix L](#) for a nested) and rent receipts, the mLINQS printout and the FB60 to the case.
 2. In comments add “Ready for Review”
 3. Add the path to the traveler’s ETDY Workbook path in the work notes.
See [APPENDIX TTT](#) for workbook instructions.
 4. Hit Save.
 - H. Following CS approval of the voucher (see next step), refer to the Travel Payroll Taxes SDG (Process 3, Step 1, F.) for the completion process of tax reporting.
 - I. In the event the voucher was erroneously not taxed prior to submission in CGE, you will need to manually reverse posting in SAP and pay it for the correct amount minus the taxes.
 1. After it is approved you will go directly into SAP using transaction code FBL1N and enter the vendor for that traveler. Once in here locate the posting that you just paid. Take down the 1900# for that posting.
 2. Now using transaction code FB08 reverse out the 1900# that just posted.
 3. If this is a final voucher or nested, you will need to uncheck the completion box before doing the FB60.
 4. Go to FMZ2, click on the bubble to the right of the document number box.
 5. Under header “Search Using Description (Document Header Text)”, put the authorization number of the voucher you are working in the reference box and hit enter.
 6. Click the green check.
 7. Now click on the icon that looks like a mountain and sun.

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8. Locate the vendor the line the voucher just posted against and click to highlight that line.
 9. Hit the second icon next to the hat icon, will look like a puzzle piece.
 10. Uncheck the “completion indicator” box.
 11. SAVE – orange disk at top
 12. Post the correct payment due traveler with taxes deducted using transaction code FB60
- J. If working a monthly interim voucher, verify that an offset is not needed from a previous nested. See Step 19 for offset instructions.

STEP 9. NSSC Travel (CS-L3) Reviews and approves the taxable voucher.

- A. Log into Service Now and open TASK assigned.
- B. Scroll down the task ticket and access the “All Attachments” tab. Save the CGE voucher, MLINQS voucher and FB60 spreadsheet to a personal review folder or to the desktop.
- C. Verify/review the following in the CGE voucher:
 1. Travel Authorization (TA) Number
 2. Trip Name
 3. TA Date
 4. Type Code (Type of voucher)
 5. Purpose of Trip
 6. Traveler Name
 7. Check in date
 8. Check out date
 9. Location
 10. Reservation Summary (if applicable, to include ticket number and cost)
 11. Trip Itinerary (if applicable, to include To and From Airfare and dates)
 12. Expenses
 - a. Verify the expenses reimbursed were authorized in the CGE TA
 - b. Verify that all expenses are in compliance with the FTR and NPR
 - c. Verify mileage rate used in POV reimbursement (if applicable)
 - d. Verify receipts for lodging and expenses over \$75.00
 - e. Verify that justifications for expenses are provided if applicable

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- f. For Secondary Trips during ETDY, verify the expenses claimed and determine which expenses are taxable, if any
13. Verify the correct per diem rate was used for the ETDY location and 65% of that rate reimbursed correctly for lodging and M&IE. You may need to access eTravel System to review vouchers for Nested home trips or Secondary trips taken during an Interim voucher period:
 - a. Log into eTravel System
 - b. Click the drop-down arrow next to Profile
 - c. Click the radio button for "Book travel for any user (Self-assign)"
 - d. Click in the Search box and begin typing the last name of the traveler
 - e. Select the traveler once their name appears by clicking it
 - f. Click the "Start Session" button
 - g. Once the profile for the traveler appears select authorization or voucher needed for review
 14. Verify the Document Totals by Expense Category are correct and the Net to Traveler total is correct.
 15. In the Document History section of the voucher, verify the below signatures are present:
 - a. Traveler's signature
 - b. Funds Cert Review signature
 - c. Supervisor Review signature
- D. Verify/review on the mLINQ voucher the following:
1. mLINQ Page 1:
 - a. Traveler's Name
 - b. Current Duty Station (mLINQ Item 6)
 - c. Temporary Duty Station (mLINQ Item 7)
 - d. Employee Miscellaneous Info: Employee Vendor Number (if provided) (mLINQ Item 8)
 - e. Accounting Information matches the Payment Detail Information: accounting string on the CGE voucher. (mLINQ Item 13)
 - f. Voucher Expense Summary (mLINQ Item 14)
 - i. Verify "Paid to Employee" amount

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- ii. Verify “Paid to 3rd Party” amount such as CBA Airline ticket costs, CGE fees and any expenses cost reimbursement sent directly to the Traveler’s IBA (Individually Billed Account).
- iii. Verify “Total Paid” matches the Total Expenses on the CGE voucher
- iv. Verify “Amount Not Covered (Non-Taxable/Non-Deductible or Not WTA)” equals CGE Transaction Fees and possibly secondary travel claimed on a taxable ETDY voucher.
- v. Amount Not Covered (Non-Taxable/Deductible) – Should be zero at this time.
- vi. Verify the “Covered Taxable Reimbursement” equals all taxable expenses reimbursed and/or paid on behalf of the traveler (such as, a home trip airline ticket).
- g. Verify Tax Details (mLINQ Item 15)
 - i. WTA Amount is calculated by multiplying 28.2051% by the total amount in column 14g (“Covered Taxable Reimbursement”)
 - ii. Total Subject to Taxes should equal column 14g plus WTA.
 - iii. Federal Withholding should equal “Total Subject to Taxes” multiplied by 22%.
 - iv. State Withholding should be the State in which the ETDY assignment is being performed. There are exceptions such as a waiver for the DC area. This amount should equal “Total Subject to Taxes” multiplied by the State Tax withholding rate.
 - v. Employee FICA and Employer FICA should equal “Total Subject to Taxes” multiplied by 6.2%, if the Traveler has FICA withheld.
 - vi. Employee HIT and Employer HIT should equal “Total Subject to Taxes” multiplied by 1.45%.
 - vii. Total Due to employee will equal 14b (“Paid to employee”) plus WTA minus Federal Withholding minus State Withholding minus Employee FICA minus Employee HIT minus Total Advance.

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h. Verify "Amount Due Employee" matches "Total Due Employee" (mLINQ Item 16)

i. Verify WTA Summary (mLINQ Item 17)

i. Retirement Plan – FERS has FICA withheld. CSRS does not have FICA withheld.

ii. Amount – Matches WTA amount in Tax Details

j. Comments – We read comments to verify possible questions have been answered. (mLINQ Item 18)

2. mLINQ Page 2 and 3: Trip Details

a. Trip Dates (Item 1)

b. Long Term Taxable TDY Per Diem Expenses (Item 3)

i. Trip Dates

ii. Rate

iii. Multipliers by Trip

iv. Allowed Lodging

v. Allowed M&IE

vi. Total Allowed

c. Long Term Taxable TDY Expenses (Item 4) (e.g., POV mileage, laundry, Travel Fees, Transportation costs, etc.)

i. Date

ii. Description

iii. Number of POV miles

iv. Mileage Rate

v. Cost

3. mLINQ Page 4: Expense Category Summary

a. Code

b. Expense Category

c. Amount

4. mLINQ Page 5: Account Summary (Funding line of accounting should match from CGE voucher to mLINQ voucher to SAP Funds Commitment Document)

a. Fund

b. WBS

c. Cost Center

d. Order

e. General ledger Account

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5. mLINQ Page 6: Document Misc. Parts

- a. Remedy Ticket (Work Management System Case/Task)
- b. ETDY Document
- c. ETDY Funds Commitment Document
- d. ETDY State

E. Verify/review information provided in the CGE and mLINQ vouchers matches what is in SAP using the following T-Codes:

1. T-Code - FBL1N – using the traveler’s vendor number (verified from mLINQ document) the record of travel disbursements to the traveler can be reviewed.
 - a. Date Range of voucher payments
 - b. Doc Type ZT
 - c. CGE interfaced document total (before taxes are withheld) has been reversed
 - d. Net Amount paid to Traveler of the mLinQ document was posted.
2. T-Code – FMZ3 – using the traveler’s funds commitment document number (verified from mLINQ document) the funds set aside for the TA can be reviewed.
 - a. Vendor number (Verified from mLINQ document)
 - b. Verify if funds are available for travel voucher and employee portion of taxes by selecting the appropriate funding line and clicking the “Consumption” button.
 - c. Verify if funds are available on the appropriate 1246 and 1284 lines of the taxable trip.
 - i. Taxable Interim voucher tax lines should be present on the Parent TA to verify if funds are available for that voucher. If not, return task to SP to estimate amount of needed taxes for the remaining authorized taxable trips and submit the tax request form to the Center Budget Labor Analyst.
 - ii. Taxable nested home trip - determine the Parent TA number for the travelers ETDY assignment. Log into SAP and verify if tax lines were added to the Parent TA. Tax funding should have been estimated for all taxable trips

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known by the SP and requested to be obligated/added on the Parent TA funds commitment document. If the tax lines are present on the Parent TA, the amount of taxes needed for the taxable voucher (both 1246 and 1284) being reviewed, should be drawn down off the Parent TA and transferred to the taxable nested Home trip TA. If not, return task to SP to estimate amount of needed taxes for the remaining authorized taxable trips and submit the tax request form to the Center Budget Labor Analyst.

Note: when creating or updating tax lines on the home trip to add the required tax funds, please ensure that the line of accounting for the tax lines matches the line of accounting that was on the Parent Authorization. This line of accounting may be different than the line of accounting used on the vendor, IBA and CBA lines.

- d. Verify correct funding information used on CGE voucher and mLINQ voucher match Funds commitment document.
- F. Verify/review the following information provided in the FB60 Excel Spreadsheet attachment.
1. Employee pmt. Tab
 - a. Vendor number
 - b. Reference number
 - c. GR Total for All Line Items
 - d. G/L Account
 - e. Amount
 - f. Cost Center
 - g. Order
 - h. Earmarked Funds Document Number
 - i. Earmarked Funds Document Item Number
 - j. Pmt. Method Supplement
 - k. Park/Post document number (the 1900# for the traveler payment)

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2. Employee tab

- a. Posting Month
- b. Posting Year
- c. Center
- d. Name of Traveler
- e. Vendor Number
- f. Amount (Grand Total for All Line Items)
- g. G/L Account
- h. Amounts
- i. Line Number
- j. Cost Center
- k. Order
- l. Earmarked Funds Document Number

3. NASA tab

- a. Posting Month
- b. Posting Year
- c. Center
- d. Name of Traveler
- e. Center Tax Vendor Number
- f. Amount (Grand Total for All Line Items)
- g. 6400.1246
- h. 6100.1284
- i. Cost Center
- j. Order
- k. Earmarked Funds: Document Number

4. Information tab

- a. Verify that the employee type (i.e., FERS or CSRS) is marked
- b. For FERS employees:
 - i. Verify that the traveler's current payroll OASDI and year to date OASDI are recorded. If it is not complete, send the task back to the SP and request that the information be recorded
 - ii. Verify that OASDI limit has not been reached. If it has been reached, do not calculate and/or withhold FICA
- c. Verify that the correct state and state tax rate is reflected

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G. Verify any additional information provided in the Traveler EFC found in TechDoc such as:

Note: EFC TechDoc location: /FM/Travel/DOM/EXT_TDY

1. Additional Items such as leases, POV mileage estimates, etc.
2. Sequence of vouchers

H. Approval/Return process

b. If the voucher is not approved:

- i. CS-L3 will reassign to the SP-L2 Travel Tech who created the voucher.
- ii. Provide comments to findings.
- iii. Submit Quality Errors. (1 quality error per error found on voucher)

1. If the voucher is able to be approved, the mLINQ calculation sheet, page 1, block 19b of the PDF document, requires a digital signature. After digitally signing, first save and replace the existing mLINQ PDF, then print the document to Adobe, add your initials and APPROVED at the end of the file to rename the document and save. This print process locks the digital signature, so no modifications can be made to the signature.

2. ServiceNow Task actions

- a. Click the All Attachments tab
- b. Click the New button
- c. Click Browse to locate and select the saved mLINQ document with your initials.
- d. Click Attach. The file will appear listed with the current mLINQ document already attached.
- e. Click the x in the upper right corner to close the Attachments box.
- f. In the All Attachments tabs, check the box next to the original mLINQ document attached by the SP.
- g. Click the drop-down arrow of the Actions on selected rows button.
- h. Select Delete
- i. Click Ok. Allow the screen to refresh to remove the deleted document.
- j. At the top of the task, ensure the status is set to "Work In Progress."

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- k. Update the “Assigned Group” field to “FM – Domestic Travel L2”
- l. Update the “Assigned To” field to SP technician who reports taxes to Department of Interior (DOI) Note: Rose Taverna (currently).
- m. Enter Report to Payroll and Please approve voucher in MLINQ in the Work Notes section
- n. Click Update.

STEP 10. NSSC Travel (SP-L2) Offsetting a voucher.

- A. Disburse TV. Then go into SAP using transaction code FBL1N to get the 1900# that was just posted when you approved the TV. You will need the traveler’s vendor number to pull up in FBL1N.
- B. In SAP using transaction code FB08, reverse the 1900# that was just posted.
- C. Document Number = 1900#
- D. Fiscal Year = Current FY
- E. Reversal Reason = 01 (If you happen to reverse a posting on a different day then the day it originally posted reversal reason will be 02)
- F. Posting Date = current date

Document Details	
Document Number	190001327
Company Code	NASA
Fiscal Year	2015
Specifications for Reverse Posting	
Reversal Reason	01
Document Date	
Posting Date	03/11/15
Posting Period	
Tax Reporting Date	
Check management specifications	
Void reason code	

- G. If the voucher you paid is a final interim voucher, you will need to use transaction code FMZ2 to unset the completion box before posting your FB60.
- H. Post FB60 for current Interim TV amount. Remember to pay “Net To Traveler” amount from mLINQS to deduct current taxes. Taxes from previous nested owed are being offset so do not include that amount.
- I. Post FB65 (credit memo).
 - 1. In reference field you will enter the authorization number of the nested voucher needing to be offset.
 - 2. Type Offset from XXXXX (interim voucher number).

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3. The accounting string will be from the interim voucher being paid.

Transactn: Credit memo

Vendor: 9302

Inv. recpt date: 04/08/2010

Document date: 04/08/2010

Posting Date: 04/12/2010

Document Type: ZT (Travel Vouche...)

Amount: 39.36 USD

Text: credit memo/offset

Vendor Address: WILDER MARTHA A JSC, HOUSTON TX 77058-0000

Bank account: 2667415409

Bank Number: 113000023

BANK OF AMERICA, NA

GL acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	Tax c...	Tax jurisdictn code	W Assignment nc
6100.2111		Cred...	39.36	0.00			
		Cred...		0.00			
		Cred...		0.00			
		Cred...		0.00			
		Cred...		0.00			
		Cred...		0.00			
		Cred...		0.00			

- J. The FB65 is slightly different than the FB60 process. When you get to the part where you click on "Simulate" for an FB60, with FB65 you do not click on simulate but instead click "Park."
- K. Once the document is parked, you go directly into FBV0 and remove the earmarked funds number (400#) and line number.
- L. Then click on "Post."
- M. Go to FBL1N and double click on credit memo (the amount without a negative behind it).

Vendor: 9230

Company Code: NASA

Name: [REDACTED]

City: HOUSTON

St	PBK	BusA	Pmt	User	DocumentNo	Ty	Reference	Pmnt date	Pstng Date	Doc. Date	\$ DD	LC amnt	Clrng doc.	Clearing
		72	72	NS000689	1900048890	ZT	72EA4410006133	05/07/2010	04/12/2010	04/08/2010		1,158.17	1900054304	04/12/2010
		72	72	NS000334	1900054304	ZT	72EA4410006133	04/08/2010	04/12/2010	04/08/2010		1,158.17	1900054304	04/12/2010
		72	72	NS000334	1900054305	ZT	72EA4410006133	04/08/2010	04/12/2010	04/08/2010		1,158.17	1900054305	04/12/2010
		72	72	EAICPIC	1900055894	ZT	72EA4410006133	05/07/2010	04/12/2010	04/08/2010		1,158.17	1900054305	04/12/2010
		72	72	NS000689	1900048806	ZT	72EA4410006133-I	05/07/2010	04/12/2010	04/12/2010		39.36		
		72	72	NS000334	1900054306	ZT	72EA4410006133	05/07/2010	04/12/2010	04/08/2010		908.78		
		72	72	NS000803	2000082540	ZP		04/08/2010	04/08/2010	04/08/2010		616.17	2000082540	04/08/2010
		72	72	NS000689	1900054157	ZT	72EA4110002930	04/02/2010	04/07/2010	04/02/2010		785.27	1900054157	04/07/2010

- N. Click on edit pencil at top left corner. Then in box labeled "Invoice Ref" key in 1900# from FB60 (not FB65) and then the year of the payment in the next box. Then click on orange disk at top to save.

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  **Display Document: Line Item 001**

      Additional Data  Withholding Tax Data

Vendor G/L Acc
Company Code EA411
Agency Doc. no.

Line Item 1 / Credit memo / 21
Amount USD

Additional Data

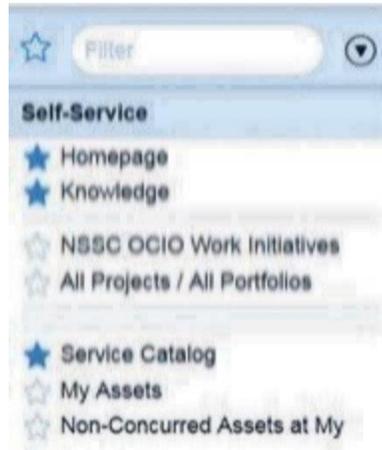
Bus. Area
Disc. base USD Disc. amount USD
Payt Terms Days/percent % %
Bline Date Fixed
Pmnt Block Credit memo: / /
Pmnt Method Pmnt meth.supl.
Assignment
Text  Long text

- O. Yellow caution message will appear. Ignore and just press enter. This will complete the offset transaction. Payment will pull on following day's proposal and will pay minus taxes that were owed from previous voucher.

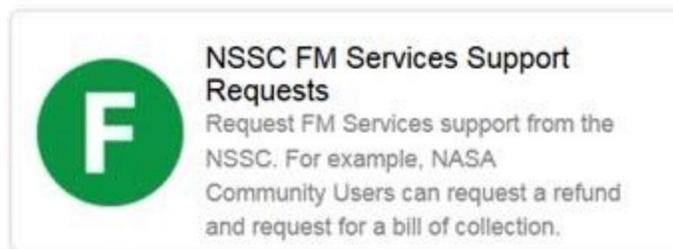
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STEP 11. NSSC Travel (SP-L2) Creating a BOC.

- A. Open ServiceNow
- B. Click Service Catalog



- C. Click NSSC FM Services Support Requests



- D. Click Bill of Collection Request

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E. Click Travel Bill of Collection Request

F. Fill out web page with all required information

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Travel Information

* Submitter:

Q
i

* This Request is for:

NASA Employee
 Non-NASA Employee

* Traveler:

Q

* Center:

Q

Dates of Travel

📅

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* Date of Cash Disbursement:

* Travel Location:

* TA #:

* SAP Vendor #:

Debt Information:

* Explanation of Debt:

* Funds Commitment Doc Number:

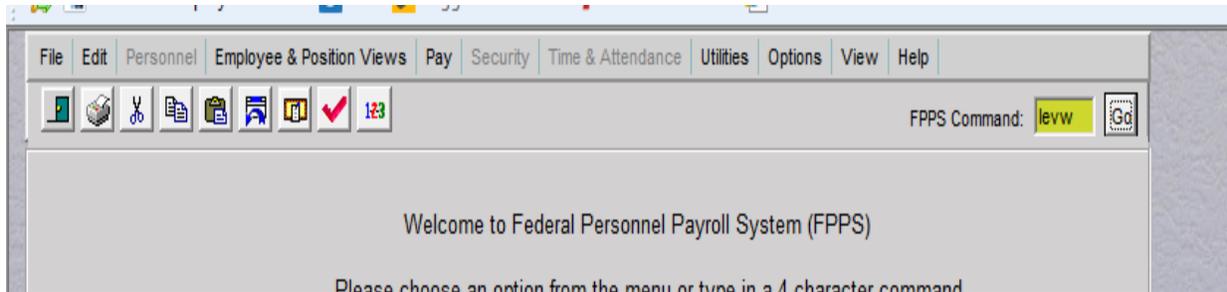
Line #	Amount	Fund Center	Fund	GL Acct
99	99999999.99			9999.99
Total Amount:				

- G. Submit
- H. See Appendix KKK

STEP 12. NSSC Travel (SP-L2) Obtaining FICA information from FPPS.

- A. Log in to FPPS
- B. Choose Production
- C. In the FPPS Command box to the right, enter LEVW, then click GO

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- D. Enter the travelers Social Security Number (SSN). This can be found in SAP using transaction code XK03 and entering the vendor number. Hit enter twice and the SSN will be listed under the Tax Information.
- E. Enter the current payroll period. This can be found on the payroll calendar.

- F. Go to the “Leave and Earning Statement Information” and under DEDUCTIONS, locate the Current Pay Period (2 digit calendar year-2 digit payroll cycle number on calendar) OASDI amount to enter on

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FB60, in box "For FERS Only" under "Information" Tab for Current Pay Period OASDI.

DESCRIPTION	CURRENT P/P		ADJUSTMENTS	
	HRS	AMOUNT	HRS	AMOUNT
DEDUCTIONS				
RET. FERS		.8%		\$38.65
OASDI		6.2%		\$292.74
MEDICARE		1.45%		\$68.47
CHARITY				\$96.00
SAVINGS ALLOT		XXXXX3992		\$1000.00
TOTAL DEDUCTIONS				\$3071.90
DESCRIPTION			TOTAL YTD	
GROSS PAY				\$31293.29

G. Go to the "Leave and Earning Statement Information" and under DESCRIPTION, locate the Total YTD OASDI amount to enter on FB60 in box "For FERS Only" under "Information" Tab for YTD OASDI.

DESCRIPTION	TOTAL YTD
FEDERAL TAXES	\$5507.61
HLTH INS-PRE 104	\$448.73
DENTAL/VISION COMB	\$91.31
TSP TAX DEFERRED	\$3609.00
RET. FERS	\$192.49
OASDI 6.2%	\$1906.70
MEDICARE 1.45%	\$445.92
CHARITY	\$450.00
OTHER DEDUCTIONS	\$4871.60
TOTAL DEDUCTIONS	\$17523.36

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PROCESS 5 – TRAVEL ADVANCE LIQUIDATION

Refer to the General Travel Processes and Reporting SDG (NSSDG-9700-0008) for the Advance Liquidation Process.

Refer to the CAPC WI for credit card issuance.

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PROCESS 6 – NF1846 OIC APPROVAL FORM PROCESS

- STEP 1.** Traveler is chosen for an ETDY over 90 days
- A. Download NF1846 from the NASA NEF (see [Appendix F](#))
 - B. Fill out form (Preparer will fill out Numbers 1-4 for the traveler before sending, and will provide the Cost Estimate)
 1. Input Name
 2. Document No: TA number if already established
 3. Purpose: Reason for ETDY
 4. Dates of ETDY
 5. WBS, Fund and Fund Center who is paying for ETDY, get from Center Resource Analyst
 6. WBS, Fund and Fund Center who is paying for Labor, get from Center Resource Analyst
 7. Travel Cost: Get this from NSSC
 - a) ETDY Estimate
 - b) If over 180 days:
 - i. Need TCS Estimate from NSSC (See Process 1 Step 7)
 - ii. Need PCS Estimate from NSSC
 - iii. If ETDY exceeds PCS/TCS estimates, need justification for ETDY
 8. Sign on page 2
 9. Send for signatures of OIC or delegate (per [NPD 1000.3E](#), Chapter 5, Paragraph 5.1.4)
 10. Send final fully signed form with any needed documents/attachments to nssc@mail.nasa.gov
 - C. Contact NSSC for any assistance needed in filling out the form.
- STEP 2.** NSSC – Voucher Preparer (SP-L2).
- A. Send email to traveler ([see Appendix BB](#)) if NF1846 has not been received after 5 business days from the date the form was provided to the traveler to follow up on a status.
 - B. If after 8 business days the ETDY Preparer has not received the NF1846, email the ETDY traveler to inquire on the status and offer assistance.
 - C. If traveler requires assistance obtaining signatures on the NF1846, the SP will assist the traveler with the routing process to obtain the signatures needed; however, the traveler would need to provide the names of the Supervisors.
 - D. If after 11 business days the ETDY Preparer has not received the NF1846 or if the trip is within two weeks, send a SNOW TASK to L3 for assistance.

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Output: NF1846 completed and submitted to NSSC

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PROCESS 7 – DOCUMENTS RETURNED FOR REWORK

STEP 1. NSSC (SP) – Watch CGE for returned documents

A. Authorizations:

1. If document rejects, create a WMS ticket using ETDY Travel-DOM (or FOR for Foreign) as Category with an appropriate Subcategory for Rework
 - a. ETDY Amendment/Rework for Parent Auth
 - b. Nested Home Amendment/Rework for Nested Home Auth
 - c. Secondary Amendment/Rework for Secondary Auth
2. Update FD form with information needed for metric reporting
3. Follow normal process to correct document and route for approval

B. Vouchers:

1. If document rejects, determine the reason the failure. If budget exceeded, check funding in SAP. L3 NSSC Travel can add up to \$200, anything over that amount will require the authorization to be amended. Funds can also be moved from IBA to Travel.
2. If the voucher fails for budget because the traveler incurred additional cost that were not discussed prior and the authorization has to be amended, NSSC Travel Preparer creates a WMS ticket:
 - a. Category: ETDY TRAVEL-DOM (OR ETDY TRAVEL-FOR if foreign)
 - b. Subcategory: ETDY Voucher Amendment for Interim Voucher, Home Trip Voucher Amendment for Home trip vouchers and Secondary Voucher Amendment for secondary vouchers.
3. Update FD form with information needed for metric reporting
4. Follow normal process to correct document and route for approval
5. If voucher is returned by the NSSC Reviewer due to an error that requires a monetary change, the voucher will have to be returned in CGE using “Domestic Travel” as Category and “Failed Pre payment” as Sub cat. Send both CASE and TASK to preparer since the voucher is being returned. FD tab is not required.
6. Create ticket as follows:

* Category	DOMESTIC TRAVEL	▼
* SubCategory	FAILED PRE-PAYMENT REVIEW	▼
* Assignment Group	FM - DOMESTIC TRAVEL L2	🔍 ⓘ
Assigned to	Shelbie Carroll	🔍 ⓘ
PII	<input type="checkbox"/>	
* Short Description	FM - TRAVEL - Voucher Returned - VERONICA BINDI - 10000045644i01 -	

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- a. NSSC Reviewer sends email to NSSC preparer of corrections needed along with a correction template spreadsheet attached and includes the CASE number in the email
7. If voucher is returned by the NSSC Reviewer due to an error that does NOT require a monetary change the voucher does NOT need to be returned. A WMS ticket is created using “Domestic Travel” as Category and “Failed Pre-payment” as Sub cat. Send TASK to preparer and Reviewer will keep the CASE to monitor the adjustments.
 - a. FD tab is required to stop the clock with date failure occurred and date resolved
 - b. Once voucher is adjusted with the no monetary changes, Preparer will close the TASK and notify reviewer via email that changes have been made.
 - c. Reviewer will add date failure resolved in the FD tab and close the Case.

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PROCESS 8 – LOCAL VOUCHER

STEP 1. NSSC – Voucher Preparer (SP-L2) creates Local TV in the eTravel system.

- A. Receives an 1850 request for a local voucher.
1. Local vouchers will not need an authorization. Per diem is not reimbursed on a local travel voucher. Per diem would be claimed on monthly interim at the regular 65% per diem rate.
 2. Go to the home page (CONCURGOV) and click on NEW under Vouchers to the far left under shortcuts
 3. Select “Local Voucher” from the drop-down box for Document Type. Then click NEXT

4. Fill in trip name as LTTDY-LOCAL VOUCHER, Type Code is Single and Doc Details should include details of the local travel such as POV to XXXX for XXX on Dates XXX.

5. Create Document.
 6. Add expenses (POV, taxi, rental car).
 7. Add accounting information under the accounting tab.
 8. Stamp and submit voucher
- B. Receives local expenses claimed on 1850 Interim voucher request:
1. Create a separate FMC Case by clicking on “Copy to New” from the current case with the interim request.

2. Change Subcategory to “Single Trip Request”
3. Create 1850 for local travel expenses.
4. Mark off local expenses claimed on 1850 interim request and annotate that these expenses are being claimed on a local voucher.
5. Review steps in subpart A above to create the local voucher in CGE.

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Output: Local voucher created.

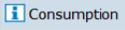
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PROCESS 9 – FUND MOVES AND FUND ADDITION REQUESTS

Moving funds on an ETDY funds commitment document in SAP to allow proper payment of the voucher. When the authorization is completed, the expenses are designated as CBA, IBA or Other (i.e., payment to traveler). When the voucher is completed, sometimes an expense needs to be paid to the traveler instead of to the IBA, even though that is how it was authorized. The SP will send an email to CS providing FC document number and document lines and amounts to be moved.

Note: When moving funds, we can only move funds between lines containing the same fund, WBS and Cost Center.

Also, occasionally, additional funds are required on an ETDY funds commitment document to allow proper payment of the voucher. Note: The NSSC is only authorized to add up to \$200 to the Funds Commitment document.

- STEP 1. NSSC – Civil Servant (CS-L3) moves funds in SAP per SP request e-mail.**
- A. Log into SAP
 - B. Utilize SAP transaction code FMZ3 - (Display Funds Commitment) to review the FC document lines and amounts related to the email move request.
 - C. Verify that lines indicated are for traveler (will have his travel vendor-5 digits) and IBA (will be a 6-digit vendor). Also verify that both lines involved have the same fund, WBS and cost center.
 - D. Document the “Overall amount” (i.e., obligated amount) for each line provided by SP.
 - E. Verify that funds are available on the lines by selecting the “Consumption” button  For example: Overall amount on line 1 is \$2,500 and the Consumption History screen reflects \$2,000 as the Open amount (\$500 has been-expended) and the SP requested \$800 moved from line 1 and added to line 2. Therefore, line 1 contains sufficient funds
 - F. If the second line involved has no consumption (i.e., nothing expended), SAP will display “There is no usage data”.
 - G. Now you are ready to move the money in SAP, so exit FMZ3 and utilize transaction code FMZ2 – (Change Funds Commitment). Enter the FC document number again and proceed to change amounts on the appropriate lines. Add/subtract the amount requested from the Overall amount for the appropriate lines and enter the new value in the Overall amount. Example continued: Enter \$1,700 on Line 1 (\$2,500-\$800=\$1,700) and enter \$2,800 on line 2 (\$2,000+\$800=\$2,800).

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- H. Once you have entered the new amounts, click the “check” icon ( a scale with a green box on one side and an orange box on the other). You should receive a message that “Checks were completed successfully”.
- I. Click the “Save” icon ().
- J. After moving return to FMZ3 and ensure that the amounts are correctly moved as requested. Example: Line 1 reflects \$1,700 Overall amount and Line 2 reflects \$2,800 Overall amount.

STEP 2. NSSC – Civil Servant (CS-L3) adds funds in SAP per SP request e-mail

- A. Log into SAP
- B. Utilize SAP transaction code FMZ2 - (Change Funds Commitment) to add funds to the FC document line as requested in the email from SP.
Note: The NSSC is only authorized to add up to \$200 to the Funds Commitment document. Any amounts larger than \$200, should be requested from the Center Funds POC or can be added by amending the authorization to add further required expenses.
- C. Enter the FC document number and proceed to add requested fund amount to the appropriate line.
- D. Once you have entered the new amount, click the “check” icon ( a scale with a green box on one side and an orange box on the other). You should receive a message that “Checks were completed successfully”.
- E. Click the “Save” icon ().
- F. After moving return to FMZ3 - (Display Funds Commitment) and ensure that the amount was correctly added as requested.

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PROCESS 10 – DEOBLIGATION OF HOME TRIP EXPENSES FROM PARENT TA

- STEP 1. NSSC – Civil Servant (CS-L3)** De-obligating home trip amounts, from the funds commitment (FC) document in SAP, previously obligated on an ETDY Parent Authorization when an individual Nested Home trip Authorization has been approved.
- A. Log into CGE for that traveler by clicking the Profile tab and selecting the “Book travel for any user” radio button; type in the traveler’s name and click “Start Session.”
 - B. Look at ETDY Parent Authorization on the Authorization tab.
 - C. Annotate the Total home trip expense amounts included on the Parent Authorization for each home trip, such as airfare, baggage, taxis, POV mileage, as applicable. Then take the reduced M&IE rate of the ETDY location and multiply times the number of days of the home trip. All of these expenses added together totals the amount needed to be de-obligated from the Parent Authorization funds commitment document. Most home trip expenses are authorized as “Other” expense and will be reflected on the travel vendor line in the funds commitment document. Occasionally, home trip airfare may be authorized as a “CBA” expense and will be reflected on the CBA line on the funds commitment document.
 - D. Log into SAP
 - E. In transaction code FMZ2, pull up Parent FC document.
 - F. Usually most of money is on Travelers Vendor number payment line
 - G. Subtract Home trip total cost from that line and enter the new amount.
Note: If airfare is on the CBA line deduct the airfare amount from the total and de-obligate that amount from the CBA line on the funds commitment document.
 - H. Click the “check” icon ( a scale with a green box on one side and an orange box on the other).
 - I. Click Save icon (.

Output: Expenses from Nested trip are removed from the Parent TA

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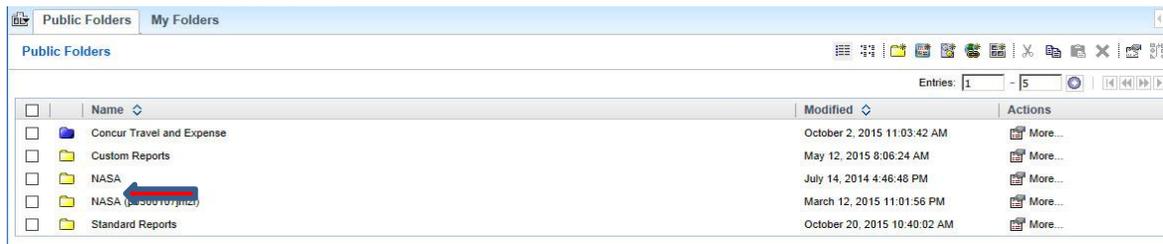
PROCESS 11 – UNSUBMITTED VOUCHER STATUS REPORT

STEP 1. NSSC – Travel Preparer (SP-L2) Run report quarterly to find any nested or interim vouchers that have not been submitted.

A. Enter Concur and select the Reporting>Intelligence path:



B. Select the NASA folder



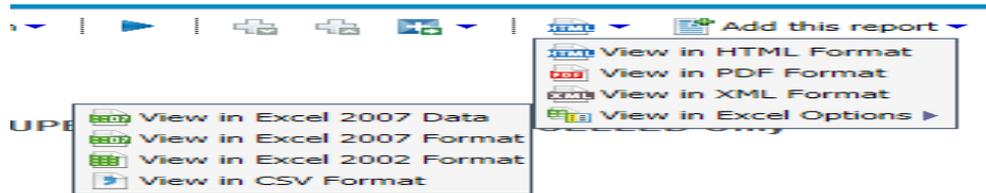
C. Select “Unsubmitted ETDY Vouchers” (see steps G-M below for instructions to run the report in the background in lieu of running it live).

<input type="checkbox"/>		Trips with Air Segments	October 4, 2017 11:18:39 AM	
<input type="checkbox"/>		Unsubmitted ETDY Vouchers	June 22, 2018 6:37:05 AM	
<input type="checkbox"/>		VIP Fees	March 11, 2016 8:41:23 PM	

D. Click “FINISH”

E. The report will appear as an excel file. Click on the HTML icon at top – View in Excel Option - View in Excel 2007 format.

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F. Click “OPEN”, save report under N:\TRAVEL\EXTEDNED TDY\Unsubmitted ETDY Vouchers Report\MONTH, then name the report “Unsubmitted Vouchers 6-25-18 (current date).

STEP 2. NSSC – Travel Preparer (SP-L2) Review the report for vouchers that need to be submitted. The preparer will utilize the open deck email ([Appendix VV](#)) to notify the traveler of any outstanding vouchers. The preparer will complete the traveler’s name, Travel Authorization (TA) number, and vouchers for the outstanding months/trips.

- A. Check “Days remaining on ETDY” column. Anything in red, those authorizations have ended, and traveler should have submitted their final interim from that authorization.
- B. Check “Next Voucher Due Date” column for anything that is past current date which will indicate a voucher needs to be submitted.



Unsubmitted ETDY Vouchers

Please make selections below, then click the **Finish** button to execute the report.

Max Days Between Vouchers*

Enter the maximum number of days expected between vouchers for extended TDY travel. The report will also monitor extending TDY trips for that many days after the return date.

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Organization	Employee	Travel Authorization Number	Trip Type	Purpose	Current Authorization Status	Trip Departure Date	Trip Return Date	Days Ahead of ETDY	Days Remaining on ETDY	Interim Voucher Document Name	Interim Voucher Return Date	Interim Voucher Status	Days Since Last Voucher	Total Amount	Next Voucher Due Date	Nested and Secondary Trips
AFRC	ALLEN, OTIS BUCKNER	TA2400007271	LONG TERM TDY	Mission (Operational)	AUTHORIZED	May 29, 2018	Jul 20, 2018	64	-10						Jun 20, 2018	No Data Available
AFRC	Cetin, Deshaunel J	TA2400007336	LONG TERM TDY	Mission (Operational)	AUTHORIZED	Jun 11, 2018	Jul 21, 2018	51	-11						Jul 11, 2018	No Data Available
AFRC	LIGHTBOURN, Frank	TA2400007405	LONG TERM TDY	Mission (Operational)	AUTHORIZED	Jun 11, 2018	Jul 21, 2018	51	-11	TA240000740601	Jun 30, 2018	PENDING	32	\$16,172.30	Jul 30, 2018	No Data Available
AFRC	MCALLISTER, DAVID GARY	TA2400007532	LONG TERM TDY	Mission (Operational)	AUTHORIZED	Jun 23, 2018	Jul 27, 2018	39	-5						Jul 23, 2018	No Data Available
AFRC	Plank, Clemens	TA2400007370	LONG TERM TDY	Mission (Operational)	AUTHORIZED	May 30, 2018	Aug 5, 2018	63	4						Jun 29, 2018	No Data Available
AFRC	SCHMIDT, STEVEN George	TA2400007787	LONG TERM TDY	Mission (Operational)	AUTHORIZED	Jul 22, 2018	Sep 30, 2018	10	60						Aug 21, 2018	No Data Available
ARC	Beigel, Bryan A	TA2100016556	LONG TERM TDY	Mission (Operational)	AUTHORIZED	Oct 1, 2017	Aug 10, 2018	304	9	TA210001655609	Jun 30, 2018	PREPARED	32	\$5,415.11	Jul 30, 2018	No Data Available
ARC	Quance, Michael T	TA2100017862	LONG TERM TDY	Mission (Operational)	AUTHORIZED	Jun 10, 2018	Jul 27, 2018	52	-4						Jul 10, 2018	No Data Available
ARC	KARCOZ, JOHN STANLEY	TA2100015641	LONG TERM TDY	Mission (Operational)	AUTHORIZED	Oct 15, 2017	Oct 14, 2018	290	14	TA210001564108	Apr 30, 2018	COMPLETE	93	\$6,203.31		No Data Available
ARC	LONGBAUGH, Randolph S	TA2100014694	LONG TERM TDY	Mission (Operational)	AUTHORIZED	Aug 1, 2017	Jul 31, 2018	365	-1	TA210001469411	Jun 30, 2018	COMPLETE	32	\$5,264.15	Jul 30, 2018	Travel Authorization Number: TA2100016004 Trip Type: NESTED TRIP TO SECONDARY Departure Date: Jul 17, 2018 Return Date: Jul 19, 2018 Current Status: PENDING Total Amount: \$1,228.93

RUNNING THE REPORT IN THE BACKGROUND

- Enter Concur and select the Reporting>Intelligence path:
- Click the  to Run with Options – Unsubmitted ETDY Vouchers

<input type="checkbox"/>		Trips with Air Segments	October 4, 2017 11:18:39 AM				More...
<input type="checkbox"/>		Unsubmitted ETDY Vouchers	June 22, 2018 6:37:05 AM				More...
<input type="checkbox"/>		VIP Fees	March 11, 2016 8:41:23 PM				More...

- Change the format from HTML to EXCEL 2007 using the Format Dropdown

Run with options - Unsubmitted ETDY Vouchers

Select how you want to run and receive your report.

Format:

- HTML
- PDF
- Excel 2007
- Excel 2007 Data
- Excel 2002
- Delimited text (CSV)
- XML
- English

Delivery:

View the report now

 To specify a time to

- Click on “advanced options” to the right.
- Time and mode:
 - Click Run in the background radio button.
 - Click the Now radio button.
 - Click “Edit the options” on the right
- Options:
 - Formats: Should be defaulted to EXCEL 2007

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Time and mode:

View the report now

Run in the background:

Now

Later:

Jun 25, 2018

8 : 33 AM

Options

Formats:

HTML

Number of rows per Web page:

20

Enable selection-based interactivity

PDF

No options saved

Set...

Excel 2007

Excel 2007 Data

Excel 2002

Delimited text (CSV)

Delivery:

Select at least one delivery method. For burst reports, the email recipient

Save the report as a report view **Edit the options...**

Report View of Unsubmitted ETDY Vouchers

Send the report by email **Edit the options...**

0 recipients

- G. Enter your email address then click on OK
- H. Then click on "RUN"
- I. Click on "FINISH"



Unsubmitted ETDY Vouchers

Please make selections below, then click the **Finish** button to execute the report.

Max Days Between Vouchers*

Enter the maximum number of days expected between vouchers for extended TDY travel. The report will also monitor extending TDY trips for that many days after the return date.

Set the email options - Unsubmitted ETDY Vouchers

Specify the recipients and contents of the email. To add recipients, click Select the recipients or type the email addresses separated by semi-colons. To include an HTML report as the message body, leave the Body box empty and select the report as the only attachment.

To:

Subject: Unsubmitted ETDY Vouchers

Report: Unsubmitted ETDY Vouchers

Body:

Attach the report

The Job will be executed in the background and you will receive an email with the Excel file for viewing the data. Follow steps E-F above to save the report on the N Drive.

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PROCESS 12 – UNLIQUIDATED OBLIGATIONS RECONCILIATION

STEP 1. NSSC Travel (SP) – Review Unliquidated Obligations

Note: A report should be pulled at the close of each accounting period which is generally two business days after calendar month end. ULO DRD is due to the CS team at the NSSC by the 15th of each month.

Steps A-Z are performed by a bot automation process (IDEA0007084). The bot runs the reports in SAP on the second and third business days of the month typically, then sorts the reports carrying over previous month's pending obligations and comments.

- A. Log into SAP.
- B. Input T-code FMZ3.
- C. Click on the Select Documents via Processing List icon (3rd from the left on top of screen).



- D. Click on "Get Variant" icon.



- E. Remove your ID number from the Created By field.
- F. Click the Execute icon (looks like clock with a checkmark).
- G. Scroll down to select variant "ULO TO/TF, double click to select or click on the green checkmark."
- H. Click on yellow arrow next to vendor.



- I. Make sure "Select Ranges" is highlighted. Then enter 1 and 10000000 in the lower limit column then 99999 and 10000013 in the upper limit column (see below). Then click on the clock.



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J. In the Fund Center box – input the Center number with an asterisk after it (e.g.: 10*).

Make sure all other fields are empty.

K. Click the clock w/ check at top left to execute report

L. Click on the “Select Layout” icon key.



M. Select the Layout setting called “Default NSSC-ULO Layout”.

N. Click in top left: List-Export-Spreadsheet-Excel. Select from All Available Formats.

Doc. No.	Itm	Text	Document Header Text	Doc. Date	Ve
40099630	4	64000003068 09/22/17 TF	[REDACTED]	09/18/2017	16
40099634	3	64000003117 09/15/17	[REDACTED]	09/13/2017	54

O. Save to Computer/N Drive/Travel/UNLIQUIDATED OBLIGATIONS/Center/Current FY.

P. Change the file name like (MAR_ULO_HQ_REVIEW).

Q. Sort content by clicking the top menu select: “Data-Sort, by vendor”; click “OK”.

R. This will pop up a Sort warning box click “OK”.

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- S. Insert two columns to the right of column TEXT. Click on Column C to highlight it, then click on DATA at the top; Text to Columns. Ensure "Delimited" is selected; NEXT, Check "Space" (leave "Tab" selected); NEXT, FINISH.
- T. Alert will appear advising date is already there do you want to replace it, say OK.
- U. Name Column D header 'Auth End Date'
- V. Add a new column under column I with the header title "Difference" In the first cell under the title, input the formula (=I2-J2). Copy this formula all the way down.
- W. DATA Sort by column Difference. Hide all \$0 values, except Tax Vendors.
- X. Add a column J titled "Release Yes or No and a column K titled "Status
- Y. Sort by Auth End Date and hide all entries with current month and forward
- Z. Sort by Document Header Text- SAVE
- AA. Copy all Statuses that are in red font from previous months report located at N:\TRAVEL\UNLIQUIDATED OBLIGATIONS\CENTER\FY.
- BB. Use the review copy to copy over to current months ULO Master report.
- CC. Send to technicians for review.
- DD. Tech creates a working review copy of each Center's report.
- EE. From "THE BOT FOLDER" at N:\TRAVEL\UNLIQUIDATED OBLIGATIONS\THE BOT FOLDER, copy each Center's "BOT REVIEW" and "MASTER" files for your current month and paste into each actual Center's folder at N:\TRAVEL\UNLIQUIDATED OBLIGATIONS. Rename the pasted file to remove the word "BOT." This "REVIEW" copy will be the file tech manually worked for each Center.
- FF. Go to Center Review tab of the center "REVIEW" report and filter Column labeled Trip Type (column R) by selecting only LTTDY and nested trips.
Note: Single Trips do not need to be reviewed. The Center is responsible for reconciling funds for these trips. Occasionally, the bot will pull Single Trips onto the center tab reviewed by the tech. If so, the NSSC may review and release funds accordingly.
- GG. Refer to column labeled "Auth End Date" (column E) and grab all rows with a date greater than the previous month's reconciliation period. (Example: Current date is 2/9/21 and tech is reconciling all open obligations up through 1/31/21, so any rows with an Auth End Date of 12/31/20 and older/prior should be carried over.) Copy these rows over to the center tab for

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reconciling. (Note: If none exist, comment on the center tab in column E.

Example: “No ARC vouchers with Auth End Date of 12/31/20 or prior.

1. If the Text column D contains “PCSXXXX” or “10-RXXXX” or similar, and the Funds Center column A contains “10-OTHERLABOR” or “10RAA00TRAVEL” or similar, do not copy over to the center tab.

HH. Sort your center tab report that you are reconciling (not Center Review tab) by “Document Header Text.” Sort A-Z. Save.

II. Complete steps CC-FF for all Centers.

JJ. Use SAP, CGE, SNOW & Mlinqs to determine what funds can be liquidated/released.

KK. Highlight the line green, if the funds can be liquidated and turn the font black. Ensure the notes are updated in the Status column N for the CS to review, and that “Yes” is entered in column M for release.

LL. Turn the line font red if the funds need to remain on the funding line. Do not highlight the row.

1. Use the following Standard comments for non-releasable Status of obligation.
 - a. N/A - Funds already Consumed
 - b. NO – “Year” ETTRA Do Not Release.
 - c. NO – Nested Voucher, not reported to DOI
 - d. NO - AUTH COMPLETE- FINAL VOUCHER NOT POSTED TO DOI (can only release if there is another authorization with same year funds that the annual ETTRA can pay from)
 - e. NO - Active ETDY
2. After technicians have completed their review, save file. Then, hide all column M “No” and “N/A” rows and save as final copy by replacing the word “REVIEW” in file name with “FINAL.”.

MM. Send completed reports to CS via WMS task.

1. Attach each “FINAL” report copy for each center containing releasable funds to the WMS record. Assign WMS task to CS POC.
2. Assign the WMS case to SP SOM for completion of DRD requirement by the 15th of the month.
3. Send email to Travel L3 and Cc the CS Travel Lead, SP Travel Supervisor, and SP SOM, advising that FMT was assigned to L3.
4. L3 will reply to e-mail to notify completion and will resolve task. SP SOM will close case.

Output: Listing of Unliquidated Obligations.

STEP 2. NSSC Travel (CS) – Identify and eliminate unliquidated obligations

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- A. Use T-code FMZ2.
- B. In the Document Number field, insert the Funds Commitment Document Number (400#) from the Earmarked Funds Journal.
- C. Click the Fast Data Entry Icon (looks like sun and mountains).
- D. Click the Consumption icon.
- E. If there is an open amount and there is a total usage amount:
- F. Click the back icon
- G. Click the line item that you want to de-obligate.
- H. Click the Detail Line Item icon (2nd icon from the left on top of screen; next to icon that looks like top hat)
Note: This should be selected to de-obligate funds and unselected to open funds.
- I. Click the Completion Indicator.
Note: This should not be selected when reimbursable funds are used or when this funds commitment is for an ETDY Traveler
- J. Click the Save icon (looks like diskette).
- K. Click the Check Mark icon.
- L. Exit SAP.
- M. Complete for all Centers with releasable funds, then notify Travel L2 of completion. Resolve task.

Output: Unliquidated obligations set to complete.

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PROCESS 13 – OPEN ORDERS – HOME TRIP TAX FUNDS REQUEST

STEP 1. NSSC Travel (SP) – Review Open Orders Spreadsheet for current funding status of home trips.

- A. Every quarter the NSSC Travel Preparer will review the Open Orders Spreadsheet located at N:\TRAVEL\EXTENDED TDY\Paperless Files\Open Orders, for their assigned travelers.
- B. Preparer checks the balance remaining box and compares the balance to the remaining home trips allowed to determine if additional funding will be required.

STEP 2. NSSC Travel (SP) – Contact Labor Budget Analyst for funding.

- A. If additional funds are required, the preparer will complete a Funds Request Form ([Appendix TT](#))
- B. Preparer will then send an Open Home Orders Funds Request Email ([Appendix WW](#)) to the designated Labor Budget Analyst (list is located on N drive at N:\TRAVEL\EXTENDED TDY\Paperless Files\ POC LISTS\Labor Budget Analyst POC List) and attach the Funds Request Form.
- C. Email will be saved in the traveler’s folder located on the N drive N:\TRAVEL\EXTENDED TDY\Paperless Files\DOMESTIC\CENTER\NAME

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PROCESS 14 – POTENTIAL LAPSE IN FUNDING

STEP 1. NSSC Travel (SP) – Determine which employees are considered “excepted” and allowed to travel during the lapse of current year appropriations or continuing resolution.

A. Travel for an excepted activity. Those that are performing excepted functions (i.e., as part of protection of life and property or who are fully supported by funds not affected by a lapse in appropriations) should continue approved TDY at the minimum level necessary to support the excepted function.

Note: Everyone should receive prompt confirmation of whether they are excepted from furlough during the lapse in funding and whether their travel is part of an excepted activity. If you have not received confirmation by the beginning of the first work day after a lapse in funding is announced, you need to obtain confirmation right away, and if unable to confirm should proceed with an orderly suspension of travel on the assumption your travel is not excepted.

B. Those not excepted and on official temporary duty travel (TDY) when a shutdown is announced. If you are not designated an excepted employee (i.e., you are being furloughed), you must return to your permanent duty station. While you need to return promptly, you should make reasonable arrangements (e.g., during work hours and at typically approved coach fares not premium) consistent with an orderly suspension of operations.

C. Those not excepted and on extended temporary duty travel (ETDY) when a shutdown is announced. If you are on ETDY (i.e., detailed) and are placed on furlough, you have the option to either remain in place at the ETDY location or to arrange to promptly return home. This should be coordinated with your supervisor and NSSC Preparer. Because NASA has already obligated the funding prior to the lapse in appropriations, you should not break any lodging contract unless specifically directed. However, NASA will only reimburse expenses connected with your lodging; you will not be reimbursed any other M&IE expenses, while on furlough. In the event of a protracted

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shutdown, you may be recalled to duty for the limited purpose of orderly winding down your ETDY lodging. If you return home, once normal operations are resumed, you will initially report back to your home duty station pending new travel orders to report back to work at your ETDY duty station. You will need to contact your NSSC Preparer to schedule your return travel back to the ETDY.

- D. If a lease agreement was signed prior to the Furlough and your assignment is delayed due to the furlough, the lodging will be reimbursed to cover the out of pocket cost for rent and utilities during the furlough.
- E. Please refer to the FAQ that is provided on the NASA.Gov website for information regarding a furlough:
<https://www.nasa.gov/sites/default/files/atoms/files/shutdownfaqs-09-28-2015-update.pdf>

STEP 2. NSSC Travel (SP) – NSSC will send out email communication to all ETDY travelers prior to and during the furlough with guidance on the furlough process.

- A. [Appendix AAA](#)- the initial Lapse in Funding email.
- B. [Appendix BBB](#)- excepted personnel.
- C. [Appendix CCC](#)- non-excepted personnel.
- D. [Appendix DDD](#)- returning home during a Lapse in Funding.
- E. [Appendix EEE](#)- delaying ETDY start date due to furlough.
- F. [Appendix FFF](#)- when there is no response from traveler whether they will return home or stay.
- G. [Appendix GGG](#)- when there is no response from traveler; however, they are currently at their PDS at the time of the furlough.

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PROCESS 15 – ETDY EXTENSION ESCALATION PROCESS

STEP 1. NSSC Travel (SP) – Preparer contacts traveler to inquire if ETDY will end as scheduled or be extended.

- A. NSSC Preparer sends email ([Appendix NNN](#)) to traveler **60** calendar days prior to ETDY ending = First Notification.
- B. NSSC Preparer creates a WMS ticket to track communication with traveler, copying email to traveler in the work log and any correspondence following the email.

* Category

ETDY TRAVEL-DOM
▼

* SubCategory

INQUIRY-OTHER
▼

STEP 2. NSSC Travel (SP) – Preparer follows up with traveler to inquire if ETDY will end as scheduled or be extended.

- A. If traveler has yet to respond or begin the extension process **45** days prior to ETDY ending, NSSC Preparer will send a follow up email from the original email sent to inquire again = Second Notification.
- B. NSSC preparer copies follow up email into existing WMS ticket.

STEP 3. NSSC Travel (SP) – Elevates Task to NSSC Travel (CS) **40** days prior to ETDY ending, when there has been no response from the traveler.

- A. If after 5 days from sending second notification, traveler still has not responded as to whether they will end as scheduled or extend, assign Task from the existing WMS ticket to the CS assigned to that Center, to notify them of a potential risk of the traveler extending their ETDY assignment without orders.
- B. Traveler will be required to return home at the end of their ETDY if their authorization ends and an extension has not been approved.

STEP 4. NSSC Travel (CS) – Contact Traveler’s Supervisor to inquire if ETDY will end as scheduled or be extended.

- A. NSSC Travel (CS) sends email ([Appendix OOO](#)) to traveler’s Supervisor of record **40** days prior to ETDY ending = First Supervisor Notification.
- B. NSSC Travel CS copies Supervisor email into existing WMS ticket to track communication, copying email to Supervisor in the ticket and then any correspondence following the email.

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STEP 5. NSSC Travel (CS) – Follow up with Supervisor after 5 additional business days to inquire if ETDY will end as scheduled or be extended for their employee.

- A. If traveler’s Supervisor has yet to respond or extend travel **35** days prior to ETDY ending, NSSC Travel CS will send a follow up email ([Appendix PPP](#)) from the original email sent to inquire again = Second Supervisor Notification.
- B. NSSC preparer copies follow up email into existing SNOW ticket.

STEP 6. NSSC Travel (CS) – NSSC Travel (CS) will send a final email to Traveler and Supervisor **10** days prior to ETDY ending, if there has been no response from the Supervisor.

- A. If after sending second supervisor notification no response has been received from either the Supervisor or the Traveler, a Final email ([Appendix QQQ](#)) will be sent to both the Traveler and the Supervisor advising Traveler to contact NSSC Preparer to schedule return flights to their PDS.
- B. Assign task back to NSSC Preparer (SP) for scheduling of return flights to PDS.

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PROCESS 16 – ADDING/CHANGING FLIGHT TO AN EXISTING AUTHORIZATION PROCESS

- STEP 1.** **NSSC – Travel Preparer (SP-L2)** Receives request via email, phone or SNOW ticket that a flight needs to be changed or added.
- STEP 2.** **NSSC – Travel Preparer (SP-L2)** will either amend the travel authorization or calls adTrav to add/change the flight.
- A. Amends the authorization:
 1. Change in transportation type (i.e. was taking rail and now using airfare)
 2. \$200 or more change in airfare amount
 3. Adding additional TDY location (i.e. stopping at home upon return from secondary)
 - B. Calls adTrav:
 1. Change in the airport
 2. Changing from contract to non-contract flight
- STEP 3.** **NSSC – Travel Preparer (SP-L2)** will obtain appropriate approvals from the funds certifier and the supervisor via approval in CGE or via email.
- STEP 4.** **NSSC – Travel Preparer (SP-L2)** sends TASK to Travel L3 verbal approver, when the amended authorization is not able to be approved timely in CGE or when CI Travel is contacted to add/change the flight and the following updates have occurred:
- A. Change in Airport
 - B. Change in transportation type (i.e. originally taking rail and using airfare)
 - C. \$200 or more change in airfare amount
 - D. Changing from Contract flight to Non-Contract flight
 - E. Non- Contract flight- always need approval
 - F. Non-Refundable flight- always need approval
 - G. Adding additional TDY location (i.e. stopping at home upon return from secondary)
- STEP 5.** **adTrav** – emails the NSSC verbal approval list to have flight approved and ticketed when contacted by the NSSC Non- Contract flight- always need approval

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PROCESS 17 – VOUCHER CORRECTIONS WITHIN THE +/- \$25 THRESHOLD

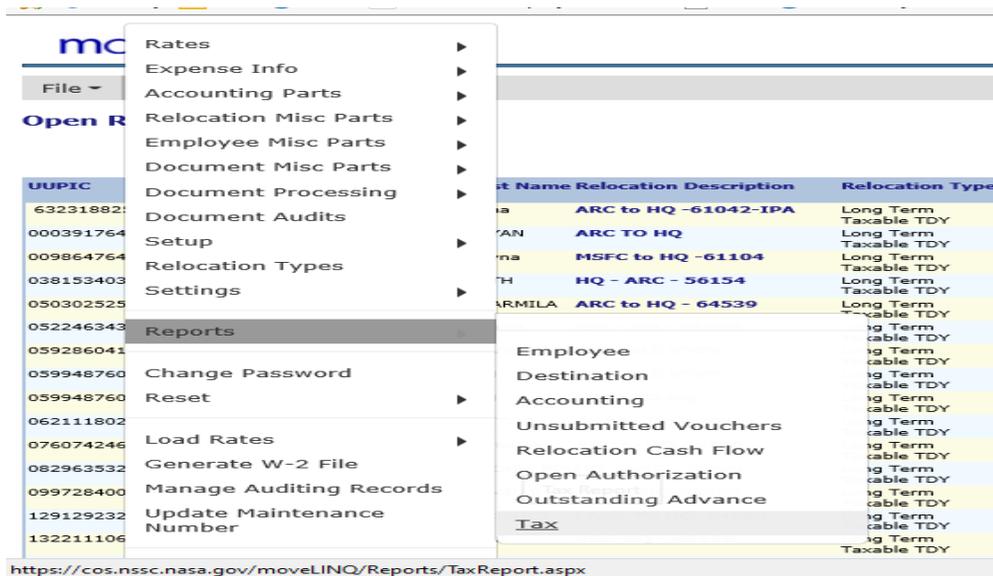
- STEP 1.** **NSSC – Travel Reviewer (SP-L2)** Reviews voucher and determines that voucher has an error that results in an amount being overpaid or underpaid to traveler.
- STEP 2.** **NSSC – Travel Reviewer (SP-L2)** Determines the total amount claimed is an overpayment of \$25 or less.
- A. If amount is an overpayment to the traveler for \$25 or less, a note is made on the audited copy of the voucher that is saved to the EFC copy.
 - B. Voucher is approved and is not to be returned
- STEP 3.** **NSSC – Travel Reviewer (SP-L2)** Determines the total amount claimed is an underpayment of \$25 or less.
- A. If amount is an underpayment to the traveler for \$25 or less, a note is made on the audited copy of the voucher that is saved to the EFC copy.
 - B. Voucher is approved and is not to be returned.
 - C. NSSC Reviewer notifies the NSSC preparer via SNOW ticket followed by an email so that they can inform the traveler to determine if they would like this additional amount reimbursed via an amended voucher.
 - D. NSSC Preparer sends an email to the traveler ([Appendix SSS](#)) and attaches the correction template to the email.
 - E. Traveler responds back requesting an amendment for the additional amount.
 - F. NSSC Prepare copies the traveler’s response into the ticket and creates the amendment in CGE then closes the ticket.
 - G. If the traveler responds back they do not want the amendment, NSSC preparer copies traveler’s response into the ticket and closes the ticket.
 - H. If no response from traveler after 10 days from original date email notification was sent and traveler was bumped twice, notate this in the ticket and close the ticket.

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PROCESS 18 – ANNUAL ETTRA VOUCHER

STEP 1. NSSC Travel (SP-L2) – Run report in mLINQ to send payment statements to travelers.

A. Log in to mLINQ and choose organization NASA ETDY or NASA IPA. Then, click on Admin / Reports / Tax



B. Begin date will be January 1 of previous year (e.g. 01/01/2019).
 C. End date is December 31 of previous year (e.g. 12/31/2019).
 D. Document Status: Select Submitted.

E. Click on “Print Preview” at the top.
 F. Report will generate, save as N:\TRAVEL\EXTENDED TDY\ITRA\ANNUAL ITRA VOUCHER INFO\2019 (will need to create this folder which will be the previous year)\Individual Payments (will

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need to create this folder) \NASA (will need to create this folder). Then name it Payment Report – NASA.

- G. Repeat the steps to run another report except instead of selecting “Submitted” select “Report.”
- H. Then repeat steps again running a third report selecting “prior year” and begin and end date will be current year dates (if running in 2021 you would enter 1/1/2021 as begin date and 12/31/21 as end date).
- I. Add the ones from the “report” and “prior year” spreadsheets to the “submitted” spreadsheet you saved down at the bottom of each traveler’s data.
- J. Unmerge the report.
- K. Delete all rows at the top stopping at the first travelers name.
- L. Insert a blank row above the first line entry.
- M. Add the following Titles to the following columns.
 1. Column A – Name
 2. Column F – Voucher #
 3. Column J – Gross Taxable
 4. Column L – Fed W/H
 5. Column N - FICA Emp
 6. Column R – HIT Emp
 7. Column V – State W/H Code
 8. Column W – State W/H
- N. Delete columns B, C, D, E, G, H, I, K, M, O, P, Q, S, T, U, X, and Y.
 - a. Compare to prior year’s report to confirm correct column deletions.
- O. Insert two columns between column B (Voucher #) and column C (Gross Taxable).
- P. Name column C “Total Subject to Taxes” and column D “WTA.”
- Q. Insert a column between FICA Emp and HIT Emp. Name it FICA Empl.
- R. Insert a column between HIT Emp and State W/H Code. Name it HIT Empl.
- S. Move column K “State W/H” to the right of “HIT Empl” leaving “State W/H Code” as the last column now.
- T. In column C enter the formula =E2-D2. Copy formula down throughout column.
- U. In column D enter the formula =F2. Copy formula down throughout column.
- V. In column H enter the formula =G2. Copy formula down throughout column.

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- W. In column J enter the formula =J2. Copy formula down throughout column.
- X. Center columns C through L.
- Y. Insert two rows at the end of each traveler's payments to create a "Totals" line.
- Z. Under column C "Total Subject to Taxes" insert a formula =SUM(C2:C25) to sum that column. Then copy this formula for all columns D:K.

EmpName	Voucher #	Total Subject to Taxes	WTA	Gross Taxable	Fed W/H	FICAEmp	FICAEmpl	HITEmp	HITEmpl	StateWH	StateWHCode
ALLDREDGE, MICHAEL	Voucher-10	629.66	177.60	807.26	177.60	50.05	50.05	11.71	11.71	48.44	LA
ALLDREDGE, MICHAEL	Voucher-13	629.66	177.60	807.26	177.60	50.05	50.05	11.71	11.71	48.44	LA
ALLDREDGE, MICHAEL	Voucher-14	5,376.20	1,516.36	6,892.56	1,516.36	427.34	427.34	99.94	99.94	413.55	LA
ALLDREDGE, MICHAEL	RitaVoucher-1	552.90	155.95	708.85	155.95	43.95	43.95	10.28	10.28	42.53	LA
ALLDREDGE, MICHAEL	Voucher-16	4,254.75	1,200.06	5,454.81	1,200.06	338.20	338.20	79.09	79.09	327.29	LA
ALLDREDGE, MICHAEL	Voucher-17	629.66	177.60	807.26	177.60	50.05	50.05	11.71	11.71	48.44	LA
ALLDREDGE, MICHAEL	Voucher-15	629.66	177.60	807.26	177.60	50.05	50.05	11.71	11.71	48.44	LA
ALLDREDGE, MICHAEL	Voucher-7	2,474.75	698.01	3,172.76	698.01	196.71	196.71	46.01	46.01	190.37	LA
ALLDREDGE, MICHAEL	Voucher-8	4,066.10	1,146.85	5,212.95	1,146.85	323.20	323.20	75.59	75.59	312.78	LA
ALLDREDGE, MICHAEL	Voucher-9	544.85	153.68	698.53	153.68	43.31	43.31	10.13	10.13	41.91	LA
ALLDREDGE, MICHAEL	Voucher-11	4,900.10	1,382.08	6,282.18	1,382.08	389.50	389.50	91.09	91.09	376.93	LA
ALLDREDGE, MICHAEL	Voucher-12	4,600.00	1,297.44	5,897.44	1,297.44	365.64	365.64	85.51	85.51	353.85	LA
ALLDREDGE, MICHAEL	Voucher-19	629.66	177.60	807.26	177.60	50.05	50.05	11.71	11.71	48.44	LA
ALLDREDGE, MICHAEL	Voucher-18	4,937.15	1,392.53	6,329.68	1,392.53	392.44	392.44	91.78	91.78	379.78	LA
ALLDREDGE, MICHAEL	Voucher-21	629.66	177.60	807.26	177.60	0.00	0.00	11.71	11.71	48.44	LA
ALLDREDGE, MICHAEL	Voucher-22	4,301.70	1,213.30	5,515.00	1,213.30	0.00	0.00	79.97	79.97	330.90	LA
ALLDREDGE, MICHAEL	Voucher-20	4,601.25	1,297.79	5,899.04	1,297.79	0.00	0.00	85.54	85.54	353.94	LA
ALLDREDGE, MICHAEL	Voucher-23	4,532.95	1,278.52	5,811.47	1,278.52	0.00	0.00	84.27	84.27	348.69	LA
ALLDREDGE, MICHAEL	Voucher-25	629.66	177.60	807.26	177.60	0.00	0.00	11.71	11.71	48.44	LA
ALLDREDGE, MICHAEL	Voucher-24	629.66	177.60	807.26	177.60	0.00	0.00	11.71	11.71	48.44	LA
ALLDREDGE, MICHAEL	Voucher-26	4,425.15	1,248.12	5,673.27	1,248.12	0.00	0.00	82.26	82.26	340.40	LA
ALLDREDGE, MICHAEL	Voucher-27	629.66	177.60	807.26	177.60	0.00	0.00	11.71	11.71	48.44	LA
ALLDREDGE, MICHAEL	Voucher-28	6,885.80	1,942.15	8,827.95	1,942.15	0.00	0.00	128.01	128.01	529.68	LA
ALLDREDGE, MICHAEL	Voucher-29	629.66	177.60	807.26	177.60	0.00	0.00	11.71	11.71	48.44	LA
TOTAL		62,750.25	17,698.84	80,449.09	17,698.84	2,770.54	2,770.54	1,166.57	1,166.57	4,827.00	
ALLEYNE, CAMILLE	RitaVoucher-1	116.80	32.94	149.74	32.94	9.28	9.28	2.17	2.17	0.00	TX
ALLEYNE, CAMILLE	Voucher-2	6,267.82	1,767.85	8,035.67	1,767.85	498.21	498.21	116.52	116.52	683.03	DC

- AA. Repeat summing up all travelers' payments.
- BB. Any traveler with a single RITA payment just highlight their line gray as they will not be needing an ETTRA.

DEVENPORT, JOSEPH	Voucher-24	861.65	243.03	1,104.68	243.03	0.00	0.00	16.02	16.02	66.28	LA
DEVENPORT, JOSEPH	Voucher-27	5,815.97	1,640.40	7,456.37	1,640.40	0.00	0.00	108.12	108.12	447.38	LA
DEVENPORT, JOSEPH	Voucher-29	905.50	255.40	1,160.90	255.40	0.00	0.00	16.83	16.83	69.65	LA
TOTAL		79,221.27	22,344.45	101,565.72	22,344.45	3,348.91	3,348.91	1,472.70	1,472.70	6,093.92	
DOLLOFF, MATTHEW	RitaVoucher-2	7,291.15	2,056.48	9,347.63	2,056.48	579.55	579.55	135.54	135.54	0.00	WA
DUTCZAK, MARGARET	Voucher-3	920.17	259.54	1,179.71	259.54	73.14	73.14	17.11	17.11	70.78	LA
DUTCZAK, MARGARET	Voucher-11	824.58	232.57	1,057.15	232.57	65.54	65.54	15.33	15.33	63.43	LA
DUTCZAK, MARGARET	Voucher-12	4,339.40	1,223.93	5,563.33	1,223.93	344.93	344.93	80.67	80.67	333.80	LA
DUTCZAK, MARGARET	Voucher-13	926.40	261.29	1,187.69	261.29	73.64	73.64	17.22	17.22	71.26	LA

- CC. Any travelers with both voucher payments and RITA/ETTRA payments, ensure to zero out (\$0.00) the "Total Subject to Tax" and "WTA" cells for both ETTRA and RITA vouchers.

ALLEYNE, CAMILLE	RitaVoucher-1	0.00	0.00	149.74	32.94	9.28	9.28	2.17	2.17	0.00	TX
ALLEYNE, CAMILLE	Voucher-2	6,267.82	1,767.85	8,035.67	1,767.85	498.21	498.21	116.52	116.52	683.03	DC
ALLEYNE, CAMILLE	Voucher-3	1,144.24	322.73	1,466.97	322.73	90.95	90.95	21.27	21.27	124.69	DC
TOTAL		7,412.06	2,090.58	9,652.38	2,123.52	598.44	598.44	139.96	139.96	807.72	

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DD. Log into FPPS and using transaction code PDVW, search each traveler under “Pay Calculate Detail.”

- a. Enter the processing pay period as the last pay period from the ETTRA year (e.g. “2026” for the 26th pay period of calendar year 2020).

EE. Continue to click on NEXT until you get to the “Biweekly Summary – YTD” screen, PYCD code 33B. This amount should match column E “Gross Taxable” total amount from your report for each traveler.

Biweekly Summary - YTD						
SUB				AMOUNT YTD	PAY CODE	
PRCS-PP	EFF-PP	DEPT	BUR BUR	PYCD	TOTAL	IDENTIFIER
201926	201926	NN	10	030	4054.16	
201926	201926	NN	10	105		
201926	201926	NN	10	ADV	7246.00	
201926	201926	NN	10	33B	110949.03	
201926	201926	NN	10	30J	24038.00	
201926	201926	NN	10	50G	760.05	
201926	201926	NN	10	MED	4667.55	

- a. If not matching, traveler may have become COS during the calendar year thus needing COS vouchers included as well. (Run and save an MLINQS report for SUBMITTED vouchers for the Relo Center the traveler transferred to. Add any vouchers reported in your calendar year to your master Payment Report.)
- b. If not matching, check FPPS for any “Entitlements” on previous screens within the Pay Calculate Detail. This may also indicate COS vouchers which were reported to DOI.
- c. For Non-NASA, compare column E “Gross Taxable” total on MLINQS report with box 1 on W-2. These two amounts should match.

FF. Once you confirm that the totals match you can now save down a snip of each individual traveler’s spreadsheet. Go to “View” at top of excel report and click on “Freeze Panes” and freeze the top row. Then as you scroll to each employee save a copy of their payments by clicking on File/Print as Adobe/Print Selection. Save this down at N:\TRAVEL\EXTENDED TDY\ITRA\ANNUAL ITRA VOUCHER INFO\20XX\Individual Payments\NASA. Then name it traveler’s last

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name, first name. You'll need to hide the rows before each traveler's payments (and unhide all rows after you're finished saving individual PDFs per traveler).

GG. Once all reports are printed for every traveler in need of an ETTRA filing, you will then send the encrypted report to each traveler from the NSSC-Travelmailbox, using the Taxable Payment Report Email ([Appendix VVV](#)).

HH. Payment reports should be emailed to all travelers no later than 1/31 of each calendar year.

STEP 2. NSSC Travel (SP-L2) – Verify all travelers are listed and emails are accurate on the ETTRA master list for previous year.

- A. Using the payment report ran in mLINQ compare the travelers from both the NASA and NON NASA reports and ensure all travelers are listed on the previous year's master ETTRA spreadsheet located on its own tab at N:\TRAVEL\DOMESTIC TRAVEL\QUEUE MANAGEMENT\EXTENDED\Current Year.
- B. Add any names that are not on ETTRA master spreadsheet that are on the mLINQ payment reports.
- C. If there are any names listed on the ETTRA master spreadsheet that are not on the mLINQ reports check to ensure they did not receive any taxable voucher payments reported in the previous year. If accurate (no payments made) enter "N/A" in the "20XX ETTRA Voucher Submitted" column H; and then, filter these out. Remove these travelers' rows from the next year's ETTRA tab (current year) of the master spreadsheet. We don't want to send an email advising them they need to file if they did not have any taxable payments in the applicable year.
- D. Once names on ETTRA master spreadsheet are verified check to ensure each has an email address listed. If they do not, look up email in Outlook or www.id.nasa.gov and add it to the spreadsheet tab.
 1. If the traveler is no longer with NASA you will need to research to find a current email address. Use FPPS and email communication within the last few vouchers to see if you can locate a recent, working email.
 2. If you cannot find a forwarding email, check CGE profile for their home or cell number and if listed, call them to obtain an email.

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3. If unable to obtain an email, reach out to center travel office to ask if they have a forwarding email or phone number.

- STEP 3. NSSC Travel (SP-L2)** – Create a WMS ticket and assign to self. Update standard annual e-mail (See [Appendix J](#) for sample) and send to travelers:
- A. Create a WMS ticket assigned to self and place status in Pending – internal Action.
 - B. Locate email pin used previous year and updates e-mail wording to send to travelers that received WTA during the previous calendar year.
 - C. E-mail draft is sent to Travel CS for approval via WMS task.
 - D. Once approved, wording is sent to the Contact Center for Knowledge Article update.
 - E. One introductory e-mail is sent to the required travelers (all Bcc'd), once GSA tax tables are updated, and moveLINQ software is ready to process them. Also, blind copy the SP Travel Supervisor, CS Travel Lead, CS POC(s), and the SP ETDY Preparers (so they are aware in the even any ETDY travelers contact them directly).
 - F. Copy sent e-mail into WMS ticket and resolve.

- STEP 4. NSSC Travel (SP-L2)** – Create a WMS ticket and assign to self. Send standard second email if ETTRA voucher has not been filed by the due date assigned in the first email. (See [Appendix UUU](#) for sample).
- A. NSSC updates e-mail wording to send to travelers on individual basis that have not submitted ETTRA voucher by the due date listed on first annual notification. The WTA amount paid by NASA on behalf of the traveler is included in this email, along with a due date the ETTRA must now be received by (due 60 days from second email notice, per FTR 302-17.102). If the ETTRA paperwork is not received by the new due date, a request for repayment will then be submitted for the WTA amount already paid by NASA on behalf of the traveler.
 - B. E-mail is sent to Travel CS via WMS task for approval.
 - C. E-mail is sent out to the non-filed travelers.
 - D. WMS ticket is resolved.

NOTE: If a traveler has filed a federal and/or state tax extension, the traveler contacts the NSSC and the extension is noted on the ETTRA master spreadsheet tab.

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- STEP 5. NSSC Travel (SP-L2)** – Create BOC’s the following business day after the last due date on the email from [Appendix UUU](#) if ETTRA has not been received.
- A. If VIP traveler is on the list, the CS is notified via a WMS ticket for additional assistance.
- If traveler is not a VIP, the BOC is then processed. B. Input BOC details in the Request a Bill of Collection Service Catalog page in ServiceNow (Service Catalog > NSSC FM Services Support Requests > Bill of Collection Requests > Travel Bill of Collection Request).
- C. A WMS ticket is created (the number is at the top of the page after it is submitted) and sent to AR.
 - D. Add the FMC ticket number to the EFC.
- STEP 6. NSSC Travel (SP-L2)** – Receive ETTRA voucher and process.
- A. Receive signed ETTRA voucher (OF 1012) along with Statement of Income Form (NF 1842), for year ETTRA is being filed.
 - B. Open link in ticket and save down the PDF voucher at N:\TRAVEL\EXTENDED TDY\ITRA\ANNUAL ITRA VOUCHER INFO\20XX (ETTRA year)\Center\last name, first name. Name the file “EFC~Lastname_Firstname~20XXETTRA).
 - C. Log on ETTRA master spreadsheet tab as being received (working copy is found on shared drive, but uploaded frequently to TechDoc here: <https://dm.nssc.nasa.gov/servlet/dm.web.Explore?fid=110766>).
 - D. If BOC was issued for non-filing of ETTRA, rescind bill. If bill has been turned over to Treasury for collection, contact AR to recall the debt. Once completed, if payment is due the employee, double check with AR that Treasury will not withhold payment and send to NASA. Debt must be cleared in their system to properly process payment to the traveler.
 - E. Review forms for completeness:
 1. OF 1012 is completed and signed.

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[be found on the state tax department websites for OH and MD \(usually arranged by county\).](#)

- If taxes were filed as Married Filing Jointly, spouse must sign this form in addition to the traveler's signature.

The following information, which my agency will use in calculating the RITA/ETTRA to which I am entitled, was shown on the Federal, state and local income tax returns that I (or my spouse and I) filed for the tax year.

Federal Information			
Federal Filing status _____			
Taxable income as shown on my (our) IRS Form 1040: _____			
State Information			
	Name of State or Locality	Filing Status	Marginal Tax Rate
Relocation: State you are moving out of ETDY: Permanent Duty Station			
Relocation: State you are moving into ETDY: ETDY Location			
Locality Information - Residence City, County (Parish for Louisiana), and City of Workplace			
only required if State has a local income tax (ex) OH, MD,	Name of County / Parish	Filing Status	Marginal Tax Rate
	ETDY: County/Parish of Permanent Duty Station		
	Relocation: County/Parish you are moving into ETDY: County/Parish of ETDY Location		
	Name of Cities of Residence and Workplace	Filing Status	Marginal Tax Rate
Relocation: Residence City you are moving out of ETDY: Residence City of Permanent Duty Station			
Relocation: Residence City you are moving into ETDY: Residence City of ETDY Location			
Relocation: Workplace City you are moving out of ETDY: Workplace City of Permanent Duty Station			
Relocation: Workplace City you are moving into ETDY: Workplace City of ETDY Location			

The above information is true and accurate to the best of my (our) knowledge. I (we) agree to notify the appropriate agency official of any significant changes to the above so that appropriate adjustments to the RITA/ETTRA can be made.

Employee's Name _____	Spouse's Name _____
Employee's Signature _____ Date _____	Spouse's Signature _____ Date _____ (if filing jointly)

- Research via the employee's Paperless Files, Tech Doc, and CGE to determine whether ETDY is still active or has ended, as well as what state traveler is currently residing in now. Note this on top of Form 1842 along with whether the traveler is an IPA NON-NASA employee.

ETDY STILL ACTIVE LIVING IN VA

IPA - NON NASA - NOT IN FPPS



Statement of Income and Tax Filing Status

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ETDY ENDED 4/14/17- Lives in CA



- F. Log into SAP and screenshot the FMZ3 screen showing accounting details for the 1246 and 1284 lines, and the consumption details for these lines (shrink columns to ensure you fit everything on the line through vendor #). Confirm any 1246 and 1284 lines showing vendor as 1000000X no longer have funds (if so, can have funds moved to traveler vendor # tax lines). Add screenshot to your PDF file.

Document number	401069759	Posted	Document Date	10/27/2018
Document type	XD	Extended TDY-Domestic	Posting Date	10/22/2018
Company Code	NASA	NASA	Currency/Rate	USD
Doc.text	ALLEYNE CAMILLE W			
Currency	USD			
Grand total	9,875.92			

Line	Overall amount	Text	Co...	F...	Fund	Funci...	Funded ...	G/L Account	Bu...	Cost Center	Order	WBS Element	Vendor
1	1,278.60	72000051403 11/30/18	2100	10	SCEX22018D	728A	383807	6100.2111	10	10DRA000	FC000000	383807.01.02.01.07	164068
2	5,954.62	72000051403 11/30/18	2100	10	SCEX22018D	728A	383807	6100.2111	10	10DRA000	FC000000	383807.01.02.01.07	26328
3	35.95	72000051403 11/30/18	2100	10	SCEX22018D	728A	383807	6100.2111	10	10DRA000	FC000000	383807.01.02.01.07	164068
4	0.00	72000051403 11/30/18	2100	10	SCEX22018D	728A	383807	6100.2111	10	10DRA000	FC000000	383807.01.02.01.07	164068
5	0.00	72000051403 11/30/18	2100	10	SCEX22018D	728A	383807	6100.2111	10	10DRA000	FC000000	383807.01.02.01.07	164068
6	0.00	72000051403 11/30/18	2100	10	SCEX22018D	728A	383807	6100.2111	10	10DRA000	FC000000	383807.01.02.01.07	173553
7	14.75	72000051403 11/30/18	2100	10	SCEX22018D	728A	383807	6100.2111	10	10DRA000	FC000000	383807.01.02.01.07	173553
8	1,976.00	72000051403 11/30/18	1210	10	SCEX22018D	728A	383807	6100.1284	10	10DRA000	FC000000	383807.01.02.01.07	26328
9	616.00	72000051403 11/30/18	1210	10	SCEX22018D	728A	383807	6400.1246	10	10DRA000	FC000000	383807.01.02.01.07	26328

- G. If you have funds available but need CS to move funds from 1246 line to 1284 line or vice versa, add a note on the copy. (This will be determined later after the MLINQS and FB60 form are completed).

Smart No.	Earm. Fnds	Item	Business Transaction	Trigger document	Consptn in Doc.	Cncy	Cry	Consumption in LC	LCurr	Non-relevant (FC)	Non-relevant (LC)	Delete Date	Doc. Date	Ri
401069759		8	Receipt amt		1,976.00	USD		1,976.00	USD	0.00	0.00			
			Invoice/Credit Memo	1900063460 NASA2019	1,767.85	USD		1,767.85	USD	0.00	0.00	05/06/2019	05/06/2019	E
			Total Invoices/credit memos		1,767.85	USD		1,767.85	USD	0.00	0.00			
			Consumpt.		1,767.85	USD		1,767.85	USD	0.00	0.00			
			Open amount		208.15	USD		208.15	USD	0.00	0.00			
		9	Receipt amt		616.00	USD		616.00	USD	0.00	0.00			
			Invoice/Credit Memo	1900063460 NASA2019	614.72	USD		614.72	USD	0.00	0.00	05/06/2019	05/06/2019	E
			Total Invoices/credit memos		614.72	USD		614.72	USD	0.00	0.00			
			Consumpt.		614.72	USD		614.72	USD	0.00	0.00			
			Open amount		1.28	USD		1.28	USD	0.00	0.00			

Please move \$58.41 from line 8 to line 9 to cover the 1246 taxes

- H. Log into FPPS using transaction code LEVW. Enter employee's SSN (from OF1012) and most recent pay period number. If NASA employee, continue "Next" until you get to the traveler's Current P/P OASDI and then to the traveler's YTD OASDI for screenshots. Minimize the screen and shrink size further; click your mouse next to the OASDI line so that when you

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Ctrl+Alt+PrintSc to make a copy, the row is highlighted. Add both screenshots to your PDF copy.

- I. Cancel out of LEVW and enter transaction command PDVW. Select "Address" then put a "V" in the box next to "Mail." Click OK. Take a screenshot of the traveler's address and add it to the PDF.
- J. Now log into MLINQS and locate the traveler's account. Click on the "Employee" tab, then scroll to the bottom. Enter the year of the ETTRA and Employee Taxable amount (from Form 1842 taxable income). Then click "Add," then "Save" at top.

Employee Salary Information

Edit	Year	Emp Gross Salary	Emp Taxable	Spouse Taxable	Delete
Edit	2017	0.00	110,856.00	0.00	Delete
Edit	2018	0.00	252,144.00	0.00	Delete
	2019		253187		Add

- K. Click on "Relocation" tab to go back.
- L. Click on "Create ITRA Voucher" to right.



- M. Select all payments that were paid in the year of the ETTRA. Paid date will be to the right of each; uncheck all that were not paid in the year of the ETTRA you are working. NOTE: If voucher was paid on previous year ETTRA, the text next to voucher number will include such. Do NOT include these for your current ETTRA. Also, add the employee's Individual Payments report to your PDF file (found at N:\TRAVEL\EXTENDED TDY\ITRA\ANNUAL ITRA VOUCHER INFO\2019\Individual Payments) and confirm that only the vouchers listed here are check marked in MLINQS for your current ETTRA. (Do not include RITA vouchers).

<input type="checkbox"/>	Voucher #8 (Included on Previous ITRA Vch)	Submitted By: RTaverna	Submitted On: 11/7/2019	Vch Paid Date: 1/28/2019
Trip/Allowance				Cost
Long Term Taxable TDY				6,307.40
Tax Allowance(s)				1,891.83
Total:				8,199.23

- N. Click "Create ITRA Voucher" at the bottom of the page.
- O. Verify the states listed are correct.
 1. Ensure correct Federal and State Filing Status are selected (at top).
 - a. If PDS state and ETDY state on the Form 1842 "State Information" show different married filing statuses (e.g. both Married Filing Jointly and Married Filing Separately), choose the State Tax Filing Status for the ETDY location state.
 2. Select correct Retirement Plan is correct as either FERS or CSRS (from FPPS).
 3. If FICA limit has been met for the year or if CSRS retirement plan, ensure you remove the check from the box "Include Social Security (FICA) Deduction" at top. (For non-NASA IPA's, always keep this box checked.)

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4. State for Tax Purposes (one on right) is the ETDY location where payments were withheld.
 - a. If ETDY residence location was OH or MD, manually revise Local Marginal Tax Rate for the applicable county and ETTRA year, per the state department of revenue rates.

State/US Territory for Tax Purposes:	MARYLAND
State Marginal Tax Rate:	0.050000
Local Marginal Tax Rate:	0.032000
ITRA Amount:	10,011.35
Calculated ITRA:	10,011.35

5. W/H State (one on left) is the location the traveler is at now.
6. a. If traveler is currently at a foreign ETDY location, use the PDS location state. Update the traveler's filing state for Federal and State based on what is listed on Form 1842. (Confirm PDS state and ETDY location state from Form 1842.)
7. Confirm Federal and State rates are correct per the tax tables. NOTE: Federal rate will show 0.22 until Print Preview is selected.
8. Click "Save."
- P. Click on "Acct" tab and update the accounting string if needed. (Even if funds are needed, update to existing tax line accounting info from FMZ3 in SAP.) Save.
- Q. Click on "Main" tab.
- R. Enter "20XX ETTRA" in the Comments and in ETDY-Voucher Type. Add FMC and FMT numbers from WMS ticket. Save.
- S. Click on "Print Preview." Confirm correct Federal rate is now reflected in box 7a, per the rate table. Confirm hyphens exist between accounting string data. (If hyphens do not appear, re-click Main, Save, and Print Preview. Re-do accounting string entry if necessary. Log out and back into MLINQS if necessary.)
- T. Save this copy down to the traveler's ETTRA folder on the N: drive. (Name the file MLINQS.) Close out of traveler's file in MLINQS.
- U. Open the ETTRA Calculation form (at N:\TRAVEL\EXTENDED TDY\ITRA\ANNUAL ITRA VOUCHER INFO\ETTRA Calculation) and save it down to the traveler's folder. (Name the file LASTNAME_FIRSTNAME_ETTRA Calculation.)
- V. Fill in the shaded gray boxes on the form.
 - a. Step 1:
 - i. Box 1: Use total taxable income from the 1842 and match the amount to the ETTRA year federal tax rates based on the employee's filing status. (Obtain the rates from IRS website if not already saved in current ETTRA year folder.) Make sure you view the schedule appropriate for the traveler's filing status. Enter the federal tax percentage rate (example: 0.24 for 24%).
 - ii. Box 3: Enter state (two letter abbreviation) in the first box from the state taxed for ETDY. Then, add the state tax rate percentage using the

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current state handbook (in current ETTRA year folder) compared to traveler's taxable income amount (example: 0.085 or 8.5% for D.C.). Confirm rates on calculation match MLINQS #7a and #7c.

- iii. Box 5: Only input rate if there is locality tax for the ETDY location (MD or OH counties only).
- b. Step II:
 - i. Box 3: Enter Total Subject to Taxes amount from traveler's individual tax payment spreadsheet (N:\TRAVEL\EXTENDED TDY\ITRA\ANNUAL ITRA VOUCHER INFO\2019\Individual Payments).
 - ii. Box 5: Enter WTA amount from traveler's tax payment spreadsheet.
 - iii. Box 8: Enter \$0.00 only if FICA should NOT be withheld. If withholding FICA, disregard.
 - iv. Box 9a: Enter state in the first box from the state traveler is at today. Then add that state's current withholding rate using the consolidated tax rate sheet you use for ETDY vouchers.
 - v. Box 11: Leave blank.
 - vi. Row 35: Enter employee's name (first + last). Enter "20XX ETTRA" on line to right of employee's name.
 - vii. Row 36: List Center of ETTRA TA# (may vary from funding center).
 - viii. Row 39: Enter your initials.

W. Verify the amount from the ETTRA calculation (Box 12, Net Payment) matches the amount on the MLINQS copy (Total Due Employee). NOTE: If off by a penny, search for the expense that is off on the ETTRA calculation spreadsheet (FICA, HIT, State) and add a +1 or -1 in the formula to make the worksheet balance your MLINQS.

=IF(K24<0.01,"",ROUND(PRODUCT(K24,G28),2+1)*-1)

X. Add the amount due to traveler to the 1012 form in two locations as shown below, along with the "See Backup for Calculation" stamp. (Create "Custom Stamps" in Adobe initially and add to Dynamic stamp options).

13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.		DATE	03/30/2020	AMOUNT CLAIMED	5,329.81
TRAVELER SIGN HERE ► KENNETH WRIGHT					
NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).					
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)			17. FOR FINANCE OFFICE USE ONLY COMPUTATION		
APPROVING OFFICIAL SIGN HERE ►			a. See Backup for Calculation		
DATE			DIFFERENCES, IF ANY (Explain and show amount)		
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION			b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION		
a. VOUCHER NUMBER	b. DISBURSING OFFICE SYMBOL	c. MONTH AND YEAR	Certifier's Initials:		
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT			c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol):		
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ►			NET TO TRAVELER ► 5,329.81		
DATE					
18. ACCOUNTING CLASSIFICATION					

Y. Add the "Backup Calculation" stamp to the comments box of MLINQS page 1 and type in "20XX ETTRA." Save.

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k. Total Due Employee		5,329.81	k. Total Due Employee = ITRA Amount (12d) - b - c - d - e - j	
16. TAX EXPENSE DETAILS				
a. Code	b. Expense Description	c. Expense Category		d. Cost
ITRA	Income Tax Reimb Allow	1284/ITRA 6100.1284		8,250.48
FICA	Social Security	1246/FICA 6400.1246		511.53
HIT	Medicare	1246/HIT 6400.1246		119.63
				8,881.64

17. COMMENTS

2019 ETTRA

Calculation Backup

18. SIGNATURES

- Z. Put EFC PDF file in the following order:
1. FB60 (will be created and completed next)
 2. Form 1012
 3. MLINQS
 4. ETTRA Calculation worksheet
 5. Form 1842
 6. Employee's payment statement
 7. SAP screenshots
 8. FPPS screenshots
 9. Emails and any other items
- AA. Open blank template FB60 file in current year ETTRA folder (or obtain from Tech Doc for annual ETTRAs at FM/Travel/DOM/EXT_TDY/Tools and Tips). There is a template for NASA and a separate one for NON NASA. Save this copy down to the traveler's ETTRA folder on the N: drive. (Name the file FB60_LASTNAME_ETTRA).
- BB. Fill in the information required on all 6 tabs (or 7, if IPA) of the FB60 using your mLINQS, FPPS, and SAP screenshots for information needed.
1. Checklist tab: Add your initials (Bank Verified – SP Initials).
 2. FB60 tab: Enter "XXETTRA" Voucher Type with XX being the last two digits of the ETTRA year (from drop-down options) and also as Reference. Enter traveler's name (last, first), vendor #, invoice receipt date (the date we received funds or receipt date of ETTRA e-mail from traveler if no funds need to be requested), always "ZU" doc. type, enter MLINQS total due employee, enter TA # from SAP as Text, G/L is always 6100.1284, enter Cost Center, Order #, FC #, and line number(s). Enter funding center number in Pmnt Method Supplement box (e.g. "10" for HQ). Enter "Amount Subject to Tax" from MLINQS in upper right table. Update line number(s) and amount(s) on Split Funding table on the right to match line number(s) on left. Check CGE to verify that no additional vouchers or authorizations for this TA are pending/in process/upcoming. Have ETDY Preparer check CGE to confirm. If true final voucher, then check box and highlight line 28 box.

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Voucher Type	19ETTRA	Name of Traveler	WRIGHT, KENNETH
T-CODE	FB60 / FB03 (Create / Modify)	Manual Input of Invoices for COS Reimbursement	
Basic Data Tab			
Vendor	53321	This is number issued by the center that is paying for the entitlement	
Inv. Recpt date	3/31/2020	Date received by NSSC Document Control	
Invoice Date	3/31/2020	Date received by NSSC Document Control	
Reference	19ETTRA	Abbreviation of Type of Voucher (e.g. EE, FM, FQ, etc)	
Doc. Type	ZU (COS)	For COS invoices, the type will be ZU in most cases. For COS vouchers, this is the amount after taxes are deducted, unless this is the PCS tax invoice being paid.	
(Gr Total for all line items)	\$5,329.81		
Text	2300044172	TA Number	
Exclude Invoice from Prompt Pay Act Calculation	<input type="checkbox"/>	Check the box if Voucher is one of the following types: ATQ, Home Purchase, Home Sale, HMI, LB, PM, RITA, ITRA, HHG, STG, FP&E, Transport of Mobile Home, POV Shipment (these are not subject to PPA)	
G/L Account (1 or more)	6100.1284	This information will be based upon the type of entitlement being paid. There may be more than one paid on the invoice. This also is done by percentage for some centers.	
Amount	\$5,329.81	Enter amount being paid, if only one line item s/b same as above, if not, input based upon G/L account line item being paid.	
Cost Center	10UA000	This is usually CENTER but Performing Org (e.g. 72AU11)	
Order	FC000000	This is the Internal order (either FC100900 or FC000000)	
Earmarked funds: Document Number	401073372	Document number (400_____)	
Earmarked funds: Document Item	9	This is the line item on the funds commitment document	

Split Funding Use Only	FB60 Line 1	0%	\$0.00	
	FB60 Line 2	100%	\$5,329.81	
	FB60 Line 3	0%	\$0.00	
	FB60 Line 4	0%	\$0.00	
Subject to WTA (choose Yes or No)			NO	Choose NO for First Home, Ed Travel H
Amount Subject to Tax			\$8,250.48	
Non Taxable Amount			\$0.00	
Note if more than one line of funding is used, the CMP Info tab will need to be adjusted.				
Taxable 3rd Party Payments (see notes to right ----->)			\$0.00	Note: For 3rd Party Paym 15 column c. For Taxabl use Mlinq pg 1, Box 15 cc

3. Tax F-53 Employee tab: Enter line # and dollar amount (sum formula) in 6100.1284 row.
 4. Tax F-53 Employee State tab (for IPA's only): Enter line # and state tax amount in 6100.1284 row.
 5. Tax F-53 NASA tab: Enter line # and dollar amount (sum formula) in 6400.1246 row. Update vendor # to traveler's vendor #.
 6. Information tab: Add traveler's SSN and state where traveler currently resides (from FPPS screenshot, usually) for State Tax. Enter an "X" next to FERS or CSRS retirement. Enter Current PP and YTD OASDI (from FPPS screenshots). NOTE: May need to revise OASDI amounts if waiting for funding later in the year due to FICA limits becoming met. Enter NASA FICA amount from current MLINQS voucher. Add your name as the Examiner.
 7. Final Voucher Flag tab (if applicable): Include line number(s) to complete funds. Checkmark completion indicator cell(s) on Tax tab(s) to release funds if final voucher (NOTE: If only requesting exact additional funds needed, and ETTRA is final voucher, do NOT complete this tab).
 8. CMP Info tab: "Employee Part" total should match MLINQS "Total Due Employee" amount. If off by a penny, compare each cell with MLINQS amounts and adjust incorrect cell formula as "ROUNDUP" or "ROUNDDOWN" in order to reconcile.
- CC. Select first 6 tabs (or 7, if IPA traveler) of the FB60 form and print as a PDF. Select tabs, click on File, Save as Adobe PDF, choose sheets to add to file, and click Convert to PDF. Delete any blank pages (NOTE: If the funds do not need to be released (if there are additional vouchers to post against this funds commitment or you'll have no funding remaining on your tax lines), do NOT include the Final Voucher Flag tab.

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Do not include CMP Info tab ever).

- DD. Insert FB60 PDF to beginning of EFC file. Add comment at top left of page 1 with FMC # and Funds Needed, Funds Move Needed, or Funds Available. Add or update note on SAP consumption screenshot if adding and/or moving funds between tax lines is needed to cover both the traveler's payment and the taxes.
- EE. If funding is not available, you will first need to reach out to the Center Travel Office POC (NOT budget analyst POC's) for funds, then update the FB60 form dates and page 2 of your EFC file with the date funds were received. Also, update the WMS FD tab to reflect the date funds were received as the "COS Invoice Date" and save. If or when funding is available, attach the EFC PDF to the SNOW task, along with the Excel copy of the FB60. Send task to assigned CS for approval and follow up with a courtesy e-mail to the CS POC and CS POC back-up.

* Work notes

2019 ETTRA ready for review. Please return task to (your name) upon approval, for manual posting of payment.

- 1. If no progress has been entered in the WMS Work Notes, nor directly communicated to the SP Travel Tech, within 5 business days of CS assignment, send friendly reminder e-mail to assigned CS POC and copy CS POC back-up.
- 2. If no response received from CS POC or CS POC back-up within 2 additional business days, nor an update entered by the CS in the WMS Work Notes, send an additional reminder e-mail to assigned CS POC and copy CS POC back-up as well as CS Travel Lead.
- FF. Send e-mail to COS L2 tech that monitors RITA and ETTRA SLAs to notify that the ETTRA was sent for CS approval. (Include WMS record number, traveler's name, and "ETTRA" in subject line.
- GG. Once CS approves the ETTRA and returns the task, manually post the payment via transaction code FB60 in SAP.
 - 1. Open SAP and enter t-code FMZ3.
 - 2. Verify the accounting information listed on your FB60 copy (FB60 tab) in the ETTRA EFC for the G/L 1284 line before doing the FB60.
 - 3. Open a new SAP session and enter transaction code FB60.
 - 4. Using accounting info from the FB60 form (second page) in the EFC, add the following to FB60 in SAP.
 - a. **Basic Data Tab:**

 - i. Add Vendor number
 - ii. Inv. Recpt Date (date we received the ETTRA ticket or date we received the funds, whichever is most recent)
 - iii. Invoice Date (same as Inv. Recpt Date)
 - iv. Reference (year of ETTRA followed by the word ETTRA, no space [example: 19ETTRA])

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- v. Document Type (ZU)
- vi. Amount (amount from FB60 tab in EFC, same as MLINQS amount Due to Employee)
- vii. Text (TA number followed by year of ETTRA and the word ETTRA [example: 76000012012 19ETTRA])

The screenshot shows the 'Basic data' tab of an SAP invoice entry form. The Vendor field contains '53321'. The Invoice date is '03/31/2020'. The Document Type is set to 'ZU (COS Voucher)'. The Amount is '5,329.81' USD. The Text field contains '23000044172 19ETTRA'. The Reference field contains '19ETTRA'. The Posting Date is '04/21/2020'. The Payment terms are '30 Days net'.

- viii. Scroll down using the scroll bar on the right and check the box that says "Exclude Invoice from PPA calculations."

This screenshot shows the same SAP invoice entry form, but scrolled down to the 'Payment Office' and 'Lot No.' fields. The checkbox 'Exclude Invoice from PPA calculations' is checked and circled in red. A red arrow points to the vertical scroll bar on the right side of the form.

- ix. Continue to bottom of page to add G/L acct, Amount, Cost Center, Order, Earmarked Fund (400#), and line number. (May be multiple line numbers if split funding).

1 Items (No entry variant selected)								
Item	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	Cost center	Order	Earmarked...
1	6100.1284	Moving Exp	Debit	5,329.81	5,329.81	100A000	FC000000	401073372
			Debit		0.00			
			Debit		0.00			
			Debit		0.00			
			Debit		0.00			

- b. Payment Tab:
 - i. Enter a "P" in Pmt Method box.

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- c. Details Tab:
- i. Enter your Business Area (the *funding center* from FB60 EFC).

- ii. Click on "Simulate" at top.

- iii. Verify traveler name and amount are correct

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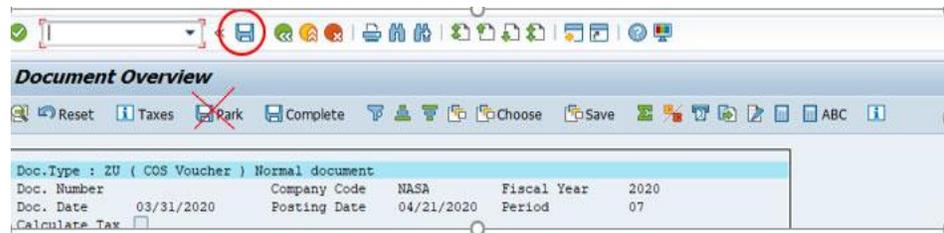
Document Overview

Doc.Type : ZU (COS Voucher) Normal document

Doc. Number Company Code NASA Fiscal Year 2020
 Doc. Date 03/31/2020 Posting Date 04/21/2020 Period 07
 Calculate Tax
 Ref.Doc. 19ETTRA
 Doc. Currency USD
 IR Date 03/31/2020

Itm	PK	Account	Account short text	Amount	Funds Center	Funded Program	Fund	Cmnt Itc	Tr.Fct	Text
1		53321	WRIGHT KENNETH D	5,329.81				LIAB	NONFED	23000044172 19ETTRA
2	40	6100.1284	Moving Exp Relocatio	5,329.81	10	088498	SFTX22019D	1210		
				0.00						

- iv. Click on blue disk at very top of page to POST. (Ensure you do not click on blue PARK disk. Make sure when hovering over the icon, it says POST).



- HH. Payment will complete and give you a 1900#. Open the CS approved copy of the EFC from your task. Add this 1900# to the second page of the FB60 in the EFC at the bottom. Add the Date Posted to the bottom left box of 1900# added. Rotate any pages as necessary. Save file to the traveler's ETTRA folder with the word "_POSTED" behind the file name.
- II. Go immediately into MLINQS and add your paid date (today's date) in the Main tab of the ETTRA voucher, and confirm FMC and FMT numbers were added on the Maintab. Click Save. Close out of traveler's file.
- JJ. In WMS ticket, click on the existing FD Tab (COS tab). Input the following, Then click Update:
 1. Add TA# (or verify existing)
 2. Add Document Number (the 1900# from payment you posted)
 3. Change Voucher Status to "Posted in SAP"
 4. Verify or update Voucher Tech as your first name
 5. If you were waiting on funds, change the COS Invoice Date to the date you received the funds (within a couple days is acceptable).

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COS Notes

Voucher Amount	0.00	TAF	23000044172
Traveler's Name		Document Number	1900078100
Voucher Tech	ALINA	Traveler's email	
Date Voucher Paid	2020-04-22	Date Failure Resolved	
Date Failure Occured		Status	Assigned
* COS Invoice Date	2020-03-30 06:59:02	Voucher Status	Posted in SAP
COS Due Date	2020-05-19 06:59:02		
Voucher days Elapsed	0		

- KK. Confirm all pages in the Posted EFC copy are rotated correctly. Attach this copy to the WMS task.
- LL. Save signed, posted ETTRA EFC into employee's folder in Tech Doc (path: FM/Travel/DOM/EXT_TDY/Center folder/Traveler folder). First create a new folder under employee's name folder. Name the new folder "20XX_ETTRA" or similar – this MUST match PDF file name portion of year and ETTRA, such as spaces or no spaces, hyphen, underscore, etc. Copy and paste folder Name into Description. Click OK twice. Rename posted EFC file to remove all words and punctuation following the word "ETTRA" and make sure the squiggle hyphen (~) is the punctuation mark used after "EFC" and after the traveler's first name. The file should now end with "20XX_ETTRA" or similar.

 EFC~RODGERS HEUSINKVELD_ERICA~2019_ETTRA

Open and save this file to Document Imaging under Center's folder (N:/Document Imaging/EXT – TDY/Domestic/ Center). Following closure of the file during Step #36, check the traveler's 2019 ETTRA folder after a few minutes to ensure the file loaded correctly and to the correct location in Tech Doc.

- MM. Send copy of the signed 1012 form, signed MLINQS (first page only), ETTRA calculation, and Individual Payments report to employee. Select the pages needed from the EFC file, right-click and extract (or File/Print to Adobe/Selected pages/Print) to save as a separate file in traveler's ETTRA folder. Add "-EC" to the end of the file name for Employee Copy. Close the original file (to ensure a successful upload to Tech Doc). In the "-EC" file, rotate any pages as necessary. Select "Protect" from the Tools tab, click "Encrypt with Password," require to open, and use last 4 digits of traveler's SSN as code. Click OK. Save document; close. From the NSSC-Travel mailbox, e-mail this copy to traveler along with the following e-mail pin to notify of upcoming payment/deposit. (Subject: 20XX ETTRA Refund)

Dear Mr. XXXX,

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Attached is the supporting documentation for your recently submitted ETTRA voucher for calendar year 20XX. You can use the last four of your social security number to open the document. Note that ETTRA vouchers are subject to certain federal and state taxes; thus, the final reimbursement amount is net of applicable taxes. This payment was processed, and you should receive your refund in your account in the next few days.

We are dedicated to providing the best possible service and look forward to serving you again.

Sincerely,
NSSC Travel Office

Web: <https://www.nssc.nasa.gov/customerservice>

Fax: 1-866-779-6772

- NN. After confirming successful file upload to Tech Doc, go back to your WMS ticket. Send existing task to COS L2 tech that processes proposals for COS. In Work Notes of ticket enter "Assigned to XXXXX for proposal payment").
- OO. Change your WMS record status to Pending (Pending Reason as "Other" and Other Reason as "Tax Reporting"). In the Short Description box, add "PAID XX/XX/XX" (date transaction was entered/paid) at the end of the existing text, followed by "EFC IN TECH DOC" or similar. Click Update.
- PP. Notify SLA monitoring COS L2 tech via e-mail that the case status has been updated to Pending. (Include case number, traveler's name, and "ETTRA Payment" in subject line.)

Subject: FMC0265612 - Mariel Borowitz - ETTRA Payment

Good morning Carole,

The subject case status has been updated to "Pending," and FMT0312565 is now assigned to you for proposals.

- QQ. COS tech will send WMS task to travel tech for reporting to DOI. You will keep the case until taxes are reported and posted. (Travel tech that posts taxes will resolve task and close case after taxes have been posted.)

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METRICS

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
NSSC Financial Management / NSSC Domestic ETDY TA Preparer	Submitted TA		Validate and process 90% of –Domestic ETDY Authorization within four business days of receipt of a complete NF1850.
NSSC Financial Management / NSSC Domestic ETDY TV Preparer	Submitted Travel Voucher		Validate and process 90% of –Domestic ETDY TV within three business days of receipt of a complete NF1850.
NSSC Financial Management / NSSC Foreign ETDY TA Preparer	Submitted TA		Validate and process 90% of – Foreign ETDY Authorization within four business days of receipt of a complete NF1850.
NSSC Financial Management / NSSC Foreign ETDY TV Preparer	Submitted Travel Voucher		Validate and process 90% of – Foreign ETDY TV within three business days of receipt of a complete NF1850.
Financial Management / Domestic ETDY Travel Review	Travel Payment		Validate and process 85% of domestic travel vouchers within four business days of receipt of a complete

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Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
			voucher (including adequate funding)
Financial Management / Foreign ETDY Travel Review	Travel Payment		Validate and process 85% of foreign travel vouchers within five business days of receipt of a complete voucher (including adequate funding)

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SYSTEM COMPONENTS (EXISTING SYSTEMS)

IT System Title	IT System Description	Access Requirements
bReady		<ul style="list-style-type: none"> ▪ Pre-Edit Report
Concur Government Edition (CGE)	eTravel web-based system located at https://cge.concursolutions.com/UI/SSO/NASA	<ul style="list-style-type: none"> ▪ NSSC Approver(s) ▪ NSSC Auditor ▪ NSSC Reports
Federal Payroll Personnel System (FPPS)	NASA's payroll system	<ul style="list-style-type: none"> ▪ Display Access
moveLINQ®	Web-based relocation management system. Also referred to as mLINQS®.	User Access
SAP Core Financial	SAP Core Financial (SAP GUI for Windows desktop software), located at IFM Competency Center	<ul style="list-style-type: none"> ▪ Agency NSSC Travel Payment Processor ▪ Certification Processor ▪ Agency TA Processor ▪ Receivables Processor
System for Administration, Training, and Educational Resources for NASA (SATERN)	NASA's Learning Management System (LMS) that provides web-based access to training and career development resources.	<ul style="list-style-type: none"> ▪ User Access
ServiceNow (SNow)	NSSC Workflow management system https://esd.nasa.gov/console	<ul style="list-style-type: none"> ▪ Read ▪ Create ▪ Modify

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U.S. Treasury Secure Payment System (SPS)	Secure Payment System for certifying payments to Treasury	<ul style="list-style-type: none"> ▪ Data Entry Operator ▪ Certifying Officer
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CUSTOMER CONTACT CENTER STRATEGY

Each activity requires a clearly defined contact Center strategy which answers the question "Who will answer the call and handle the request" and defines the escalation parameters for the activity. Because of the varied nature of the NSSC's activities and volume of transactions, each activity has a unique contact Center strategy. Refer to the NSSC Customer Contact Center (CCC) Service Delivery Guide for the contact Center strategy for this activity.

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APPENDIX A – ACRONYM LIST

AAO	Agency Application Office
APC	Agency Program Coordinator
ATM	Automated Teller Machine
BOBJ	Business Object
CBA	Centrally Billed Account
CGE	Concur Government Edition
CS	Civil Servant
CSRS	Civil Service Retirement System
DOI	Department of Interior
eCC	eCountry Clearance
EFC	Electronic File Copy
EPSS	Enterprise Performance Support System
ETTRA	Extended TDY Tax Reimbursement Allowance
EU	European Union
FC	Funds Commitment
FD	Functional Detail
FERS	Federal Employee Retirement System
FICA	Federal Insurance Contributions Act
FM	Financial Management
FMC	Financial Management Case
FMT	Financial Management Task
FPPS	Federal Personnel Payroll System
FTR	Federal Travel Regulations
GL	General Ledger
GLA	General Ledger Account
GRS	General Records Schedule
GSA	General Services Administration
HR	Human Resources
IBA	Individually Billed Account

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IPA	Intergovernmental Personnel Act
IRS	Internal Revenue Service
LTTDY	Long Term Temporary Duty
M&IE	Meals & Incidental Expenses
mLINQS	moveLINQ
MRI	Master Record Index
NASA	National Aeronautics and Space Administration
NEF	NASA Electronic Forms
NF	NASA Form
NPR	NASA Procedural Requirements
NRRS	NASA Records Retention Schedule
NSSC	NASA Shared Services Center
NTE	Not to exceed
OASDI	Old Age, Survivors and Disability Insurance
OCFO	Office of the Chief Financial Officer
OIC	Official in Charge
P/P	Pay Period
POC	Point of Contact
POV	Personally Owned Vehicle
SAP	Systems, Applications and Products
SATERN	System for Administration, Training, and Educational Resources for NASA
SP	Service Provider
SPS	Secure Payment System
SSN	Social Security Number
TA	Travel Authorization
UUPIC	Universal Uniform Personal Identification Code
VIP	Very Important Person
WIP	Work in Progress
WBS	Work Breakdown Structure
WMS	Work Management System

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WTA	Withholding Tax Allowance
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APPENDIX B – EXTENDED TDY QUESTIONNAIRE

NSSC Extended TDY Questionnaire

All fields are required unless otherwise stated. Please do not include any Personal Identifiable Information (PII) such as Social Security number etc.

If required, please submit information via postal mail to:

*NASA Shared Services Center
Building 1111, Jerry Hless Road
Stennis Space Center, MS 39529*

Never include sensitive or personal information like your Social Security number as e-mail isn't necessarily secure.

Use postal mail for sensitive or personal information.

Traveler Information

Duty Station:

Traveler First Name:

Traveler Last Name:

Traveler Phone Number:

Traveler Email:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Preparer Information

Is preparer different than traveler?

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Travel Information

Anticipated mode of transportation from current Duty Station to ETDY Location?

Anticipated Lodging arrangements?

Anticipated method of daily transportation at ETDY?

Has traveler been on ETDY to this location before?

Any family members travelling with you?

Is spouse a government employee on detail also?

Do you plan on shipping items?

Do you anticipate any foreign travel?

Travel Start Date:

Travel End Date:

Business Start Date:

Business End Date:

Leaving From:

Extended TDY Location:

Anticipated Number of Trips Home (NTE 0)?

Purpose:

Do you have a Government Issued Credit Card?

Officials In Charge Required (Applicable if ETDY is > 90 days):

Is Officials In Charge/Center Approval ready/started for assignment over 90 days?

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Note: If travel dates reflect travel greater than 180 days, the below will automatically show under the "Travel End Date" block.

If you were to relocate to the new location:

Do you have a spouse/domestic partner?:

Do you have dependents relocating with you?:

Would you request a Househunting Trip to be authorized?:

**Note, cannot be allowed if already residing at TDY, such as ETDY.*

Would you request Temporary Quarters at the new duty station?:

Do you own a house at your current Permanent Duty Station (PDS)?:

Number of rooms in your current Residence?:

Estimated weight of Household Goods:

Counseling Information

What is traveler's preferred counseling date and time?

Traveler's preferred counseling method:

Additional Comments

Remarks (Optional; Please Limit to 1000 characters.):

Attachments

Attachments Cannot Exceed 18 Megabytes. DO NOT UPLOAD AN ATTACHMENT UNLESS YOU ARE READY TO SUBMIT TO NSSC.

Attachment:

 No file chosen

Upon completion of the Extended TDY Questionnaire, the NSSC will provide the traveler/preparer with information on accessing Extended TDY Assistance training located in SATERN. After the traveler/preparer completes the training, the NSSC will schedule one-on-one assistance.

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APPENDIX C – NF1850 NASA PRE-TRAVEL REQUEST FOR AUTHORIZATION AND VOUCHER

NASA Pre-Travel Request for Authorization					TRAVELER'S SUPERVISOR _____	
					ADMIN NAME _____	
Traveler Information (OFFICIAL OR LEGAL NAME ONLY)						
Last	First	MI	Org Code	Center	Phone	
Employee Email Address					W	C
NOTE: See last page for Instructions, Local Travel, and Resource Links.						
Section 1: General Trip Information						
Is this a foreign trip? <input type="checkbox"/> Yes <input type="checkbox"/> No Will leave be taken? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", provide dates _____ Is this a sponsored trip? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this invitational travel? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this Extended TDY? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Trip Purpose: <input type="checkbox"/> Mission (Operational) <input type="checkbox"/> Launch or Landing <input type="checkbox"/> Special Mission <input type="checkbox"/> Employee Emergency <input type="checkbox"/> Training Note: Training agenda/course outline Web site required: _____ <input type="checkbox"/> Conference Note: Conference agenda Web site required: _____						
TDY Location(s)		Duty Begin Date	Duty Begin Time	Duty End Date	Duty End Time	
Detailed Trip Purpose Explanations (Do Not Use Acronyms)						
If meals will be provided, please identify which meals will be provided: (Examples: Government furnished, meals paid for in conference registrations, etc.)						
DATES						
BREAKFAST						
LUNCH						
DINNER						
Section 2: REQUIRED Accounting Information (Issued by Organization's Business Office or Resource Management Officer, RMO)						
Accounting String(s)						
FUNDING CENTER	WBS	FUND	COST CENTER	OBJECT CLASS	FUNCTION/NCTS CODE	
FUNDING CENTER	WBS	FUND	COST CENTER	OBJECT CLASS	FUNCTION/NCTS CODE	
FUNDING CENTER	WBS	FUND	COST CENTER	OBJECT CLASS	FUNCTION/NCTS CODE	
Accounting String Allocation / Comments				Travel Log Number(s) (if applicable)		

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NASA Pre-Travel Request for Authorization, continued		
Section 3: Expenses		
Transportation:	<input type="checkbox"/> Commercial Air <input type="checkbox"/> Government Vehicle <input type="checkbox"/> POV to TDY Mileage _____	
	<input type="checkbox"/> Rail <input type="checkbox"/> Rental Car	Flight/Airport Preference
Seating Preference:	<input type="checkbox"/> Aisle <input type="checkbox"/> Window <input type="checkbox"/> POV to Airport Mileage _____	
	<input type="checkbox"/> POV from Airport Mileage _____	
Expenses:	<input type="checkbox"/> ATM Surcharge Fees	Hotel Preference
	<input type="checkbox"/> Checked Bag Fee	
	<input type="checkbox"/> Courtesy Shuttle Tips <input type="checkbox"/> Rental Car - TDY	Rental Car (Driver/Passenger List)
	<input type="checkbox"/> Gas for Rental Car <input type="checkbox"/> Rental Car to Airport	
	<input type="checkbox"/> Hotel Tax <input type="checkbox"/> Rental Car from Airport	
	<input type="checkbox"/> Internet Access Fee <input type="checkbox"/> Subway	Please indicate expenses you wish to be paid to Individually Billed Account (IBA)
	<input type="checkbox"/> Laundry/Dry Cleaning <input type="checkbox"/> Taxi	
	<input type="checkbox"/> Parking - Airport <input type="checkbox"/> Tolls	
	<input type="checkbox"/> Parking - Hotel <input type="checkbox"/> Other _____	
All expense requests are subject to limitations and may require a cost comparison.		
Section 4: Other Authorizations (Justification and Pre-travel Authorization Approval Required)		
Type	Justification	
<input type="checkbox"/> Actual Lodging FTR/NPR § 301-11.300-306		
<input type="checkbox"/> Premium (First/Business) Class FTR/NPR § 301-10.123 & 125, 301-13.2(b)		
<input type="checkbox"/> Excess Baggage FTR/NPR § 301-12.2		
<input type="checkbox"/> Rental Car Upgrade FTR/NPR § 301-10.450		
<input type="checkbox"/> Special Travel Need FTR § 301-13.1-3		
<input type="checkbox"/> Other		
Additional Comments / Clarifying Statements		

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NASA Travel Voucher Worksheet

Traveler Information (OFFICIAL OR LEGAL NAME ONLY)						
Last	First	MI	Org Code	Center	Phone	
Employee Email Address					W	
					C	

Travel Document # _____ Did travel dates change? Yes No

Begin Travel Date _____ End Travel Date _____

TDY Destination(s)

FOREIGN TRAVEL:
Did you, your spouse or dependent present to or receive from a foreign government or representative of a foreign government, a gift greater than \$350.00?
 Yes No

Signature _____ Date _____

EXPENSES

	Final Airfare	Amount to be Paid to IBA		Final Mileage
1 AIRFARE-TRAVELER PURCHASED			2 POV TO/FROM AIRPORT	
			3 POV TO/FROM TDY	

	Expense Dates						Expense Totals	Amount to be Paid to IBA
	Expense Amounts							
4 HOTEL LODGING							0.00	
5 HOTEL TAX							0.00	
6 ATM SURCHARGE FEES							0.00	
7 BUSINESS PHONE CALLS							0.00	
8 CHECKED BAG FEE							0.00	
9 COURTESY SHUTTLE TIPS							0.00	
10 EXCESS BAGGAGE*							0.00	
11 FOREIGN CURRENCY FEE							0.00	
12 GAS FOR RENTAL CAR							0.00	
13 INTERNET ACCESS FEE							0.00	
14 LAUNDRY/DRY CLEANING **							0.00	
15 PARKING - AIRPORT							0.00	
16 PARKING - HOTEL							0.00	
17 RENTAL CAR TDY							0.00	
18 RENTAL CAR TO/FROM AIRPORT							0.00	
19 SUBWAY							0.00	
20 TAXI							0.00	
21 TAXI TIPS							0.00	
22 TOLLS							0.00	
23 OTHER							0.00	
Subtotals							0.00	0.00

TOTAL PAYMENT TO TRAVELER'S GOVERNMENT CREDIT CARD (IBA)

Were you provided with any Government furnished meals?

DATES									
BREAKFAST									
LUNCH									
DINNER									

Examples: Government furnished, meals paid for in conference registrations, etc.

Comments: Reference item number for each explanation/justification.

For more than 10 travel days: Expenses section 1 of 1

*EXCESS BAGGAGE refers to baggage exceeding the airline weight limits per bag and requires a justification. For standard airline fees for checking bags, enter the charge in CHECKED BAGGAGE FEE.

**LAUNDRY/DRY CLEANING is allowed for TDY exceeding 4 nights.

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INSTRUCTIONS	
<u>Traveler</u>	
<ol style="list-style-type: none"> 1. This document is updated periodically. To ensure you are using the latest version, download a new form for each trip. 2. Save a copy of this form on your computer BEFORE completing. 3. Complete the Pre-Travel Request for Authorization. 4. In the Expenses Section of the Pre-Travel Request for Authorization, please note which items you prefer to have paid to your IBA (Individually Billed Account). 5. Email the Pre-Travel Request for Authorization, as follows: <ol style="list-style-type: none"> a. If you have a Directorate Travel Arranger, email the completed form directly to them or their mailbox. b. If your Travel Arranger is in the Central Travel Office, email the completed form to your center's designated Travel Inbox. c. Attach all supporting documentation to your email submission. 6. Upon return from travel, complete the Travel Voucher Worksheet with expenses incurred during travel. Attach receipts and email it to your center's Travel Inbox or directly to your designated Directorate Travel Arranger, as applicable. 7. Your Travel Arranger will notify you when your Voucher is ready for submittal. <p><i>Note: Limit the authorization and payment of travel expenses to travel that is necessary to accomplish your mission in the most economical and effective manner, within the guidelines of the FTR and NASA's Interim Directive for Travel NPR 9700.1 (resource links are provided below).</i></p>	
<u>Travel Arranger</u>	
<ol style="list-style-type: none"> 1. Make travel reservations from the COMPLETED Pre-Travel Request for Authorization and prepare the Travel Authorization. 2. Submit the Travel Authorization to route for approvals (Funds Certifier, Supervisor, Dynamic Approver, and Travel Office Approver). 3. Monitor approvals and ticketing. 4. Prepare the Travel Voucher from the completed Travel Voucher Worksheet and notify the Traveler when ready for submittal. 	
<u>Travel Office Approver</u>	
<ol style="list-style-type: none"> 1. Review the Travel Authorization. 2. Approve or return to the Travel Arranger for corrections. 	
LOCAL TRAVEL	
It is advantageous to the government for employees to use available government vehicles for local travel. For use of a privately owned vehicle (POV) for local travel, please note the following applicable regulations and POV Mileage Reimbursement Rates .	
NID§ 301-2.6	<p>Is a travel authorization required for travel beyond 50 miles when per diem will not be authorized since the official travel is 12 hours or less?</p> <p>A. No, a travel authorization is not required when a POV is used. A local voucher may be used to claim mileage expenses, tolls, and parking.</p> <p>B. Yes, a travel authorization is required when a Government vehicle is used. A local voucher may be used to claim tolls and parking.</p>
NID§ 301-71.109	<p>Are there any situations when a travel authorization is not needed for travel?</p> <p>Yes, when travel is performed within 50 miles of the permanent duty station or place of abode, authorization by an authorizing official may be either written or oral.</p>
RESOURCE LINKS	
(This form must be saved for the links to work.)	
Federal Travel Regulations (FTR)	FTR Amendments
NASA Interim Directive for Travel NPR 9700.1 (NID)	

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APPENDIX D – COST COMPARISON TEMPLATE

NASA Travel Office - Traveler Requested Constructive Cost Comparison Worksheet (for use when **traveler** requests alternative method of transportation)

Travel Information	
Traveler's Name	
TDY Location	
TA#	

Travel Dates:	
Begin Date:	
End Date:	
Leave Dates:	

NASA Authorized Method of Transportation	
Flying From xxx to xxx	Cost
Taxi from HOME to HSV	\$0.00
15% Taxi Tip	\$0.00
Taxi from HSV to Home	\$0.00
15% Taxi Tip	\$0.00
Flight	\$0.00
Baggage (\$25.00 each way)	0
POV Cost (automatically calculated .54/m)	\$0.00
GOV (mileage)	0
GOV Cost (automatically calculated .19/m)	\$0.00
Taxi from HSV to HOME	\$0.00
15% Taxi Tip	\$0.00
POA-Private Plane (mileage)	0
POA-Private Plane Cost (automatically calculated 1.17/m)	\$0.00
Taxi from HSV to ETDY	\$0.00
15% Taxi Tip	\$0.00
Tolls In Florida Both Ways	\$0.00
M&IE	\$0.00
ATM Fee	\$0.00
Other	\$0.00
NASA Authorized Method of Transportation Total	\$0.00

Traveler Alternative Method of Transportation	
Driving from ETDY to Home	Cost
Rental Car Daily Rate	\$0.00
.25 cents per mile fee total of 150 total miles being driven	\$0.00
Tolls	\$0.00
Airport Parking	\$8.00
Taxi	\$0.00
POV (mileage)	0
POV .545/m (reduced rate of .19 if GOV authorized)	\$0.00
GOV (mileage)	0
GOV Cost (automatically calculated .19/m)	\$0.00
Rented Vehicle Cost	\$0.00
Rented Vehicle Gas	\$0.00
POA-Private Plane (mileage)	0
POA-Private Plane Cost (automatically calculated 1.17/m)	\$0.00
Hotel	\$0.00
Hotel Tax	\$0.00
Hotel Parking	\$0.00
M&IE	\$0.00
ATM Fee	\$0.00
Other	\$0.00
Traveler Alternative Method of Transportation TOTAL:	\$713.67

Comments

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NASA Travel Office - NASA Requested Constructive Cost Comparison Worksheet

(for use when **NASA** requests alternative method of transportation)

Travel Information		Cost Comparison Summary	
Traveler's Name		Common Carrier Travel Total	\$0.00
TDY Location		GOV Travel Total	\$0.00
TA#		Rental Car Travel Total	\$0.00
		MOST ADVANTAGEOUS TO GOVERNMENT	\$0.00

Common Carrier		Government Car (GOV)	
Travel Dates (required for common carrier mode):		GOV car available? (If "No" leave the expense section blank.)	
Begin Date:		Yes	
End Date:		Travel Dates (required for GOV mode):	
Leave Dates:		Begin Date:	
		End Date:	
		Leave Dates:	
Expense Description	Cost	Expense Description	Cost
Contract Airfare	\$0.00	Tolls	\$0.00
Baggage Fees	\$0.00	GOV (mileage including in/around mileage at TDY site)	0
Tolls	\$0.00	GOV Cost (automatically calculated)	\$0.00
Airport Parking	\$0.00	Hotel	\$0.00
Taxi	\$0.00	Hotel Tax	\$0.00
POV (mileage to and from airport)	0	Hotel Parking	\$0.00
POV Cost (automatically calculated)	\$0.00	M&IE	\$0.00
Rented Vehicle Cost	\$0.00	ATM Fee	\$0.00
Rented Vehicle Gas	\$0.00	Other	\$0.00
Hotel	\$0.00	GOVERNMENT CAR TOTAL	\$0.00
Hotel Tax	\$0.00	Comments for Government Car:	
Hotel Parking	\$0.00		
M&IE	\$0.00		
ATM Fee	\$0.00		
Other	\$0.00		
COMMON CARRIER TOTAL	\$0.00		
Comments for Common Carrier:			

Rental Car	
Travel Dates (required for rental car mode):	
Begin Date:	
End Date:	
Leave Dates:	
Expense Description	Cost
Tolls	\$0.00
Taxi (not typically used when rental car is authorized)	\$0.00
Rented Vehicle Cost	\$0.00
Rented Vehicle Gas	\$0.00
Hotel	\$0.00
Hotel Tax	\$0.00
Hotel Parking	\$0.00
M&IE	\$0.00
ATM Fee	\$0.00
Other	\$0.00
RENTAL CAR TOTAL	\$0.00
Comments for Rental Car:	

General Comments:

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NASA Travel Office - Constructive Cost Comparison Worksheet Instructions and Regulation Guidance:

1. Enter Travel Information section. Travel Dates are the dates used to calculate NASA's authorized method of transportation. All comparisons are limited to these dates. (See FTR §301-70.105)
2. Complete all applicable expense sections (POV, Commercial, Government Car, Rental Car).
3. Input additional information in Comments sections.
4. Reimbursement is limited to the NASA Authorized Method of Transportation.
5. Further guidance is provided on the "FTR-NID Guidance and Regulation" tab below.
6. Ensure formulas reflect the current rates from GSA (<http://www.gsa.gov/portal/content/100715>).
7. Attach the completed worksheet to the travel authorization.

GSA FTR #	Question	GSA FTR Guidance	NASA NID 9700.1 #
§301-10.309	What will I be reimbursed if I am authorized to use common carrier transportation or a rental vehicle and I use a POV instead?	You will be reimbursed the applicable POV rate on a mileage basis, plus per diem, not to exceed the total constructive cost of the authorized method of common carrier transportation plus per diem. Your agency must determine the constructive cost of transportation and per diem by common carrier under the rules in § 301-10.310.	§301-10.309 A. Mode of travel to be used for comparison. 1. Airplane. When NASA authorizes air travel, your reimbursement for mileage cost may not exceed the constructive cost of coach-class accommodations on a commercial air carrier. You must use city pair rates as your basis of comparison if it is provided between the points involved; otherwise, use the lowest unrestricted coach-class fare. You 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 your travel is irrelevant. 2. Train. When NASA authorizes train travel, your 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. 3. Bus. When NASA authorizes inter-city bus travel, reimbursement for mileage cost may not exceed the constructive cost of bus transportation. B. Costs to be included in your constructive voucher: 1. Costs to and from common carrier terminals. 2. Cost of excess baggage not included that would have been allowed by your authorized mode (you must provide acceptable evidence of its weight). 3. Transportation in and around the TDY location. 4. Rental car expense, if it would have been allowed by your authorized mode.
§301-10.304	What expenses are allowable in addition to the POV mileage rate allowances?		Reimbursable expenses in addition to mileage allowance: Parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft or airplane parking, landing, and tie-down fees. Non-reimbursable expenses included in the mileage allowance: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, state and Federal taxes.
§301-10.310	What will I be reimbursed if I am authorized to use a Government furnished automobile and I use a privately owned automobile instead?		You will be reimbursed based on a constructive mileage rate limited to the cost that would be incurred for use of a Government automobile. This rate will be published in an FTR bulletin available at http://www.gsa.gov/ptr . If your agency determines the cost of providing a Government-furnished automobile would be higher because of unusual circumstances, it may allow reimbursement not to exceed the mileage rate for a privately owned automobile. In addition, you may be reimbursed other allowable expenses as provided in § 301-10.304.
§ 301-10.311	When do I need to create a constructive voucher?		A constructive voucher is needed when the traveler did not use the authorized method of transportation.
§301-10.312	How will the allowable cost for per diem and transportation be determined when I complete an actual and constructive voucher as discussed in §301-10.309 above?		The constructive voucher for the entire trip will be compared with the actual cost of the travel as performed for the entire trip.
§301-70.101	What factors must we consider in determining which method of transportation results in the greatest advantage to the Government?		In selecting a particular method of transportation you must consider: (a) The total cost to the Government, including per diem, overtime, lost worktime, actual transportation cost, total distance of travel, number of points visited, the number of travelers and energy conservation. As stated in 5 U.S.C. 5733, "travel of an employee shall be by the most expeditious means of transportation practicable and shall be commensurate with the nature and purpose of the duties of the employee requiring such travel." (b) Travel by common carrier (air, rail, bus) is considered the most advantageous method to perform official travel. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost by common carrier exceeds the cost by another method of transportation. A determination that another method of transportation is more advantageous to the Government than common carrier will not be made on the basis of personal preference or inconvenience to the traveler. (c) When travel must be performed by automobile, agencies should next consider using a Government-furnished automobile. (d) If a Government-furnished automobile is not available, agencies should then consider using the least expensive compact rental vehicle. (e) Agencies should lastly consider authorizing a POV only if the employee agrees to use a POV, because agencies cannot mandate employees to use their POV for official reasons.
§301-70.105	May we prohibit an employee from using a POV on official travel?		No, but if the employee elects to use a POV instead of an alternative form of transportation you authorize, you must: (a) Limit reimbursement to the constructive cost of the authorized method of transportation, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized method of transportation; and (b) Charge leave for any duty hours that are missed as a result of travel by POV.

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APPENDIX E – CITY PAIR PROGRAM CODES

Airfare codes were designed to help us, but they can be very confusing when we don't know what they mean. First, look at what an airline fare code is: Fare codes are a way for airlines to differentiate between class of service, cost of ticket, award ticket, etc.

The airline city pair program is a successful program between the US General Services Administration (GSA) and the airlines. Yearly, GSA contracts with airlines to get discounts off the price of commercial fares. This successful program saves the federal government billions of dollars annually. Rest assured, a city pair fare is based on several factors other than price such as nonstop service, convenient flight times, number of flights offered, shortest total flight times, and whether jet service is offered.

A city pair fare has a city as the point of origin and another city as the point of destination. These one-way fares offer the government flexibility for their travelers. Other benefits include:

- fully refundable tickets and no charge for cancellations or changes
- availability of last seat
- flexibility of multiple destinations since fares are priced with one-way routes
- no advance purchasing required
- no minimum or maximum length of stay requirements
- availability of dual fares
- no blackout periods
- pricing stability due to locked in fares
- volume – over 5,000 city pair fares to choose from

It should also be noted that it is mandatory for government employees to use economy class contract fares unless they qualify for an exception. Exceptions are found in the FTR.

Airline City Pair tickets are issued using one of the following contract award (CA) fare codes:

- YCA
 - city pair fare
 - guaranteed GSA economy class
 - capacity controlled fares
- _CA
 - city pair fare
 - GSA economy class
 - limited capacity

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- first letter of the _CA will vary by airline (e.g. LCA, QCA, etc.)
- seat availability on a particular flight varies carrier-by-carrier and market-by-market
- ticketing time limits
- advance purchase requirements
- minimum or maximum stay requirements
- travel time limits
- extended calendar blackouts of more than five consecutive days' duration
- can be subject to penalty, change or cancellation fees

These two contract fare codes are also known as Dual Fares. YCA is a highly discounted unrestricted fare. The capacity-controlled fare (_CA) offers an even deeper discount. Because the rate is lower, there is a limited number of seats when the _CA fare is offered. The _CA flights allow an agency to save the most money with the same quality service available with YCA fares. For this reason, the _CA fares are encouraged by the FTR.

City pair contracts for business class service are awarded for many long-distance international markets. The contract fare code is

- _CB
 - City pair fare
 - Business class
 - No administrative fee/penalty for re-ticketing, rebooking or cancelling – with exception of Group Travel Cancellation Policies and certain fees
 - Long-distance international markets

Some airlines offer “Government Fares” or “Government Discounts”. These are not contract fares even though they appear to be the same price. The fare code is

- DG
 - Not a government contract city pair fare
 - Offered by non-contract carriers
 - Not offered to the general public
 - Also known as “Me Too Fares”
 - May not be used for government travel unless it meets a government exception
 - Fare may change between time reservation is made and ticket is issued
 - Additional fees may be added that do not apply to contract airfares
 - Early ticketing may be charged to traveler’s credit card sooner than with contract
 - Airfares

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The DG fares can be used when

- a city pair fare is not available
- space on a scheduled contract flight is not available in time to accomplish the purpose of your travel
- the contract flight is inconsistent with explicit policies of your agency regarding scheduling travel during normal working hours
- rail is not available, not cost effective or inconsistent with mission requirements

Since DG fares are offered by non-contract carriers and not available to the general public, they do not qualify for the FTR exception which allows government travelers to take advantage of a lower commercial fare offered by non-contract carriers.

In summary, if you know your flight schedule well in advance and there is little or no chance you will need to change your flight plan, then look for a _CA city pair fare. Remember these need to be booked early with little chance of changing your schedule. If you need to leave on travel in a week or less, chances are likely that you will not find a _CA fare and will need to look for an YCA contract fare. If an YCA or _CA city pair fare is not available, then look for a DG fare. If you are traveling internationally, search for a _CB fare.

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APPENDIX F – ETDY OIC APPROVAL NF1846

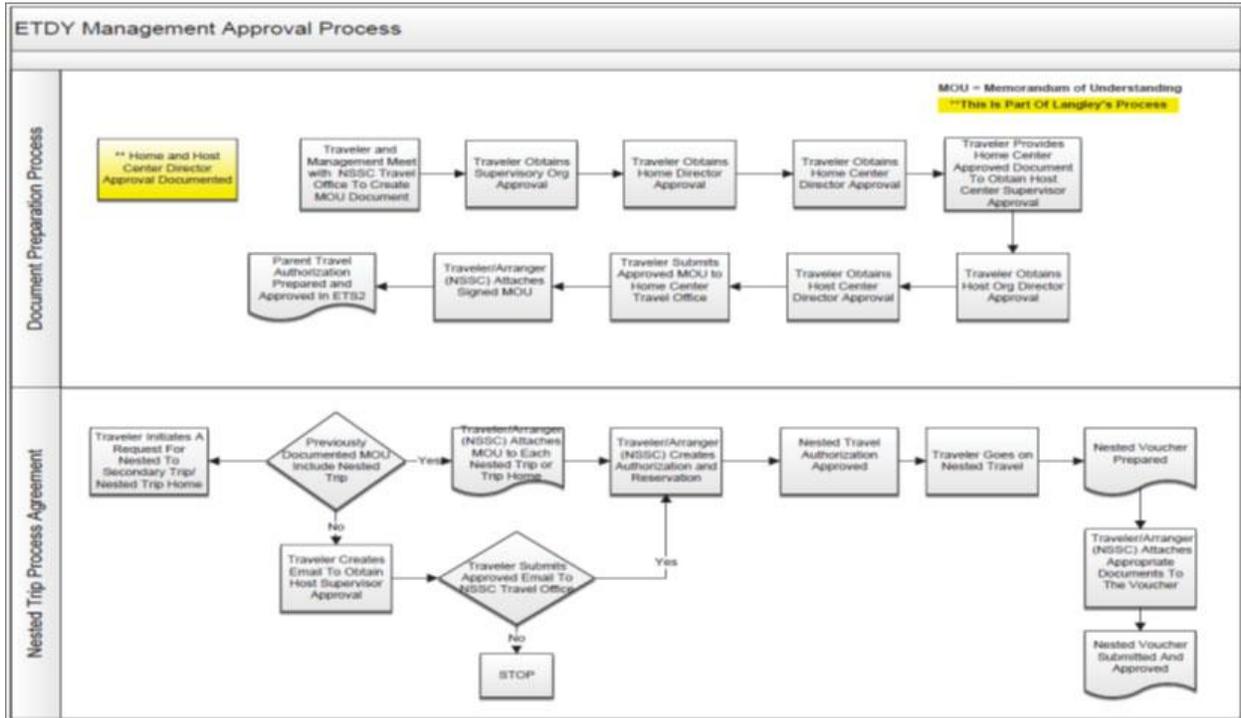
	National Aeronautics and Space Administration	Extended Temporary Duty Assignment (ETDY) Longer Than 90 Days Officials-in-charge (OIC) Approval
Traveler Name: <input style="width: 80%;" type="text"/>	Document No.: <input style="width: 80%;" type="text"/>	
Section 1: Trip Detail		
Purpose: <input style="width: 100%; height: 40px;" type="text"/>		
Dates of ETDY (provide specific begin and end dates):		
<input type="checkbox"/> Basic	Begin Date: <input style="width: 150px;" type="text"/>	End Date: <input style="width: 150px;" type="text"/> # Days: <input style="width: 100px;" type="text"/>
<input type="checkbox"/> Amendment/Extension	Begin Date: <input style="width: 150px;" type="text"/>	End Date: <input style="width: 150px;" type="text"/> # Days: <input style="width: 100px;" type="text"/>
Section 2: Financial Obligations		
Travel Cost:		Note: If more than one funding source is required, enter "numerous; see attached", and include an attachment.
ETDY Estimate: \$ <input style="width: 150px;" type="text"/>	Funding WBS: <input style="width: 300px;" type="text"/>	Fund: <input style="width: 150px;" type="text"/>
Funding Center: <input style="width: 250px;" type="text"/>		
Labor Accounting Information:		
Funding WBS: <input style="width: 250px;" type="text"/>		Fund: <input style="width: 150px;" type="text"/>
Funding Center: <input style="width: 250px;" type="text"/>		
If ETDY is over 180 days, complete the following: If travel is over 180 days, the following cost comparison is required (to be worked with Center Travel Office and NSSC).		
Temporary Change of Station (TCS)	\$ <input style="width: 150px;" type="text"/>	
Permanent Change of Station (PCS)	\$ <input style="width: 150px;" type="text"/>	
Justification: (If ETDY is not the most cost advantageous method, a justification must be provided as to why ETDY was chosen over the most cost advantageous method.) <input style="width: 100%; height: 40px;" type="text"/>		
Section 3: Clarifying Comments/Statements		
<input style="width: 100%; height: 100%;" type="text"/>		

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 <p>National Aeronautics and Space Administration</p>	<h3>Extended Temporary Duty Assignment (ETDY) Longer Than 90 Days Officials-in-charge (OIC) Approval</h3>
Section 4: Approval Signatures	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <p>Employee (Signature) _____ Date _____</p>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <p>Home Center HR (Signature) _____ Date _____</p> <p><i>(If applicable for local requirements or for cost comparison of details over 180 days)</i></p>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <p>Home Supervisor (Signature) _____ Date _____</p>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <p>Host Supervisor (Signature) _____ Date _____</p> <p><i>(If at NASA Center)</i></p>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <p>Home Center Director (Signature) _____ Date _____</p> <p><i>(If ETDY is more than 90 days)</i></p>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <p>(Signature) _____ Date _____</p> <p>Host Center Director or OIC of Headquarters Offices <i>(If trip is over 90 days and/or funding organization)</i></p>

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APPENDIX G – MANAGEMENT APPROVAL PROCESS



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APPENDIX H – TAX GUIDE

IRS Publication 463 states that long term assignments in excess of one year are considered to be income. NASA is obligated to report all reimbursements as income to the employee from the point it can be reasonably determined that the assignment will exceed 365 days ([NPR 9750.1](#)).

If the ETDY is expected to last for more than one year (whether or not it actually lasts for more than one year), the IRS considers this to be an indefinite assignment. Travelers are required to include in their income any travel reimbursements they receive when the ETDY becomes an indefinite assignment.

When it has been determined that travel will exceed 365 days, you should notify NSSC so that taxes may be deducted from the subsequent monthly travel vouchers (See Tax Guide [Appendix H](#)). The amount of deduction is determined by the IRS for all taxable reimbursements. This information is then forwarded to Department of Interior (DOI) to be included on the employee's Form W-2, Wage and Tax Statement.

Generally, the following taxes are withheld from an employee's monthly travel voucher (TV):

Federal Tax – 22%

Medicare (Hospital Insurance Tax (HIT)) – 1.45%

Social Security (FICA) – 6.2% (not applicable to employees under CSRS)

State Tax for the locality of the where the traveler resides for the ETDY assignment

To prevent you from using part of your travel reimbursement to pay Federal tax (22%), a Withholding Tax Allowance (WTA) is applied to the reimbursement amount as shown in the following example:

Amount of monthly TV: \$1,300.00

WTA (28.2051%): + 366.67

Grossed Up Amount: \$1,666.67

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The “grossed-up” amount is then used to calculate the taxes as follows:

Reimbursement with added WTA: \$1,666.67

Less Federal (22%) (\$366.67)

Less HIT (1.45%) (\$24.17)

Less FICA (6.2%) (\$103.33)

Less State (5% as an example) (\$83.33)

Amount reimbursable to employee: (\$1,089.17)

Since the original travel reimbursement was “grossed-up” (i.e., the WTA was applied), the employee does not have to bear the burden of the Federal Tax.

If you are taxed for ETDY, you will be notified by the NSSC to file an ETTRA Voucher. ETTRA is an allowance to reimburse employees for substantially all of the additional Federal, state, and local income taxes they incurred as a result of the ETDY. The notification and further instructions will be issued by the NSSC generally during the second quarter of the calendar year.

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APPENDIX I – SAMPLE E-MAIL: CALENDAR YEAR-END CUT-OFF

1. The following e-mail should be sent, in early November, to all recipients of taxable Extended Temporary Duty (ETDY) travel orders in the Fiscal Year just closed out.
2. Be sure to update the dates in the body of the e-mail before sending to Travel L3 for approval.
3. Once approved, send the e-mail from the NSSC-ETDY Travel mailbox.

From: NSSC-ETDY Travel
Subject: Calendar Year End Cutoff Dates – Extended TDY Vouchers

Dear Traveler,

The NASA Shared Services Center (NSSC) Travel Office is preparing for activities related to calendar year-end closing and 2015 W-2 reporting. Extended TDY reimbursements subject to taxes are included on the employee's Form W-2 and must be reported to NASA's Payroll Provider, the Department of Interior, with the pay period ending December 12, 2015.

To allow time for reimbursement and tax file preparation, we would like to process all vouchers that have not been submitted as soon as possible and prior to any deadlines. Please review the list below and determine if you have any outstanding vouchers and submit them as soon as possible.

Be advised that Extended TDY vouchers received by the NSSC after the deadlines noted below will not be processed for payment until January 2016.

November 25, 2015 will be the last day for Extended TDY vouchers subject to taxes to be received and processed in time for the deadline.

Vouchers should be emailed to nssc@nasa.gov or faxed to the NSSC using the Travel Receipt Cover Sheet located on the [NSSC Customer Service Web](#).

- Select "Extended TDY" link on the left-hand side of the screen.
- On the right-hand side of the screen, under Quick Links, choose "Forms".
- Choose NSSC 23 Travel Receipt Cover Sheet. Complete the form online and print it out to include with all travel vouchers, receipts, and correspondence faxed to the NSSC. The fax number for receiving documents is 1-866-779-6772 (1-866-779-NSSC).

If you have any questions or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail: nssc-contactcenter@nasa.gov.

Please do not reply to this email. It was sent from an unmonitored mailbox.

Thank you,

NSSC Travel Office
Web: [Extended TDY](#)
Fax: 1-866-779-6772

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APPENDIX J – SAMPLE E-MAIL: ANNUAL ETTRA

From: NSSC-Travel

To (Bcc): All travelers in need of filing an ETTRA

Subject: Action Required - 2020 ETTRA Claim

Dear Traveler,

According to our records, you received taxable reimbursements for Extended Temporary Duty (ETDY) expenses in the tax year 2020. To comply with Federal Travel Regulation (FTR) 302-17, you must file an Extended Temporary Duty Tax Reimbursement Allowance (ETTRA) claim after you file your 2020 U.S. Income Tax Return (IRS Form 1040). Filing the ETTRA claim (voucher) ensures that NASA has reimbursed you for the appropriate amount of income taxes related to your ETDY.

Please provide the following documents. These forms are attached here for your convenience, or can be found on the [NASA Electronic Forms Web site](#) (NEF) or directly accessed using the below links:

1. Travel Voucher - [Optional Form \(OF\) 1012](#)
 - Complete blocks 2, 5, and 7.
 - Enter the following statement in block 12: "ETTRA claimed for the Year 2020."
 - Sign and date block 13.

2. Statement of Income and Tax Filing Status - [NASA Form \(NF\) 1842](#)
 - Provide all required information on the form.
 - Sign and date.
 - If you are married and filing a joint return that includes your spouse's income, your spouse's signature is also required.

Carefully review the ETTRA instructions prior to completing the Statement of Income and Tax Filing Status (NF 1842). Once completed, sign both documents listed above and submit to the NSSC using one of the following methods: email to nssc@nasa.gov with the subject "ETTRA Voucher" or fax your submission using the [NSSC fax cover sheet](#) to:

1-866-779-6772 (1-866-779-NSSC)

NASA Shared Services Center (NSSC) Travel Office

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Attention: ETTRA Voucher

Please submit your ETTRA voucher by June 16, 2021.

More detailed information associated with this requirement can be found on the General Services Administration (GSA) Website by accessing [FTR 302-17](#) and also at [NSSC Travel Customer Service Website](#). If you have any questions or need further assistance, please contact the NSSC at 1-877-677-2123 (1-877-NSSC123) or nssc-contactcenter@nasa.gov.

Thank you,

NSSC Travel Office

Web: <https://www.nssc.nasa.gov/customerservice>

Fax: 1-866-779-6772

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APPENDIX K – INTERIM VOUCHER CHECKLIST

ETDY Interim Checklist																			
Traveler Name (First - No)																			
Travel dates:																			
ETDY Location:																			
Reviewer:																			
ETDY Preparer:																			
Audit Date:																			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Per Diem Rates per GSA:</td> <td style="width: 20%; text-align: center;">100%</td> <td style="width: 20%; text-align: center;">65%</td> <td style="width: 20%; text-align: center;">75%</td> <td></td> </tr> <tr> <td>Lodging</td> <td style="text-align: center;">\$ -</td> <td style="text-align: center;">\$ -</td> <td style="text-align: center;">\$ -</td> <td></td> </tr> <tr> <td>M&IE</td> <td style="text-align: center;">\$ -</td> <td style="text-align: center;">\$ -</td> <td style="text-align: center;">\$ -</td> <td></td> </tr> </table>					Per Diem Rates per GSA:	100%	65%	75%		Lodging	\$ -	\$ -	\$ -		M&IE	\$ -	\$ -	\$ -	
Per Diem Rates per GSA:	100%	65%	75%																
Lodging	\$ -	\$ -	\$ -																
M&IE	\$ -	\$ -	\$ -																
	Yes	No	N/A	Comments															
ENROUTE																			
1. OIC has valid justification and signatures?	<input type="checkbox"/>		<input type="checkbox"/>																
2. IPAA/IAA attached if applicable (non NASA or ETDY to non NASA location)?	<input type="checkbox"/>		<input type="checkbox"/>																
3. Lease signed by both parties, dates of lease are within the ETDY assignment dates, Is a one bedroom (if not one bedroom then quotes are attached for three one bedroom units nearby)?	<input type="checkbox"/>																		
4. Before creating voucher in CGE, change Document Name to the correct voucher # sequence (ex- 72000028046101) (starts over at i01 with every new auth)	<input type="checkbox"/>																		
5. Verify per diem rates are correct through GSA.	<input type="checkbox"/>		<input type="checkbox"/>																
6. If enroute voucher and traveler arrived same day was 65% per diem paid?	<input type="checkbox"/>		<input type="checkbox"/>																
7. If enroute voucher and travel mode is the authorized mode of travel and traveler stopped overnight prior to arriving at ETDY, lodging (if applicable) is paid at 100% and M&IE at 75%, 100% each additional day and 65% day they arrive at the ETDY?	<input type="checkbox"/>		<input type="checkbox"/>																
8. Are lodging taxes properly claimed as "Other Expenses" and pro-rated based on reduced per diem rate (if applicable)	<input type="checkbox"/>		<input type="checkbox"/>																
9. If driving to ETDY, ensure it is the most cost advantageous mode of travel. A cost comparison must be attached along with quotes for airfare, taxi to/from airport and 350lbs ground shipping?	<input type="checkbox"/>		<input type="checkbox"/>																
10. If using a uhaul, was a cost comparison showing uhaul and gas versus flying provided? (insurance, dollies and padding are not reimbursable with a uhaul)	<input type="checkbox"/>		<input type="checkbox"/>																
11. Remove M&IE for any annual leave or nested trips. Check for all auths within the dates of the voucher, follow up by checking the vouchers in case the dates of travel changed.	<input type="checkbox"/>		<input type="checkbox"/>																
12. If actual lodging cost is being claimed, is a waiver from OCFO provided and attached to the voucher?	<input type="checkbox"/>		<input type="checkbox"/>																
13. Verify that no expenses are being carried over from the auth that are not applicable or amounts need to be changed.	<input type="checkbox"/>		<input type="checkbox"/>																
14. Make sure all required receipts/any expenses over \$75 are attached. Ensure lease agreement, rent and utilities. If applicable make sure the IAA, IPA, Waiver for actuals, rental car receipt are attached.	<input type="checkbox"/>		<input type="checkbox"/>																

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15.	Ensure lodging receipt(s) include name of traveler, location payment is for, date of payment, amount and form of payment (check, card). See OCFO list for valid receipt.	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Taxable? If so Preparer should have notified the Reviewer	Preparer sends ETTRA notification email to Traveler with attachments and saves copy of email in folder. Makes a note on the authorization in the EFC the effective date traveler became taxable. Preparer will immediately email the NSSC Center Reviewer so they can add the new taxable information to the ETTRA tab.		
	MONTHLY			
1.	Check to see what the last day was on the previous paid voucher to ensure dates don't cross over on the interim you are working	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Check authorization dates to ensure voucher requested dates are within the current authorization.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	If authorization is ending soon check to see if a new authorization has been created. If so is traveler taxable?	If ending soon the Preparer should have reached out to the traveler to see if they plan to extend		
4.	Check ETDY authorization to see if it has been amended or a new authorization has been created that will extend the ETDY over 365 days, if so then the Preparer should have sent the ETTRA introduction email to the traveler with the Service Agreement (and DC waiver if at HQ and living in VA or MD). A copy of the email needs to be added to the travelers EFC file	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Verify current lease covers dates of voucher claim submitted	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Were lodging receipts provided for all days claimed on voucher? (if voucher crosses two months will need rent receipts for both months)	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Were utility receipts provided (if not included in the rent)? Should be notated on the lease.	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Check CGE for any authorizations for nested trips during the dates of voucher claim submitted. Then verify the nested dates by reviewing the vouchers (you may see an auth that has not been vouchered from yet, if so contact the traveler to ensure dates of travel did not change based on the auth dates or that the trip was not canceled)	<input type="checkbox"/>	<input type="checkbox"/>	

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9.	Verify the correct voucher # sequence is being used (ex- 72000028046i03) (starts over at i01 with every new auth)	<input type="checkbox"/>		
10.	Remove M&IE for any annual leave or nested trips (ensure you check for all auths within the dates of the voucher, follow up by checking the vouchers in case the dates of travel changed)	<input type="checkbox"/>	<input type="checkbox"/>	
11.	If actual lodging cost being claimed, is a waiver from OCFO in the EFC file?	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Are lodging taxes properly claimed as "Other Expenses", if applicable and pro-rated based on reduced per diem rate (FTR 301-11.27)?	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Ensure all applicable expenses are being paid to IBA unless justification is provided. (M&IE, POV and Tolls are excluded from having to go to the IBA)	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Confirm all receipts that apply are attached before approving (rent, utilities, misc. over \$75, rental car, DC Waiver, ETTRA Service Agreement, mileage or taxi quotes).	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Check SAP for funding for amounts being paid to Other and IBA to ensure funds are available.	<input type="checkbox"/>		
16.	Other - Please describe in Comments			
	FINAL			
1.	If final voucher and traveler is driving home, is most advantageous mode of travel being reimbursed and a cost comparison attached along with quotes (ensure quotes are complete showing all required details such as shipping addresses, number of packages, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
2.	If using a uhaul, was cost comparison showing uhaul and gas versus flying provided? (insurance, dollies and padding are not reimbursable with a uhaul)	<input type="checkbox"/>	<input type="checkbox"/>	
3.	If POV is the authorized mode of travel and traveler stopped overnight prior to arriving home, lodging (if applicable) is paid at 100% and M&IE at 100% each additional day and 75% day they arrive at the PDS?			
4.	If traveler is staying in place and not returning back to the PDS at the end of the ETDY is last day of lodging \$0 and M&IE 65% of ETDY location?	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Flying home or when Common Carrier is the authorized mode, Is lodging \$0 and M&IE 65% of the ETDY for last day when traveler returns to the PDS	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Make sure no M&IE is being claimed for annual leave or nested trips	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Confirm all receipts are attached before approving (rent, utilities, misc. over \$75, rental car).	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Ensure all previous interim vouchers are complete prior to approving the final so funds will not be released	<input type="checkbox"/>	<input type="checkbox"/>	
RENTAL CAR				
1.	If claiming rental car ensure it is authorized on authorization	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Is rental car economy/compact car. (NPR 5.10.1)?	<input type="checkbox"/>	<input type="checkbox"/>	
3.	If not, is proper justification provided for larger car (NPR 5.10.1)?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Is rental car expense properly excluded for annual leave days, if any?	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Are costs for unauthorized or unjustified upgrades, GPS, FTR fees (Frequent Travel Program) or other non-reimbursable expenses properly excluded?	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Is rental car authorized for ETDY?	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Is gas for rental car valid for dates in voucher?	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Is gas cost within reason, (ex - being claimed for travel to/from work, not claiming gas fill up on Friday and then again on Sunday) ?	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Other - Please describe in Comments			
POV <i>Input GSA Rate</i>				
1.	POV only being claimed in a non metro area	<input type="checkbox"/>	<input type="checkbox"/>	Ex: DC has metro, POV not authorized here

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2.	Verified mileage rate in CGE is accurate based on current GSA rates?	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Distance traveled properly calculated and does not exceed 10%/\$25 threshold (FTR 301-10.302)?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Is mileage tol from work excluded for weekends, holidays, leave, teleworking?	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Other - Please describe in Comments	<input type="checkbox"/>	<input type="checkbox"/>	
AIRFARE (FTR 301-10) - IBA				
1.	Ensure Airfare amount is accurate.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	If non-contract fare, ensure quote was provided and is being reimbursed up to the contract rate or proper justification is provided to receive the non contract?			
3.	If not using coach class, Is proper authorization/approval provided (FTR 31-10.123)?	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER				
1.	If claiming taxi are tips limited to 15% of the transportation cost (FTR 301-10.420)?			
2.	If claiming taxi to work at ETDY is proper justification provided?	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Are receipts provided for all expenses >\$75?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Is parking expense allowed/authorized, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Receipt provided for parking, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Is shipping 350 lbs. or less ground?	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Was insurance deducted in shipping cost (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	
8.	If using a uhaul, was cost comparison showing uhaul and gas versus flying provided? (insurance, dollies and padding are not reimbursable with a uhaul)	<input type="checkbox"/>	<input type="checkbox"/>	
9.	If in flight/airport internet was claimed, was a justification provided?	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Other - Please describe in Comments			
TAXABLE CALCULATIONS				
	ORIGINAL VOUCHER			
	FB60 1900#	<input type="checkbox"/>		
	NET AFTER TAXES			
	SENT TO CS DATE			
	CASE/TASK #			
	FUNDS	(Clear)		

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APPENDIX L – NESTED VOUCHER CHECKLIST

Nested Voucher Checklist

Traveler Name (First - Last):	
Travel Voucher No:	
ETDY Location	
TDY locations	
Home or Secondary	
ETDY Reviewer	
ETDY Preparer	
Audit Date	

Per Diem Rates Per GSA:	100%	75%
Lodging (secondary)		
M&IE (secondary)		
M&IE (home)		0.00

Lodging and M&IE Detail may be reconciled on next tab(optional)

		Yes	No	N/A	Comments
HOME					
1.	3/4 ETDY location per diem M&IE only for travel days?	<input type="checkbox"/>	<input type="checkbox"/>		
2.	No lodging at PDS?	<input type="checkbox"/>	<input type="checkbox"/>		
3.	If needing a rental car at PDS, is visit for official business? If not official rental is only allowed to/from airport and must be less than a taxi. (NPR 9750.1 Section 3.2)	<input type="checkbox"/>	<input type="checkbox"/>		
4.	If trvlr drove POV to airport and parked it ensure quotes are provided of what taxi cost would have been and is reimbursed not to exceed cost of taxi roundtrip.	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Taxable? (check for new parent authorization)	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Traveler claim any baggage?	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Confirm NF1850 and all applicable receipts are attached.	<input type="checkbox"/>	<input type="checkbox"/>		
SECONDARY					
1.	Is lodging over per diem? If actuals are not approved ensure taxes are prorated based on max per diem rate. If actuals are approved ensure justification is in document details	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Are lodging taxes properly claimed as "Other Expenses", if applicable (Domestic Only)(FTR 301-11.27)?	<input type="checkbox"/>	<input type="checkbox"/>		
3.	If claiming parking at hotel/conference verify lowest cost parking was used	<input type="checkbox"/>	<input type="checkbox"/>		
4.	If trvlr drove POV to airport and parked it ensure quotes are provided of what taxi cost would have been and is reimbursed not to exceed cost of taxi roundtrip.	<input type="checkbox"/>	<input type="checkbox"/>		
5.	If early flight (prior to 10am) and traveler has to drive long distance to airport from residence, and requests to stay in hotel night before scheduled departure (common for CA) they will be allowed 75% M&IE and full lodging not to exceed per diem rate for the location they are staying. Per diem day of departure would be 100% M&IE for a TDY.	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Ensure all applicable expenses are being paid to IBA unless justification is provided. (M&IE, POV and Tolls are excluded from having to go to the IBA)	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Confirm that the NF1850 and all applicable receipts (rental car, hotel, etc.) are attached to the voucher.	<input type="checkbox"/>	<input type="checkbox"/>		
SECONDARY/HOME COBINED					
1.	For combined trips, ensure you refer to the M&IE matrix to ensure the correct per diem location is being used on days of travel between ETDY, PDS and Secondary locations.	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Taxable? (check for new authorization) (only home related expenses are taxable)	<input type="checkbox"/>	<input type="checkbox"/>		
FOREIGN					
1.	Did they cross IDL? If so ensure per diem second day is \$0 and it is added to last day.	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Are lodging taxes included in the per diem, if applicable (Foreign Only)	<input type="checkbox"/>	<input type="checkbox"/>		

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RENTAL CAR		N/A	
1.	If claiming rental car ensure it is authorized on authorization	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is rental car economy/compact car. (NPR 5.10.1)?	<input type="checkbox"/>	<input type="checkbox"/>
3.	If not, is proper justification provided for larger car?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is rental car expense properly excluded for annual leave days, if any?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are costs for unauthorized or unjustified upgrades, GPS', FTR fees (Frequent Travel Program) or other non-reimbursable expenses properly excluded?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is rental car authorized for ETDY?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is gas for rental car valid for dates in voucher?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Is gas cost within reason, (ex - being claimed for travel to/from work, not claiming gas fill up on Friday and then again on Sunday) ?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Other - Please describe in Comments		
POV		N/A	
<small>Input GSA Rate</small>		<small>N/A</small>	
1.	Verified mileage in CGE is accurate based on current GSA rates?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Distance traveled properly calculated (FTR 301-10.302)?	<input type="checkbox"/>	<input type="checkbox"/>
3.	If driving home or to TDY, is cost comparison provided showing cost to fly versus cost to drive and lesser option being claimed?	<input type="checkbox"/>	<input type="checkbox"/>
4.	If driving POV to airport, is the total cost of airport parking less than taxi fare & 15 % tip to and from the airport (taxi quotes will need to be attached)?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Other - Please describe in Comments		
AIRFARE (FTR 301-10)			
1.	If non-contract fare being requested, was quote provided showing contract fare was more?	<input type="checkbox"/>	<input type="checkbox"/>
2.	If requesting other than coach class, is proper justification provided (medical waiver on file)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Ensure Airfare amount is accurate.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Other - Please describe in Comments		
OTHER			
1.	Parent Authorization cover dates of nested?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Dates do not cross over with another nested.	<input type="checkbox"/>	<input type="checkbox"/>
3.	If requiring a taxi, ensure 15% tip is estimated.	<input type="checkbox"/>	<input type="checkbox"/>
4.	If in flight/airport internet requested ensure a justification is included in the comments stating this was mission critical.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Other - Please describe in Comments		

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APPENDIX M – SAMPLE ETDY COUNSELING CHECKLIST

	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION NASA SHARED SERVICES CENTER STENNIS SPACE CENTER, MS 39529-6000	Extended Temporary Duty (ETDY) Counseling Checklist	
Section 1 - Customer Information			
Current Date	<input type="text"/>	Traveler's Name	<input type="text"/>
Telephone	<input type="text"/>	E-mail	<input type="text"/>
Permanent Duty Station (PDS)	<input type="text"/>	ETDY Location	<input type="text"/>
What Center are you employed by?	<input type="text"/>		
Is your PDS location different from your residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, where is your residence?	<input type="text"/>		
Dates of Travel:	From: <input type="text"/>	To: <input type="text"/>	<i>(if over 90 days an Official In Charge (OIC) is required)</i>
Dates of Business:	From: <input type="text"/>	To: <input type="text"/>	
Purpose	<input type="text"/>		
Has traveler been on ETDY to this location before?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, From:	<input type="text"/>	To:	<input type="text"/>
Caseworker	<input type="text"/>	Alternate Caseworker	<input type="text"/>
Date Counseled	<input type="text"/>		
<p>NOTE: For assignments of more than 90 days, NASA requires an OIC approval via NASA form 1846. For assignments greater than 180 days NASA require an analysis of allowances with ETDY, Temporary Change of Station or Permanent Change of Station. The NSSC will develop a cost comparison for use by your center management in determining whether the assignment should be authorized as an ETDY, temporary Change of Station or Permanent Change of Station. (NPR 9750.1, sec. 2.3.1(a)(b)).</p>			
Section 2 - Will you be requesting a cash advance? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Government Credit Card Advances			
<input type="checkbox"/> When authorized, you may receive a travel advance with the Government-issued travel charge card by cash withdrawal at an Automated Teller Machine (ATM) or at bank facilities, but should be no earlier than 3 days prior to trip start date. Allowable expenses to receive the advance are listed in FTR 301-51.200.			
<input type="checkbox"/> The financial utilization on the Government Travel Individually Billed Account (IBA) should not exceed the expected cost of the trip authorized. If that occurs, it is misuse of Government funds under the law.			
<input type="checkbox"/> Repayment of travel advances from a Government-issued charge card is due in full by the statement due date.			
<input type="checkbox"/> NASA employees who are authorized official travel shall use their Individually Billed Accounts (IBA) 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. Justification will be required for any ATM fees or other expenses claimed where the IBA was not used. (NPR 9710.1, sec. 3.1 / 3.2). Expenses for which payment through the Government contractor-issued travel charge card is impractical (e.g., vendor does not accept credit cards) or impose unreasonable burdens or costs (e.g., fees are charged for using the card) are exempt from use of the travel charge card. You may be authorized other expenses when it is necessary in the interest of the agency (FTR 301-51.2).			
<input type="checkbox"/> The NSSC will contact your APC (Agency Program Coordinator) at your center to ensure your card access and limits are adjusted to accommodate ETDY.			
<input type="checkbox"/> Your card will not authorize purchases to certain stores such as a drugstore, hardware, department stores etc. A list can be provided upon request.			

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	Section 2 - Will you be requesting a cash advance? (Continued)	
Electronic Fund Transfer (EFT) Cash Advances		
<input type="checkbox"/> EFT cash advances may be issued to you if you are unable to obtain a Government-issued travel card. (FTR 301-51.3)		
<input type="checkbox"/> Cash advances must be authorized on your travel orders. You will need to coordinate with the Center's Travel Business Process Lead in the Office of the Chief Financial Officer (OCFO). (FTR 301-51.200)		
<input type="checkbox"/> The maximum amount of a cash advance is for 45 days at the reduced per diem rate (Example: DC area \$173 x 45 = \$7785). See www.gsa.gov for current per diem. (FTR 301-510.200(b) and FTR 301-51.201)		
<input type="checkbox"/> Employees on extended assignments will account for a travel advance beginning with the first interim voucher that is submitted. 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 (NPR 9750.1, sec. 3.3.1).		
Section 3 - Intergovernmental Personnel Act (IPA) Agreement <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> If you are or will be under an IPA and have not already provided this with the submission of your Questionnaire, a copy of this agreement must be attached when submitting your NF1850 authorization request.		
Section 4 - Househunting Trips		
<input type="checkbox"/> Househunting trips are NOT allowed on ETDY. If you are traveling to your ETDY location on a separate official business trip prior to beginning your ETDY assignment, you may take the opportunity to check into lodging accommodations on personal time and expense.		
Section 5 - Per Diem Rate Definitions		
ETDY Per Diem Rates	<input type="text"/>	
Lodging - 65% =	<input type="text"/>	
Meals and Incidental Expenses (M&IE) - 65% =	<input type="text"/>	
<input type="checkbox"/> Reduced rate is the maximum rate allowed for each full day at the ETDY location. You will be reimbursed up to 65% of the maximum per diem. An ETDY authorization can include reasonable further reductions from the standard reduced rate, to the extent it can be determined in advance that such will substantially lower costs without mission impact. For example, if lodging is obtained at 50 percent per diem, the ETDY authorization should be adjusted to authorize a lower rate. (41 CFR 301-11.200 / NPR 9750.1 sec. 3.1.2(a))		
<input type="checkbox"/> Reduced rate of reimbursement begins on the first day of travel regardless of the mode of transportation, unless lodging is required en-route to the ETDY location whereas reimbursement would then be 100% for lodging and reduced would start when traveler arrives at the ETDY. Lodging en-route is only reimbursed if cost comparison shows that common carrier was higher than travelers preferred mode. (NPR 9750.1, sec. 3.1.2(b) / 3.1.3(a))		
<input type="checkbox"/> Employee will be reimbursed for the authorized reduced lodging rate at the ETDY location when away from the ETDY location for any reason which includes leave, home trips and TDY travel.		
<input type="checkbox"/> Authorizations must be completed before a lodging lease is secured. (NPR 9750.1, sec. 2.2)		
NOTE: Before starting ETDY the traveler should check the State Tax laws for their ETDY location. Some states may consider the traveler a permanent resident after working there for a certain time-frame. If the traveler brings their Privately Owned Vehicle (POV) to the ETDY location, that state may require them to register the POV in that state.		

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	Section 6 - Lodging at the ETDY Location	
<p>NOTE: NASA will authorize the employee a per diem rate (<i>up to 65 percent</i>) to reasonably cover expenses for a one bedroom furnished apartment. For ETDY greater than 90 days, first consideration should be given to long-term lodging facilities. Long-term lodging facilities are available on the GSA schedule 48 at http://www.gsa.gov. If a long-term facility is not selected, proper justification should be provided. (NPR 9750.1 sec. 3.1.2 (b))</p>		
<input type="checkbox"/> Long Term Lodging (LTL) under the Transportation, Delivery and Relocation Solutions (TDRS) Schedule 48 is designed for lodging needs of 30 days or more. This program provides housing accommodations that are within the current per diem rates and allow for short or long term stays. Typical facilities include apartment or condominium type properties that may be furnished with all the amenities of a regular home. Current list of vendors is available at www.gsa.gov/longtermldodging . (NOTE: Not Applicable for foreign TDY locations)		
<input type="checkbox"/> The following is included as part of the reduced per diem rate. (NPR 9750.1, sec. 2.4.2(a-e))		
<ul style="list-style-type: none"> ● Reasonable expenses for a one bedroom (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) NPR 9750.1, sec. 3.1.2(b) / Note). ● Rental cost of necessary furniture and appliances if renting an unfurnished dwelling. ● Connection, use and disconnection of utilities. ● Basic landline telephone usage fee (no installation or long distance). Basic Cable (no premium channels). ● Internet service (high speed is allowable). ● Cost of reasonable fees for cleaning service. 		
<p>Government Quarters</p> <input type="checkbox"/> You will be reimbursed, as a lodging expense, the fee or service you pay for use of the quarters not to exceed the reduced lodging portion for that location. (FTR 301-11.12 (a) (2))		
<p>Lodging with Friends or Relatives</p> <input type="checkbox"/> You will not be reimbursed for lodging, but will be reimbursed 65% of the M&IE. (FTR 301-11.12 (a) (3)) <input type="checkbox"/> You may only be reimbursed for any additional costs that can be shown to be directly related to your staying with friends or relatives, such as the cost to rent bedroom furniture. (FTR 301-11.12 (a) (3))		
<p>Non-Conventional Lodging</p> <input type="checkbox"/> You may be reimbursed for the cost of other types of lodging when there are not conventional lodging facilities in the area or when conventional lodging facilities are in short supply because of an influx of attendees due to a special event. (FTR 301-11.12 (a) (4)) <input type="checkbox"/> When renting a room from a private individual, the following criteria must be met (NPR 9710.1, sec. 6.2.3 (a-c)).		
<ul style="list-style-type: none"> ● Approval of the room rental prior to official travel, providing justification for not booking lodging through the GSA Long Term Lodging and justification for the need for private room, i.e., remote/rural location where no lodging is offered. ● 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. ● The rent charge cannot exceed the authorized lodging amount, including for extended TDY (ETDY) not to exceed the authorized reduced per diem). 		
<p>NOTE: If the above criteria is met, you will receive up to 65% of the lodging for the area in which you are performing the ETDY. (GSBCA 143980-TRAV)</p>		

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	Section 6 - Lodging at the ETDY Location (Continued)	
<p>Recreational Vehicle</p> <p><input type="checkbox"/> You may be reimbursed for expenses (<i>parking fees, connection use and disconnection of utilities, bath or shower fees and dumping fees</i>) as lodging cost. You will not be reimbursed any expenses associated with the purchase, sale or payment of a recreational vehicle or camper. (<i>FTR 301-11.12 (a) (5)</i>)</p> <p>Other</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
<p>NOTE: You will not be reimbursed for:</p> <p>(1) Personally-owned residence. You will not be reimbursed for any lodging expenses for staying at your personally-owned residence or for any real estate expenses associated with the purchase or sale of a personal residence at the TDY location, except in conjunction with an authorized relocation pursuant to Chapter 302 of this Title. (<i>FTR 301-11.12 (b) (1)</i>)</p> <p>(2) Personally-owned Recreational vehicle (<i>trailer / camper</i>). You will not be reimbursed any expenses associated with the purchase, sale or payment of a recreational vehicle or camper at the TDY location.</p>		
Section 7 - Request for Actuals		
<p><input type="checkbox"/> In those circumstances where per diem rate is insufficient to cover the costs for reasonably available lodging or other expenses, the NSSC will submit a waiver request on the NASA Travel Waiver Request form, with sufficient detail on pertinent facts and other considerations, to NASA OCFO's Director for Policy for approval (<i>NPR 9750.1, sec. 2.5</i>).</p>		
Section 8 - Will family be accompanying you? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p><input type="checkbox"/> There is no authority for NASA to pay per diem expenses for any family members who are not NASA employees at the ETDY site. An employee who decides to take family members along on the ETDY assignments should be prepared to pay for all of their related expenses. (<i>NPR 9750.1, sec. 3.1.2 Note</i>)</p>		
Section 9 - Is spouse a NASA government employee on ETDY or Change of Station (COS) orders? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>If Yes, what is your spouses name? <input style="width: 400px;" type="text"/></p> <p>What Location? <input style="width: 400px;" type="text"/></p> <p><input type="checkbox"/> If your spouse is a NASA employee on ETDY at the same location, only one of you will receive reduced per diem rate of up to 65% for lodging. Both will receive the 65% of M&IE. (<i>NPR 9750.1, sec. 2.4.3(a-b)</i>)</p> <p><input type="checkbox"/> If your spouse is on COS orders at the same location, there could be potential conflicts in reimbursements for ETDY versus entitlements for COS. We will research after we have completed our counseling and notify you if we identify any issues.</p>		
Section 10 - Enroute Transportation		
<p><input type="checkbox"/> The authorized mode of transportation for travel between the permanent duty station and the ETDY station is the common carrier. (<i>NPR 9750.1, 3.2.2(b)</i>)</p> <p><input type="checkbox"/> Prior to authorization of en-route transportation allowances, a determination should be made by the authorizing official to ascertain what local transportation is available at the particular ETDY station. (<i>NPR 9750.1, sec. 3.2.1</i>)</p> <p><input type="checkbox"/> You should not arrive at the ETDY any earlier than 2 days prior to duty starting.</p>		

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	Section 10 - Enroute Transportation (Continued)	
<p>Common Carrier (airfare, train)</p> <p><input type="checkbox"/> The contract city-pair fare must be used. If you do not use the contract city-pair fare, you must meet the criteria in FTR 301-10.107.</p> <p><input type="checkbox"/> Travel by common carrier (<i>air, rail, bus</i>) is considered the preferred method to perform official travel. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost by common carrier exceeds the cost by another method of transportation (FTR 301-70.101).</p> <p><input type="checkbox"/> You are expected to take the most direct route to and from your ETDY location.</p> <p><input type="checkbox"/> If a flight change is needed please contact the NSSC to change it unless you are already on travel at which point you would contact CI Travel. Ensure you tell CI Travel that you are on ETDY so they can reach the correct area to approve your flight change.</p> <p>POV</p> <p><input type="checkbox"/> If a POV is authorized for official travel, having been determined to be the most advantageous method of transportation, you will be reimbursed for the mileage to and from the official destination at the current GSA mileage rate. If POV has not been determined to be the most advantageous mode of transportation the traveler will be reimbursed on a mileage basis for the actual travel performed, not to exceed the total for the constructive cost of the authorized method. The NSSC will prepare a cost comparison to determine which mode is cost advantageous. (NPR 9710.1, sec. 5.6.3 / 41CFR §301-10.309)</p> <p><input type="checkbox"/> You 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; (NPR 9710.1, sec. 5.6.3 / 41 CFR 301-70.105(b)).</p> <p>Rental Car</p> <p><input type="checkbox"/> The use of a rental vehicle must be the least expensive compact car available, unless an exception for another class of vehicle is approved. The use of a rental vehicle must be advantageous to the government and specifically authorized prior to travel. (FTR 301-10.450 (a) (c))</p> <p><input type="checkbox"/> You are not to be reimbursed for purchasing pre-paid refueling options for rental cars. Therefore, you should refuel prior to returning the rental vehicle to the drop-off location. (FTR 301-10.450(d))</p> <p><input type="checkbox"/> Per diem will begin the day you arrive at the ETDY up to 2 days prior to duty assignment begin date. (NPR 9750.1, sec 3.1.3)</p> <p><input type="checkbox"/> If trip is Foreign, GPS is allowed.</p> <p>Other</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>NOTE: If other transportation, further research may be required. Once research has been completed, we will get back with you.</p>		

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	Section 11 - Will you be shipping any Unaccompanied (Excess) Baggage <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> A reasonable allowance for a reasonable cost of shipping unaccompanied baggage of personal effects (up to 350 pounds) is permitted, but personal effects does not include furniture and other household items (NPR 9750.1, sec. 3.3.4).		
<input type="checkbox"/> If shipping baggage with you on a plane you shall ensure that the excess baggage transported does not exceed up to four checked bags and are within size and weight limit of airline rule. (NPR 9750.1, sec. 4.1.2(b))		
<input type="checkbox"/> Excess baggage (max 350lbs) does not include furniture or household items. (NPR 9750.1, sec. 4.1.2 note)		
<input type="checkbox"/> Shipping Insurance is not a reimbursable expense.		
Section 12 - Transportation at ETDY Location		
NOTE: Authorized mode of transportation must be listed on authorization.		
POV (If Authorized)		
<input type="checkbox"/> If a POV is authorized for official travel, having been determined to be the most advantageous method of transportation for the Government (see NPR 9750.1 sec. 5.1), the employee shall be reimbursed for the mileage to and from the official destination at the current GSA mileage rate (NPR 9710.1, sec. 5.6).		
<input type="checkbox"/> Gas will not be reimbursed because it is included in the mileage rate.		
<input type="checkbox"/> Shipping of an automobile is not an allowable expense (including auto train).		
Rental Car (If Authorized)		
<input type="checkbox"/> Your agency must determine that use of a rental vehicle is advantageous to the Government and must specifically authorize such use. (FTR 301-10.450)		
<input type="checkbox"/> Rental car should be used for official travel to / from work. You are responsible for any additional cost resulting from the unauthorized use of a commercial rental automobile for other than official travel-related purposes or leave days (FTR 301-10.453).		
<input type="checkbox"/> Rental cars are authorized for official purposes only, and agreements covering official travel may not be used for personal use. If traveler wants to use the same rental car for personal use such as non-work days or transportation while on home visit, then prior to obtaining the rental car, traveler 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 (NPR 9710.1, sec. 5.10.3)		
Metro		
<input type="checkbox"/> If local transportation is available at the ETDY location, you may be provided a metro subsidy pass. If subsidy is not available, you should select the most cost effective purchase, such as a monthly pass.		
<input type="checkbox"/> A determination will be made by the NSSC to ascertain what local transportation is available at the particular ETDY station before authorizing any transportation allowances (NPR 9750.1, sec.3.2.1).		
<input type="checkbox"/> POV / Rental Car is not reimbursable if local transportation is available unless transportation is needed outside the metro area or time constraints for meetings.		
Taxi		
<input type="checkbox"/> NASA has determined that a reasonable tip for commercially operated local transportation such as a taxi is a maximum of 15% of the fare (NPR 9710.1, sec. 5.9.2).		
<input type="checkbox"/> Taxi cannot be used as transportation to / from work unless advantageous. It should only be used for transportation to common carrier terminals or official business where local transportation is not available and is shown to be advantageous (FTR 301-10.420).		

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	Section 13 - Allowable Miscellaneous Expenses	
<input type="checkbox"/> 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. Laundry is not reimbursable for ETDY (NPR 9750.1, sec.3.4).		
<input type="checkbox"/> ATM fees (<i>justification is required as to why government card could not be used (NPR 9710.1, sec. 3.1 / 3.2)</i>)		
<input type="checkbox"/> Tolls, Shuttles, Taxi, Tips		
<input type="checkbox"/> Parking at airport, POV mileage, and tolls (<i>not to exceed the cost of taxi fare to / from the terminal</i>). As a prudent traveler, you should use satellite parking facilities rather than daily, valet or garage parking facilities (NPR 9710.1, sec. 5.6.2).		
<input type="checkbox"/> Foreign travelers, expenses are reimbursed at the exchange rate on the date the expense occurred		
Section 14 - Home Trips		
<input type="checkbox"/> Employees authorized ETDY travel may return home at NASA's expense. NASA generally permits one trip home per month, but a traveler may be authorized up to four per quarter, maximum 12 per year (NPR 9750.1, sec. 3.3.1).		
<input type="checkbox"/> The use of a rental car can be authorized at the PDS during official business if the rental car can be justified to be advantageous to the government and not merely a personal convenience. Rental car cannot be claimed on days traveler is not working while at PDS (NPR 9750.1, sec.3.2.4).		
<input type="checkbox"/> Home trips will be vouchered on a separate voucher called a "nested" voucher. The nested trip is related to your ETDY authorization, but has a separate TA number.		
<input type="checkbox"/> Please indicate on the 1850 request form prior to submitting, whether the home trip is for one of the 12 allowed Home Trips or if it is a separate Official Home Trip to work.		
<input type="checkbox"/> On day of departure from ETDY location and on day of return to ETDY location, traveler is entitled to 75% M&IE plus authorized lodging rate at the ETDY location.		
<input type="checkbox"/> You will receive the authorized lodging rate of up to 65% of the lodging portion of the per diem rate on the monthly voucher.		
<input type="checkbox"/> No per diem (<i>lodging or M&IE</i>) is paid at the PDS.		
<input type="checkbox"/> If annual leave is taken all expenses will be pro-rated to account for leave days.		
Section 15 - Secondary Travel		
NOTE: When a traveler is on ETDY and is requested to perform TDY at another location (<i>other than their permanent duty station</i>), this is considered Secondary Travel.		
<input type="checkbox"/> When lodging is required at the TDY location on the day travel begins (<i>day of departure from ETDY location</i>), the per diem allowable will be the actual cost of lodging incurred by the employee, limited to the applicable maximum lodging allowance prescribed for the location of the assignment plus three-fourths of the destination M&IE rate. In addition, the employee will be reimbursed for the authorized (<i>up to 65 percent</i>) reduced lodging rate at the ETDY location (NPR 9750.1, sec. 3.1.4(a)).		
<input type="checkbox"/> Ensure to indicate any nested travel on your 1850 form when submitting your monthly interim voucher request.		
Section 16 - Weekends / Leave		
Weekends		
<input type="checkbox"/> You are paid the reduced ETDY M&IE per diem rate for weekends as long as you are not in a leave status at the end of the workday preceding the weekend and at the beginning of the workday following the weekend (FTR 301-11.21).		
Leave		
<input type="checkbox"/> Sick Leave: If you take sick leave, you will receive the regular ETDY rate. (FTR 301-70.501)		
<input type="checkbox"/> All Other Leave:		
<ul style="list-style-type: none"> ● You will receive the authorized lodging rate (<i>up to 65% of the lodging portion of the per diem rate</i>) on monthly voucher if taking any amount of leave on any work day. 		

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	Section 17 - Filing Travel Vouchers	
<p><input type="checkbox"/> All travelers are required to submit their authorizations and voucher request on the official NASA Form 1850. This form can be located on the NSSC webpage or the NASA Electronic Forms (NEF) website. Please be sure to fill in all required boxes of the form. Only check the expenses you will need. You will need to provide the full accounting string on the form and include all necessary comments. In order to expedite your submission, please provide as many details as possible.</p> <p><input type="checkbox"/> Monthly Interim vouchers must be submitted on a monthly basis (NPR 9750.1, sec. 4.1(b)). Payments are not made during the last 3 business days of the month or on the first business day of the following month due to month end close out purposes. For this reason, it is recommended that you submit your NASA Form 1850 and all required receipts to the NSSC to be submitted and approved at least 8 business days prior to the last payment date to allow enough time to review and process the voucher.</p> <p>NOTE: The 1850 form can be located easily by logging on to the NSSC webpage and click on Travel / Extended Travel. You can also access the System for Administration, Training, and Educational Resources for NASA (SATERN) training for the forms as well.</p> <p><input type="checkbox"/> A lease agreement will need to be submitted with first voucher. If lease is extended or changed, a new lease must be provided. The lease must be signed by both lessee and lessor.</p> <p><input type="checkbox"/> All lease agreements must indicate how many rooms are included. If not provided within lease verbiage please make a note on the lease before submitting to the NSSC.</p> <p><input type="checkbox"/> You may submit your first voucher with less than 30 days in order to arrange recurring payment at a more convenient time of the month. All subsequent vouchers should be submitted every 30 days (NPR 9750.1 4.1 (b)).</p> <p><input type="checkbox"/> Proof of rental payment must be submitted monthly. A front and back copy of a canceled check or paid invoice from lessor is acceptable. (NPR 9750.1, sec. 4.1 NOTE)</p> <p><input type="checkbox"/> Attach copies of receipts for expenses over \$75. Receipts should be attached to your voucher for the month you incur the expense. (NPR 9750.1, sec. 4.1 NOTE)</p> <p><input type="checkbox"/> Vouchers may be held from processing by the NSSC until all required documentation is attached and received.</p> <p><input type="checkbox"/> Vouchers which require corrections must be re-signed by the traveler and approving officials.</p> <p><input type="checkbox"/> Any special circumstances, annual leave, secondary or home trips need to be mentioned when submitting your Agency Travel Voucher Request Form. Trips home need to be descriptive to advise whether it is a Home Trip (one of the 12 allowed) or Official Home for meeting / work.</p> <p><input type="checkbox"/> If you will be teleworking, on an alternate / flex schedule or work weekends, this should be noted when submitting your Agency Travel Voucher Request Form.</p> <p><input type="checkbox"/> Nested (home / secondary) voucher requests should be submitted to the NSSC prior to the monthly interim voucher.</p> <p><input type="checkbox"/> Rental car reimbursement should be claimed when the expense is incurred and receipts will need to be attached with the submission of your Agency Travel Voucher request. (NF1850)</p> <p><input type="checkbox"/> If your travel dates change, contact the NSSC immediately so the authorization can be amended to accommodate the change and alleviate holding up your reimbursement.</p>		

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	Section 18 - ETDY Taxes (Extended TDY Tax Reimbursement Allowance (ETTRA))	
<input type="checkbox"/> From the point it can be determined that your assignment will exceed 365 days, the NSSC should be notified immediately so that we can begin deducting taxes from the subsequent monthly vouchers. (FTR 301-11.601)		
<input type="checkbox"/> The taxes will be deducted from your monthly interim and nested home voucher reimbursements.		
<input type="checkbox"/> Any assignment to a specific location (<i>within a 35 (25 for DC, Goddard, LA, San Jose and Houston) mile radius</i>) will be treated as one continuous assignment unless there is a 7 month break in service. If the break is less than 7 months, your travel reimbursement will be taxable (IRS Memorandum 200026025).		
<input type="checkbox"/> The amount of deduction is determined by the IRS for all taxable reimbursements.		
<input type="checkbox"/> This taxable information is then reported to Department of Interior (DOI) to be included on employee's W-2 at the end of the calendar year and must be sent to the traveler for filing of their ETTRA.		
<input type="checkbox"/> If you return to your PDS and create a new set of orders to return to the same ETDY location, this does not circumvent the fact that the ETDY is taxable if the totals from both sets of orders exceeds 1 year. (FTR 301-11.601)		
<input type="checkbox"/> If the ETDY is expected to last for more than 1 year, whether or not it actually last for more than a year, the IRS considers this to be an indefinite assignment and is subject to taxes. (FTR 301-11.601)		
<input type="checkbox"/> If you determine that the ETDY may exceed 365 days, you should contact the NSSC to discuss ETDY taxes in more detail.		
Section 19 - Additional Comments / Action Items		
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>		

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**APPENDIX N – SAMPLE E-MAIL: SCHEDULING COUNSEL
APPOINTMENT (NO RESPONSE)**

Dear {Traveler},

Thank you for completing your ETDY (Extended Temporary Duty) questionnaire. Your Preparer, {ADD NAME} attempted to contact you by phone to discuss the details of your ETDY, but was unable to reach you.

Please contact us by phone at 1-877-677-2123 (1-877-NSSC123) or by e-mail (nssc-etyd@mail.nasa.gov) and let us know a date and time that would be convenient for you to speak with your Extended TDY Preparer. The call will take approximately 60 minutes of your time.

If you have not already, we suggest you take the ETDY orientation course, which is available in the System for Administration, Training, and Educational Resources at NASA (SATERN). Please follow the instructions below to locate the course.

Once logged into SATERN, click on “Catalog”.

1. Click in the search box labeled browse.
2. Enter “Extended TDY”, and click “Go”.
3. Locate course “NSSC EXTENDED TDY BRIEFING”.
4. Click “Launch content” to view the course Click on Browse, under Search Catalog

We look forward to assisting you during your Extended TDY assignment.

Thank you,

NSSC
Travel Office
Web: <https://www.nssc.nasa.gov/extendedtdy>
Fax: 1-866-779-6772

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APPENDIX O – SAMPLE E-MAIL: ETTRA INTRODUCTION E-MAIL

Dear {Traveler},

It has been determined that your Extended TDY (ETDY) assignment has exceeded or will be exceeding 365 days. Internal Revenue Service (IRS) Publication 463 states that long term assignments in excess of one year at the same location are considered to be income by the IRS. NASA, as an employer, is obligated to report all ETDY travel reimbursements as income to the employee from the point that it can be reasonably determined that the assignment will exceed 365 days.

As your vouchers are processed, the NSSC will report the reimbursements as taxable income. Taxes will be deducted from your ETDY expense reimbursements as well as any home trips and/or official travel to your Permanent Duty Station. Taxes deducted include: Social Security (if applicable), Medicare, and State Tax (if applicable), for the location of your ETDY. This will be reflected on the same W-2 form that you receive for your salary income. To prevent you from using part of your travel reimbursement to pay Federal Tax, a Withholding Tax Allowance (WTA) is applied. Please see the attached tax information for an example of how this is computed.

If your ETDY assignment is in the District of Columbia, but you temporarily reside in another state (e.g., Virginia), you may fill out a waiver for state tax withholdings based upon the state of your temporary residence. If you would like to use the waiver please go to [ETTRA DC Waiver](#). Complete, sign and attach the form to your next ETDY voucher.

In the upcoming tax year, you will be requested to comply with Federal Travel Regulation 310-11 Subpart F. Therefore, you must file an Extended TDY Tax Reimbursement Allowance (ETTRA) claim. ETTRA is an allowance to reimburse employees for substantially all of the additional Federal, state, and local income taxes incurred as a result of an Extended TDY assignment. This means that you may be entitled to receive a portion of the funds withheld. The NSSC will issue a notification and explain the documentation required to complete this claim.

Please refer to the attached Employee Agreement to Repay Withholding Tax Allowance ETTRA Agreement and complete the following procedures:

1. Read and understand the requirements of the ETTRA Agreement.

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2. Complete the requested information, sign, date, and submit the ETTRA Agreement within 30 days or prior to submission of your next voucher. To submit the ETTRA Agreement, email it to nssc-etyd@mail.nasa.gov. It will be assigned to your Preparer.

It is important that you comply with the submission requirements for your ETTRA claim. However, in the case of non-compliance, NASA will initiate collection efforts to recover the tax allowances paid on your behalf.

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at nssc-contactcenter@nasa.gov.

Sincerely,

NSSC
Travel Office
Web: <https://www.nssc.nasa.gov/extendedtdy>
Fax: 1-866-779-6772

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APPENDIX P – SAMPLE E-MAIL: VOUCHER FAILURE - DOMESTIC

This is to be used to contact the CTO, when it has to do with funding corrections, not something the Preparer can correct.

Dear Travel Office,

The voucher for **Travelers Name** (Voucher #) has failed due to the following interface error.

- Copy the error message listed in CGE.

Please correct the error as described above as soon as possible and send an email to NSSC-ETDY@mail.nasa.gov when completed so the NSSC can continue the approval process. If the correction will require an update to the accounting code please notify the NSSC with the updated information and the NSSC will make the updates to the document.

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at nssc-contactcenter@nasa.gov.

Thank you,

NSSC ETDY Travel Office

Web site: <https://www.nssc.nasa.gov/extendedtdy>

Fax: 1-866-779-6772

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APPENDIX Q – SAMPLE E-MAIL: FUNDING REQUEST

Re: Travel Authorization Number:
Destination:
Dates of Travel:

Dear {Funding POC},

We attempted to contact you via phone on (date) but were unable to reach you. We are in the process of working the above referenced travel voucher/authorizaiton. In order to complete our process, additional funding is required as follows:

- Describe additional funding requirements as required (for example: money on a certain line of the FC number, or a certain WBS/GL Code)

Please add funding as requested above as soon as possible and contact NSSC-ETDY@mail.nasa.gov when completed so the NSSC can continue the approval process.

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at nssc-contactcenter@nasa.gov.

Thank you,

NSSC ETDY Travel Office

Web site: <https://www.nssc.nasa.gov/extendedtdy>

Fax: 1-866-779-6772

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APPENDIX R – SAMPLE E-MAIL: REQUESTING ADDITIONAL RECEIPTS

Re: Travel Authorization Number:

Destination:

Dates of Travel:

Dear {Traveler},

We attempted to reach you via phone on (date) but did not reach you. We are in the process of reviewing the above referenced travel voucher. In order to complete our review process, additional documentation is required as follows:

- Describe additional documentation required (for example: Airline itinerary /receipt which must include the Traveler's name, dollar amount and form of payment.)
- Describe additional documentation required
- Describe additional documentation required

Please send in a pdf of the requested documentation to NSSC-ETDY@mail.nasa.gov.

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at nssc-contactcenter@nasa.gov.

Thank you,

NSSC ETDY Travel Office

Web site: <https://www.nssc.nasa.gov/extendedtdy>

Fax: 1-866-779-6772

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APPENDIX S – SAMPLE E-MAIL: ETDY INTRODUCTION

Dear {Traveler},

Thank you for completing your ETDY (Extended Temporary Duty) questionnaire. (Counselor name) has been assigned to assist you with the review of your ETDY details.

We recommend that you take the ETDY orientation course, which is available in the System for Administration, Training, and Educational Resources at NASA ([SATERN](#)). Please follow the instructions below to locate the course.

Once logged into SATERN, click on “Catalog”.

1. Click in the search box labeled browse.
2. Enter “Extended TDY”, and click “Go”.
3. Locate course “NSSC EXTENDED TDY BRIEFING”.
4. Click “Launch content” to view the course.

(Counselor name) will be contacting you to set up an appointment to further review your specific ETDY assignment and to address any questions you may have.

We look forward to speaking with you.

Thank you,

NSSC Travel Office

Web: <https://www.nssc.nasa.gov/extendedtdy>

Fax: 1-866-779-6772

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APPENDIX T – SAMPLE E-MAIL: POST-ETDY COUNSELING

Dear {Traveler},

Thank you for contacting your Extended TDY caseworker to review the details of your travel assignment. We hope the information provided by your caseworker is helpful to you during your assignment. We attached a copy of the completed Extended TDY Checklist used during the phone call.

Since your assignment will exceed 180 days, we will need you to complete the attached TCS (Temporary Change of Station)/ PCS (Permanent Change of Station) Questionnaire to determine, if an ETDY assignment is the most advantageous cost to the government. Based on the information you provide, the NSSC can calculate these estimates to determine the most advantageous cost to the government. If TCS/PCS is the most advantageous cost to the government, a justification will need to be provided. Please complete the form as accurate as possible; as though, you were moving to the ETDY location. You will need to know the following information, when completing the form:

1. Which family members, if any from the list below will be moving with you
 - a. Spouse/Domestic Partner
 - b. Dependents age 12 or over that will be relocating
 - c. Dependents under age 12 that will be relocating
2. Will a House Hunting Trip (HHT) be authorized
3. Will Temporary Quarters (TQ) be authorized for the employee
4. Number of days of TQ will be authorized to the PCS location
5. Number of POV's (Privately Owned Vehicles)
6. Do you own a home at the old duty station
7. Will you be selling your home
8. If so, estimated selling price
9. Will you be purchasing a home
10. If so, estimated purchase price
11. Rough estimate of pounds of Household Goods (HHG)

Once you have completed the form, please send it back to the NSSC-ETDY@mail.nasa.gov. The NSSC will use this information to complete the TCS/PCS/ETDY cost comparison. We will provide the cost amounts to your agency via the NF1846 OIC form.

If you have not already done so, please review the Extended TDY video at www.nssc.nasa.gov/etdyvideo.

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(Assigned NSSC Center Caseworker First Name Last Name) will be assisting you with preparing your documents during your ETDY assignment. If you have any further questions/requests, please contact (NSSC center caseworker first name) by e-mail at nssc-contactcenter@nasa.gov or call 1-877-677-2123 (1-877-NSSC123).

We look forward to assisting you during your Extended TDY assignment.

Thank you,

NSSC
Travel Office
Web: <http://www.nssc.nasa.gov/customerservice>
Fax: 1-866-779-6772

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APPENDIX U – DEPLOYMENT INFORMATION

Deployments are when a group of travelers, civil servant and contractors primarily from Armstrong and Ames, are going out to the field (Domestic or Foreign locations) to complete research or other Job duties. Deployments consist primarily of these areas- Fairbanks, Waikiki, New Orleans, Iceland, Aguadilla, New Zealand, Chile, and others.

Differences from regular ETDY Travel...

- Each traveler has their own travel start date and finish date. Not all leave and return together due to work schedule. Most of the travelers are over 30 days ETDY but a few come shy off of that.
- Government owned airplanes can be the mode of transportation. Depending on when the traveler is scheduled to leave or return.
- When a government owned airplane is not being used, either on the return or departure, a commercial airplane will be needed.
- Usually a block of rooms will be setup by the Project Manager. The Travel office contacts Project Managers to obtain the list of preferred hotels, then the travel office preparer contacts the vendor to negotiate a price and cancelation policy (preferably not over 72 hours). Traveler will call the hotel to provide their card security code (CSC) or card verification value (CVV) to book the room set aside from the blocked of rooms. Please see Excel spreadsheet “Deployment Lodging- Rental Car contact Info” with some contact info already gathered.
- Rental Vehicles will sometimes need to be picked up at the private side of the airport which are called Fixed Based Operator (FBO). This is because government owned airplanes dock on the private side of the airport and the closest rental car is at the FBO. This will allow for the travelers to easily unload and reload equipment necessary for the mission. Also, a larger rental car is mostly needed from these places.
- Each deployment will have a waiver to allow each Traveler to continue to receive full per diem amount. Please see PDF example document. This waiver is prepared by respective centers and provided to the Travel office to attach to the document.
- Interim Vouchers will be the normal process for these travelers as to they have to stay current with their government travel card bill. Travelers will submit a current paid hotel and rental car receipts.

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APPENDIX V – SAMPLE OF STANDING WAIVERS

NASA Travel Waiver Request

PURPOSE

This Travel Waiver Request is designed for use in fully documenting a NASA employee's request for a waiver from application of NASA's agency travel policies (NPD 9710 and all applicable NPRs and NIDs), in connection with a specific travel authorization or voucher. It should be used for both advance determinations for authorizations, as well as appeals of decisions denying a request for reimbursement after travel. Waivers will be decided consistent with agency policy and past waiver decisions, taking into consideration the particular facts and reasonable justifications provided in support of the request for waiver of Agency requirements. Waivers will only be granted consistent with external requirements such as the Federal Travel Regulations and travel decisions of the Civilian Board of Contract Appeals.

While travelers are encouraged to initiate their waiver requests using this form, the designated Center senior travel POC (or NSSC POC for determinations by NSSC) is responsible for ensuring its timely completion and submission to the Director, OCFO Policy Division,

INSTRUCTIONS FOR WAIVER REQUEST COMPLETION

Each of the following sections must be completed by the appropriate party to finalize a waiver request:

- Section I - Provide general information to support review and processing of the request. If NSSC is making the determinations (whether approving orders or vouchers, or when auditing approved vouchers), also include the POC for the Center to which the traveler is assigned (PDS, unless otherwise agreed that a TDY Center POC will be reviewing).
- Section II - Describe the circumstances supporting the traveler's requested authorization and/or reimbursement, the denial, and factors supporting a waiver, and indicate the supplemental documents attached to the form for review.
- Section III - Final Determination, completed by OCFO's Director for Policy.

The submission and review process for Waiver Requests is as follows:

Step #	Process
1	Employee requests a waiver from NASA's agency travel policy. The employee may initiate this form, but if not, the Travel POC at the component responsible for the denial (Center or NSSC, as the case may be) shall coordinate the preparation and submission of the request. Note: A lead POC who is knowledgeable in travel policy and operations should be designated for purposes of submitting travel waiver requests by each Center CFO, the NSSC Executive Director, and the Executive Director of HQ Operations.
2	The draft waiver request is circulated to the traveler and all POCs. The traveler and any POC should supply any additional information they deem useful in clarifying the facts and issues involved, for attachment to the request. POC's are responsible for ensuring any local reviews are performed, for example, by Center CFOs, prior to submission.
3	The Coordinating POC submits the waiver request and all attachments to NASA OCFO's Director for Policy. Supplemental documents may be filed after submission of the request. The request and all documents will be shared with the Traveler and all POCs to help facilitate a common understanding of the pertinent facts and issues.
4	The Director for Policy reviews the request and documents his/her determination. The decision will be returned to the traveler and all POCs
5	Determinations are final within NASA. However, any traveler may appeal negative determinations to GSA's Civilian Board of Contract Appeals; any such appeal should be coordinated with OCFO's Director for Policy.

Questions regarding the procedures utilized to review and process Waiver Requests should be directed to OCFO's Travel Policy Analyst or Deputy Director for Policy.

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NASA Travel Waiver Request

SECTION I – GENERAL INFORMATION	
Traveler Information	
Date: Multiple (see attached)	Center: AFRC and ARC
Name of Traveler: Multiple (see attached)	Travel Authorization #:
Agency Points-of-Contact (POC)	
<i>Center Travel POC</i>	<i>NASA Shared Services Center POC</i>
Name: Eileen Detka	Name:
Email Address: eileen.detka-1@nasa.gov	Email Address:
SECTION II - DESCRIPTION OF WAIVER REQUEST	
Please describe the requested item or travel claim and reasons the request was denied, include cites to the applicable FTR and/or NASA policy requirements.	
See Attached Research Aircraft Deployment Request	
Provide a detailed justification (factors supporting) the waiver request. Include any additional accommodations required, if any. Attach additional sheet(s) and supporting documents as considered necessary or desirable by the POC(s) or traveler for complete review and determination of the waiver request.	
See Attached Research Aircraft Deployment Request	
Supporting Documentation (check all that apply):	
<input type="checkbox"/>	1. Travel Authorization (always required, including original and amendments)
<input type="checkbox"/>	2. Post-trip voucher (always required if already approved; draft request if still pending)
<input type="checkbox"/>	3. Receipts supporting amounts claimed that are in dispute
<input checked="" type="checkbox"/>	4. Other (describe): <u>See attached deployment request</u>
SECTION III – OCFO DETERMINATION	
Determination by Director for Policy, NASA OCFO	
	Request No.: 16-19
Decision: Approved. Due to short term foreign deployment, 100% per diem is approved for lodging & M&IE for up to 60 days. If travel is unexpectedly extended beyond 60 days after travel has commenced due to operational needs, 100% per diem may also be extended up to an additional 30 days. Further, ARC/AFRC may add or substitute travelers as required by the mission for these deployments without need for any amended waiver.	
Name/Date: Kevin Buford, 04 Oct 2016	
Signature:	Digitally signed by KEVIN BUFORD DN: c=US, o=U.S. Government, ou=NASA, ou=PIV, cn=KEVIN BUFORD, 0.9.2342.19200300.100.1.1=kbuford1 Date: 2016.10.04 11:14:33 -04'00'

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JSC:

National Aeronautics and
Space Administration

Lyndon B. Johnson Space Center
2101 NASA Parkway
Houston, Texas 77058-3696



Reply to Attn of: LF21-16-041

TO: NASA Headquarters
Attn: Director, Policy Division
Office of the Chief Financial Officer

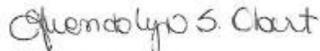
FROM: LF/Deputy Chief Financial Officer, Finance

SUBJECT: Russia Extended Temporary Duty (TDY) Fiscal Year (FY) 2017 Per Diem Waiver

I am requesting authority to extend the NASA Travel Policy Waiver procedure allowing up to 100 percent of meals and incidental expenses (M&IE) for JSC Russia extended TDY for FY17.

The Russia extended TDY per diem waiver process has been in effect since FY10 based on information provided by the JSC Associate Director (Management) in a letter to the Deputy Chief Financial Officer, Finance, dated March 8, 2010. The letter included supporting documentation regarding the average monthly expenses for extended TDY travelers in Russia. In accordance with Agency Policy instructions, the JSC Travel Office notifies your office of those we approve at the Center.

The conditions in Russia remain substantially the same as last year. The State Department per diem M&IE rates have only changed slightly over the course of the year, to \$112 per day. The JSC Associate Director (Management) confirmed that reducing the FY17 per diem to 65 percent would create the same hardships described in previous years. I have reviewed the FY17 supporting documentation and estimated monthly expenses and concur with the assessment. The approval of this waiver process for FY17 will continue to allow determination of a per diem rate (not to exceed 100 percent of the State Department rate) to compensate for documented expense levels in the areas of our extended TDY travelers in Russia.


Gwendolyn S. Obert

2 Enclosures:

1. Russia/Star City Estimated Expense Budget
2. Russia/Star City Detailed Meal Estimates

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APPENDIX X – ASTRONAUT CREW/ISS MISSION SUPPORT

JSC has travelers that are considered unique due to their travel, the purpose of their travel, and their travel locations. NSSC has an expedited process which consists of special handling for Astronaut travel.

For those travelers that may be on the International Space Station for any period of time, when going and on their return flight, they are allowed premium travel. They also will receive per diem but only the miscellaneous amount of \$5 per day while they are in Low Earth Orbit (LEO). For the first and last day of the mission, they get the 75% per diem rate.

For those travelers involved with mission support, flight mission support, and a few other scenarios, some will be allowed travel that will be non-contract carrier specific and there are waivers in place that allow the use of non-contract carrier use (e.g. long flight duration training, mission control, flight control, etc.).

There are those that support the mission or have extended long-term training in Russia, which are allowed to claim 100% per diem at the Russian location. In many cases their lodging is provided through a procurement document and they will not be claiming lodging but are allowed to claim the M&IE portion of the per diem at the 100% rate for the ETDY location. Per NPR 9750.001, 2.1.2b, all travel to Russia, including long-duration travel, is excluded from the ETDY category. OIC approval is not required since they are excluded from the ETDY category as this is only a requirement for ETDY.

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APPENDIX Y – SAMPLE E-MAIL: WELCOME TO ETDY

Hi {Traveler Name},

Welcome to Extended TDY (ETDY). This e-mail will help orient you to this process by providing a high-level introduction to ETDY and your role within it.

While on ETDY, you incur costs as a result of living and working at a location other than your permanent duty station. You will receive monthly reimbursements in the form of an Interim Voucher. Unlike standard travelers, you will not receive reimbursement for individual expenses; instead of, you will receive reimbursement 65% of your ETDY location's per diem rate for lodging and meals.

During your ETDY assignment, you or your supervisor may also identify the need to go on secondary travel. These trips are called Nested Secondary Trips, as they are nested within the longer ETDY assignment. Nested Trips are authorized and vouchered separately from the ETDY travel authorization.

The support staff at the NSSC Travel Office will coordinate the processing of all ETDY travel documents. I am assigned as your primary point of contact, but you may receive assistance from other staff at the NSSC Travel Office as needed. You will also play an important role in facilitating this process. One of your most important responsibilities is the timely submission of information/expenses to the NSSC through an email request with [NF1850](#) sent to nssc-etyd@mail.nasa.gov. Our coordination ensures you are able to travel and receive your reimbursements in a timely and policy-compliant manner. Inaccurate or incomplete forms may delay reservations and reimbursements; therefore, more information is always better than less. The following processes provide a standardized format to record the information necessary to create your travel reservations and documents in NASA's travel system, CGE.

1. If your ETDY will be over 90 days, the Center Director, Official in Charge (OIC), or Delegate, at HQ's concurrence is necessary. The NSSC will provide the cost estimates to be included on the [OIC form](#); and then, send the form to you to route for signatures.

2. If your ETDY is going to go over 180 days (including travel time), then the attached [questionnaire](#) needs to be filled out so the NSSC can create a TCS/PCS/ETDY cost

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comparison. Per NASA Policy, this is a requirement for any ETDY over 180 days. Please fill out the questionnaire and send it back to the NSSC at nssc-contactcenter@nasa.gov or you can send directly to your ETDY Caseworker.

3. You should reserve lodging through the GSA Schedule 48 Long Term Lodging. The website is located at <https://www.gsa.gov/lodging>. The NSSC can assist you with locating available lodging through the GSA Schedule 48. You should not procure any lodging until after your orders have been approved for the ETDY assignment.

4. **Interim Voucher Request:** You should submit the Interim Voucher request every 30 days by emailing the NF1850 to the NSSC for the previous month's expenses. On the NF1850, you will need to identify whether you were at your ETDY location for each day of the month, what leave days or teleworking days you had and any ETDY-related expenses you incurred that month (e.g., rent receipt, dry cleaning).

5. **Nested Travel Authorization Request:** You will need to complete and submit the NF1850; whenever, you identify the need to go on a nested business trip or a nested home trip. It is important to reflect all travel details in this worksheet, including:

- Required travel times, airport codes, etc.
- Hotel or rental car needs
- Other expense estimates (e.g.: travel to/from the airport or parking at your hotel),
- Accounting information
- Full explanation of the trip purpose

More information is always preferable to less, as it allows me to book travel that best fits your needs while remaining policy compliant.

6. **Nested Voucher Request:** Submit your expenses via emailing the NF1850 within five business days of returning from your nested trip. Also, be sure to include receipts.

As with all government travel, ETDY Travelers must adhere to Federal Travel Regulation and NASA travel policies. If you have not already done so, request an appointment with an ETDY counselor from the NASA Shared Services Center (NSSC) to receive an overview of ETDY policy.

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Invariably, other questions will arise as you settle in to your ETDY assignment. A number of resources are available to help address your questions and concerns. The resources are:

- The NSSC will provide counseling on ETDY policies and answer questions about the tax implications. Orders cannot be processed in the system until you have received counseling by the NSSC
- The NSSC Travel website has a number of other travel resources that may be useful
- In addition to processing your ETDY documents in CGE, all NSSC Travel Office personnel are always available as a resource

Please let us know, if you have any questions and we look forward to working with you.

Sincerely,

NSSC
Travel Office
Web: <https://www.nssc.nasa.gov/customerservice>

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APPENDIX Z – RESERVED

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APPENDIX AA – SAMPLE E-MAIL: APC TRAVEL CARD UPDATE

The APC contact can be located on the NSSC website <https://www.nssc.nasa.gov/travelcard> and clicking on the NASA IBA APC List to the right.

Dear {APC POC},

Please review the travel card account for (TRAVELER NAME) to ensure appropriate action is taken on the limitations of the traveler's card to accommodate mission requirements for their upcoming ETDY assignment (DATES OF ETDY).

Once the requested action is complete, please notify the NSSC at nssc-contactcenter@nasa.gov or you can call us at 1-877-677-2123 (1-877-NSSC123).

Thank you,

NSSC

Travel Office

Web: <https://www.nssc.nasa.gov/customerservice>

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APPENDIX BB – SAMPLE E-MAIL: OIC STATUS

Dear {Traveler},

We are following up on the status of your OIC Approval for your upcoming ETDY assignment (DATES OF ETDY).

In accordance with NASA Procedural Requirements NPR 9700.2, details must be approved by the Center Director or an Official in Charge, or their deisgnee, at Headquarters.

Please provide a timeframe of when the NSSC can anticipate receipt of this required documentation.

NSSC

Travel Office

Web: <https://www.nssc.nasa.gov/customerservice>

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APPENDIX CC – SAMPLE E-MAIL: INCOMPLETE NF1850 / MISSING INFORMATION

Dear {Traveler},

We are in the process of reviewing your submitted {Authorization/Voucher} request. In order to complete our review process, additional documentation is required as follows:

- Describe additional documentation required (for example: web form is incomplete, please complete the
- Describe additional documentation required (for example: lodging receipt was not provided
- Describe additional documentation required

Please e-mail the requested documentation to {nssc-etdy@mail.nasa.gov}.

If you need additional information, please call the NSSC Contact Center at 1-877-NSSC-123 (1-877-677-2123) and select the Finance option.

NSSC Travel Office

Web: <https://www.nssc.nasa.gov/customerservice>

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APPENDIX DD – SAMPLE E-MAIL: ETDY COUNSELING INCOMPLETE

Dear {Traveler},

We are in the process of reviewing your submitted Authorization request. It appears you have not completed the mandatory ETDY Counseling Session in accordance with [NASA ETDY Counseling Memo](#).

Please log on to the NSSC home page at <https://www.nssc.nasa.gov>. Click on NASA Users/Travel/Extended Travel. There you will find a link to the Extended TDY [Questionnaire](#) (Appendix B). Please complete this form and submit it. You will then be assigned a caseworker who will contact you to set up an appointment for counseling. The council takes approximately 45 minutes.

Once the counseling session is complete, we can continue review of the Authorization request at nssc-contactcenter@nasa.gov or you can call us at 1-877-677-2123 (1-877-NSSC123) and select the Finance option when prompted.

Thank you,

NSSC

Travel Office

Web: <https://www.nssc.nasa.gov/customerservice>

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**APPENDIX EE – SAMPLE E-MAIL: ETDY COUNSELING APPT
CONFIRMATION**

Dear (Traveler Name),

Thank you for scheduling your ETDY Counseling. This e-mail is to confirm your counseling appointment scheduled for (DATE/TIME). Attached is the ETDY Checklist we will be going over for your review.

I look forward to speaking with you and assisting you for your upcoming Extended TDY assignment.

Thank you,

{Counselor Name}

NSSC Travel Office

Web: <http://www.nssc.nasa.gov/customerservice>

Fax: 1-866-779-6772

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APPENDIX FF – ETTRA SERVICE AGREEMENT

	National Aeronautics and Space Administration	<h3>Employee ETTRA Agreement to Repay Withholding Tax Allowance (WTA)</h3>
PART 1 - Federal Travel Regulations (FTR) Guidance		
<p>Internal Revenue Service (IRS) Publication 463 states that long term assignments in excess of one year at the same location are considered to be income by the IRS. NASA, as an employer, is obligated to report all Extended Temporary Duty (ETDY) travel reimbursements as income to the employee from the point that it can be reasonably determined that the assignment will exceed 365 days. Consistent with Federal Travel Regulation (FTR) 310-11 Subpart F, each tax year NASA will send an explanation letter and certification forms package to employees who received a Withholding Tax Allowance (WTA) on taxable travel expenses during the previous year. Employees who receive taxable reimbursements for an ETDY assignment are required to submit a claim for the ETDY Tax Reimbursement Allowance (ETTRA). Failure of the employee to comply with this requirement will preclude the agency's payment of the WTA and the entire WTA will be considered an excess payment in the absence of a properly submitted ETTRA claim.</p> <p>Withholding Tax Allowance (WTA) - The WTA, paid in Year 1, covers the employee's Federal income tax withholding liability on covered taxable reimbursements received in Year 1. The amount is computed by applying the withholding gross-up formula prescribed in FTR 302-17.24(b) (using the Federal withholding tax rate) each time that a Federal withholding obligation is incurred on covered moving expense reimbursements received in Year 1. Grossing-up the Federal withholding amount protects the employee from using part of his/her ETDY reimbursement to pay Federal withholding taxes.</p> <p>Extended TDY Tax Reimbursement Allowance (ETTRA) - IRS Publication 463 states that long term assignments in excess of one (1) year are considered to be income. NASA is obligated to report all reimbursements as income to the employee from the point it can be reasonably determined that the assignment will exceed 365 days (NPR 9700.1, Appendix A, §301 11.201). ETTRA is an allowance to reimburse employees for substantially all of the additional Federal, state, and local income taxes incurred as a result of an ETDY assignment. You must file an ETTRA claim to ensure you have been properly reimbursed for your taxes. There are certain instances in which an employee will incur a zero or a negative amount on their ETTRA voucher. If the ETTRA calculation results in a negative amount, the employee must repay that amount to the Government.</p> <p>Consistent with §302-17.30 - The employee is required to submit a claim for the ETTRA and to file the tax information for Year 1 specified in FTR 302-17.63 with his/her agency in Year 2 as specified in 302-17.64, regardless of whether any additional reimbursement for the ETTRA is owed the employee. If any action occurs (i.e., amended tax return, tax audit, etc.) that would change the information provided in Year 2 by the employee to his/her agency for use in calculating the ETTRA due the employee for Year 1 taxes, this information must be provided by the employee to his/her agency.</p>		
PART 2 - Employee Acknowledgment		
<p>My signature below indicates I have read the following agreement and that I will execute my employee obligations described within FTR 302-17 concerning this requirement in an expeditious manner when directed by NASA.</p>		
<div style="background-color: #d9e1f2; height: 20px; width: 100%; margin-bottom: 5px;"></div> Employee Name (Please Print)	<div style="background-color: #d9e1f2; height: 20px; width: 100%; margin-bottom: 5px;"></div> Date	
<div style="background-color: #d9e1f2; height: 30px; width: 100%; margin-bottom: 5px;"></div> Employee Signature		

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APPENDIX GG – NESTED AUTHORIZATION PREPARATION CHECKLIST

Nested Authorization Preparation Checklist				
Traveler Name (First - Last):				
TDY Locations:				
Per Diem Rates Per GSA:	100%	75%		
Lodging (secondary)				
M&IE (secondary)				
M&IE (home)		0.00		
<i>Lodging and M&IE Detail may be reconciled on next tab(optional)</i>				
	Yes	No	N/A	Comments
HOME				
1. Ensure you check previous home trips to name this one the correct home trip number (ex. Home Trip #3)	<input type="checkbox"/>		<input type="checkbox"/>	
2. 3/4 ETDY location per diem M&IE only for travel days?	<input type="checkbox"/>		<input type="checkbox"/>	
3. No lodging at PDS?	<input type="checkbox"/>		<input type="checkbox"/>	
4. If needing a rental car at PDS, is visit for official business? If not official rental is only allowed to/from airport and must be less than a taxi.	<input type="checkbox"/>		<input type="checkbox"/>	
5. Taxable? (check for new parent authorization)	<input type="checkbox"/>		<input type="checkbox"/>	
6. Include \$30 baggage each way, unless flying Southwest	<input type="checkbox"/>		<input type="checkbox"/>	
7. If early flight (prior to 10am) and traveler has to drive long distance to airport from residence, and requests to stay in hotel night before scheduled departure (common for CA) they will be allowed 75% M&IE and full lodging not to exceed per diem rate for the location they are staying. Per diem day of departure to home would be 75% M&IE based on ETDY pe	<input type="checkbox"/>		<input type="checkbox"/>	
8. Attach itinerary to authorization before submitting.	<input type="checkbox"/>		<input type="checkbox"/>	
9. Check General tab to ensure trip origins are still populated.	<input type="checkbox"/>		<input type="checkbox"/>	
10. Complete Open Orders form with nested trip details.	<input type="checkbox"/>		<input type="checkbox"/>	
SECONDARY				
1. Is lodging over per diem? If actuals are not approved ensure taxes are prorated based on max per diem rate. If actuals are approved ensure justification is in document details	<input type="checkbox"/>		<input type="checkbox"/>	
2. Are lodging taxes properly claimed as "Other Expenses", if applicable (Domestic Only)(FTR 301-11.27)?	<input type="checkbox"/>		<input type="checkbox"/>	
3. If claiming parking at hotel/conference verify lowest cost parking was used	<input type="checkbox"/>		<input type="checkbox"/>	
4. In travel is for a conference, ensure accounting includes the NCTS#	<input type="checkbox"/>		<input type="checkbox"/>	
5. If early flight (prior to 10am) and traveler has to drive long distance to airport from residence, and requests to stay in hotel night before scheduled departure (common for CA) they will be allowed 75% M&IE and full lodging not to exceed per diem rate for the location they are staying. Per diem day of departure would be 100% M&IE for a TDY.	<input type="checkbox"/>		<input type="checkbox"/>	
6. Attach itinerary to authorization before submitting.	<input type="checkbox"/>		<input type="checkbox"/>	
7. Check General tab to ensure trip origins are still populated.	<input type="checkbox"/>		<input type="checkbox"/>	
8. Verified vendor account is set up in SAP and if not, notified PDS Center Travel Office to have one created?	<input type="checkbox"/>		<input type="checkbox"/>	
COMBINED				
1. For combined trips, ensure you refer to the M&IE matrix to ensure the correct per diem location is being used on days of travel between ETDY, PDS and Secondary locations.	<input type="checkbox"/>			
2. Taxable? (check for new authorization) (only home related expenses are taxable)	<input type="checkbox"/>		<input type="checkbox"/>	
3. Attach itinerary to authorization before submitting.	<input type="checkbox"/>		<input type="checkbox"/>	
4. Check General tab to ensure trip origins are still populated.	<input type="checkbox"/>		<input type="checkbox"/>	
5. Complete Open Orders form with nested trip details.	<input type="checkbox"/>		<input type="checkbox"/>	
6. Verified vendor account is set up in SAP and if not, notified PDS Center Travel Office to have one created?	<input type="checkbox"/>		<input type="checkbox"/>	
FOREIGN				
1. Has email been sent to center notifying of a requirement for eCC Clearance?	<input type="checkbox"/>		<input type="checkbox"/>	
2. Are lodging taxes included in the per diem, if applicable (Foreign Only)	<input type="checkbox"/>		<input type="checkbox"/>	
3. If Invitational, ensure Letter of Acceptance to the invitation is attached.	<input type="checkbox"/>		<input type="checkbox"/>	
4. If traveling to Foreign location, ensure you include next of kin, emergency POC, in country POC, hotel number and travelers cell phone number in the doc details.	<input type="checkbox"/>		<input type="checkbox"/>	

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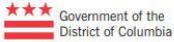
RENTAL CAR		N/A	
1.	If claiming rental car ensure it is included on authorization	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is rental car economy/compact car. (NPR 5.10.1)?	<input type="checkbox"/>	<input type="checkbox"/>
3.	If not, is proper justification provided for larger car (NPR 5.10.1)?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is rental car expense properly excluded for annual leave days, if any?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are costs for unauthorized or unjustified upgrades, GPS', FTR fees (Frequent Travel Program) or other non-reimbursable expenses properly excluded?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is gas for rental car valid for dates in voucher?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is gas cost within reason, (ex - being claimed for travel to/from work, not claiming gas fill up on Friday and then again on Sunday) ?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Other - Please describe in Comments		
POV		N/A	
<i>Input GSA Rate</i>		<input type="checkbox"/>	
1.	Include clip from website showing total miles to where the POV is being	<input type="checkbox"/>	<input type="checkbox"/>
2.	If driving home, is cost comparison provided showing cost to fly versus cost to drive and lesser option being claimed?	<input type="checkbox"/>	<input type="checkbox"/>
3.	If driving POV to airport, is the total cost of airport parking less than taxi fare & 15 % tip to and from the airport (taxi quotes will need to be	<input type="checkbox"/>	<input type="checkbox"/>
4.	Other - Please describe in Comments		
AIRFARE (FTR 301-10) -			
1.	If non-contract fare being requested, was quote provided showing contract fare was more?	<input type="checkbox"/>	<input type="checkbox"/>
2.	If requesting other than coach class, is proper justification provided (medical waiver on file)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Other - Please describe in Comments		
OTHER			
1.	Parent Authorization cover dates of nested?		
2.	Dates do not cross over with another nested.	<input type="checkbox"/>	<input type="checkbox"/>
3.	If requiring a taxi, ensure 15% tip is estimated.	<input type="checkbox"/>	<input type="checkbox"/>
4.	If in flight/airport internet requested ensure a justification is included in the comments stating this was mission critical.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Other - Please describe in Comments		

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APPENDIX HH – D-4A DC WAIVER

Print
Clear

This is a FILL-IN format. Please do not handwrite any data on this form other than your signature.



Government of the
District of Columbia

Enter Year

Form D-4A Certificate of Nonresidence in the District of Columbia

First name	M.I.	Last name
Temporary DC address (number and street)	Social security number	
Permanent address (number and street)	Apartment number	
City	State	Zip code + 4
Country or U.S. commonwealth		

Signature Under penalties of law, I certify that my permanent residence is not in DC and that I will not be residing in DC for 183 days or more in the tax year.

Signature	Date
-----------	------

Revised 12/2016

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APPENDIX II – REIMBURSABLE AND SPONSORED-IN-KIND ETDY

Many of JSC’s IPA agreements are reimbursable, where a university or entity will reimburse NASA for not only the labor (including benefits, but also pay for the travel of the JSC employee. This is processed through coordination with our JSC Reimbursable Group, the university, the employee’s organization, and the Office of Human Capital Management (OHCM). In some cases, the funding is provided upfront, but in many cases, universities are not allowed to provide the funds upfront. Because of this a reimbursable billing process was developed, which requires coordination between the traveler, his/her organization, OHCM, and JSC’s Legal Office.

JSC sometimes have agreements with entities outside of NASA JSC, where the entity, will pay for some of the travel expenses in kind, which would make this agreement a sponsored-in-kind travel agreement. JSC has had some where part of the travel is sponsored-in-kind and a portion of the ETDY assignment is reimbursable to NASA JSC through the billing process.

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APPENDIX JJ – TRAVEL AUTHORIZATION ROLES AND RESPONSIBILITIES

		Funds Certifier	Supervisor	CTO	Final (NSSC)
	All Travel				
1	Is the accounting string correct?	x			
2	Is it OK to use \$X of funding for this project?	x			
3	Is trip funding available in SAP / BW?	x			
4	Is the travel valid and for official business?		x		x
5	Is the travel within the regulations, guidelines and policies?		x		x
6	Does the trip meet the sequestration guidelines?		x		x
7	Are the travel arrangements and cost of the trip reasonable?		x		x
8	Is a cost comparison provided for constructive travel?		x		x
9	Verify that the correct Per Diem is used.		x		x
10	Verify justification for non-contract carrier, if applicable, meets regulations and guidelines				x
11	Verify justification for non-refundable ticket, if applicable, meets regulations and guidelines.				x
12	Verify justification for actual expense, if applicable, meets regulations and guidelines.		x		x
13	Verify justification for Premium airfare, if applicable, meets regulations and guidelines.			x	
14	Are adequate comments/justifications entered for all exceptions as applicable?		x	x	x
	Conferences				
15	Is the conference approved, and is the NCTS number in the comments and the accounting string?		x		x
16	Is the conference number in the accounting string, if applicable?	x			x
	Extended TDY				
17	Is OIC approval provided/attached for assignments over 09 days?				x
18	Is a cost TCS/PCS comparison provided/attached for ETDY if over 6 months?		x		x
	Foreign Travel				
19	Verify eCountry Clearance			x	
20	Verify comments include POC, hotel, contact, etc			x	
21	Verify Valid passport.			x	
22	Verify complete and approved Foreign Travel package.			x	
	Sponsored				
23	Verify approved Letter of Invitation and acceptance for sponsored travel.			x	x
24	Verify approved Form 1167 (approval from Chief Counsel, CFO, Security, etc.)			x	
25	Verify each expense is consistent with the Letter of Invitation (sponsored travel).			x	

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APPENDIX KK – TRAVEL VOUCHER APPROVER ROLES AND RESPONSIBILITIES

	Voucher Approval Criteria	Funds Certifier	Actual Expense	Supervisor	Foreign Travel (NSSC)	ETDY (NSSC)	Other Domestic (NSSC)
	All Travel						
1	Is the accounting string correct?	X					
2	Is trip funding available in SAP / BW for any incremental funding needed?	X					
3	Are the expenses within the regulations and guidelines?			X	X	X	
4	Review expenses that were not on the authorization and determine if amendment is required.			X	X	X	
5	Is the cost of the trip and are the travel arrangements reasonable?			X			
6	Are adequate comments / justifications entered for all exceptions?			X	X	X	
7	Verify receipts match expense report.			X	X	X	
8	Verify justification and approval for actual expense meets regulations and guidelines.		X	X	X	X	
9	Process accounting code changes following reimbursement.						X
10	Identify and process amendments requiring special treatment (BOC items).						X
11	Perform overall review of expense report.						X
	Sponsored Travel						
12	Verify approved Letter of Invitation and acceptance.			X	X		
13	Verify each expense is consistent with the Letter of Invitation.			X	X		

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APPENDIX LL – OCFO POLICY: LODGING RATE

-----Original Message-----

From: Buford, Kevin (HQ-IM030)

Sent: Tuesday, September 15, 2015 9:14 AM

To: Walker, Tina Justina (MSFC-IS60); Duncan, Sandra (NSSC-XD017)

Cc: HOLLOWELL, THERESA L. (HQ-IM030); Meredith, Shelley J. (HQ-IM030)

Subject: ETDY Lodging Per Diem

Importance: High

Tina, can you add this item to the front of the super user's telecom agenda today? This email can be shared with the distribution list, but I think the messaging to affected travelers should come from the center travel leads? We should confirm that point with the community during the call.

This email is confirming the discussions and decisions from last week. In order to insure fairness to all travelers, we are hereby granting an agency wide waiver from the implementation of the ETDY lodging reduced per diem provisions in NID 9700.1, which limited lodging reimbursement to "up to" 65%. See NID 9700.1, sec. 301-11.203.

The NID revision was intended to remove a potential ambiguity about the ETDY lodging allowance and bring NASA's policy into alignment with that of other federal agencies permitting actual lodging expenses up to a maximum level (55% of per diem in most cases)--in other words, the lodging plus per diem allowance permitted in almost all other TDY travel. However, NSSC has indicated that in practice the prior policy was almost uniformly interpreted and vouchered as if permitting a flat per diem, and with all other changes occurring with the implementation of the CGE system, centers continued offering guidance and permitted vouchering consistent with a flat per diem, notwithstanding the change in the NID. Because of this uniform application, as well as the plans for a full policy update in FY2016, this waiver is now being granted, and we will not be attempting any other interim or transitional policy prior to completion of the agency NODIS review process for the NPR travel policy.

Accordingly, for the duration of the current NID, its provisions for lodging per diem "up to 65%" should be interpreted as authorizing a flat per diem of 65% for lodging, inclusive of all lodging-related expenses.

We understand some ETDY travelers have already responded to recent guidance and only claimed their actual lodging-related expenses in their most recent vouchers. To minimize confusion, and since all vouchers are audited, we are asking NSSC to review all authorizations and Q4 vouchers and alert those

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travelers that have claimed less than 65%, via email with the amount under-claimed and the process to claim such (e.g., as a one-time "other" expenses in the next voucher with appropriate comment).

Finally, discussions around this attempted change have also highlighted the lack of data to help inform our policy development on this key cost category. This is another reason we are not considering any other interim changes. However, to help inform our FY2016 policy discussions, we are asking NSSC to coordinate a data call on ETDY lodging expenses. This will be effective for all vouchers submitted after 9/30/15. For all vouchers, we will be requiring travelers to submit receipts for all lodging related expenses (i.e., not just expenses in excess of \$75 currently required). NSSC will provide guidance on what is included in this category, as well as how to document the occasional expenses for which no written receipt is received or the receipt is misplaced. The receipt amounts will not impact the currently authorized flat per diem, but will be required for completeness and timely voucher processing.

If you have any questions about this, please contact your NSSC contact or OCFO's agency travel policy analyst, Theresa Hollowell.

Kevin Buford
OCFO Director of Policy

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APPENDIX MM – SAMPLE E-MAIL: ELECTRONIC COUNTRY CLEARANCE

Subject: Foreign ETDY travel

{Foreign Coordinator},

The NSSC has received an Authorization Request NASA Form 1850 from (Traveler Name) for travel to (Foreign Location) for (dates). Please contact the NSSC if you have any questions regarding this email.

Thank you,

NSSC

ETDY Travel Office

Web: <https://www.nssc.nasa.gov/customerservice>

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APPENDIX NN – TRAVEL AUTHORIZATION STATUS REPORT

A. Running the Report:

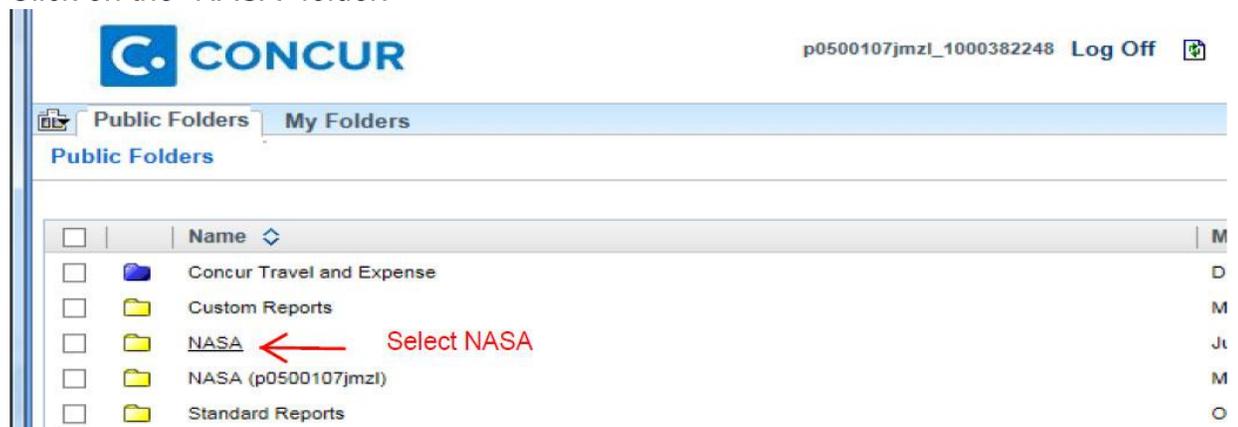
This report is run each morning by the Bot to ensure Authorizations are being approved timely and reservations are not being canceled.

1. If you need to run the report manually.
2. Go to CGE.
Click on the “Reporting tab”
Select “Intelligence” from the drop-down menu

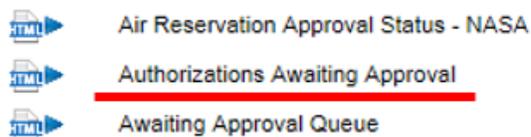
a



3. Click on the “NASA” folder.



4. Click on “Authorizations Awaiting Approval”.



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- The Date Range field defaults with a start date of January 1. Change the “From” date to one year from today’s date. Example, today is 01/05/20, you would change the “From” date in Date Range to 01/05/19.

- Under Awaiting Status click on “Select All”.

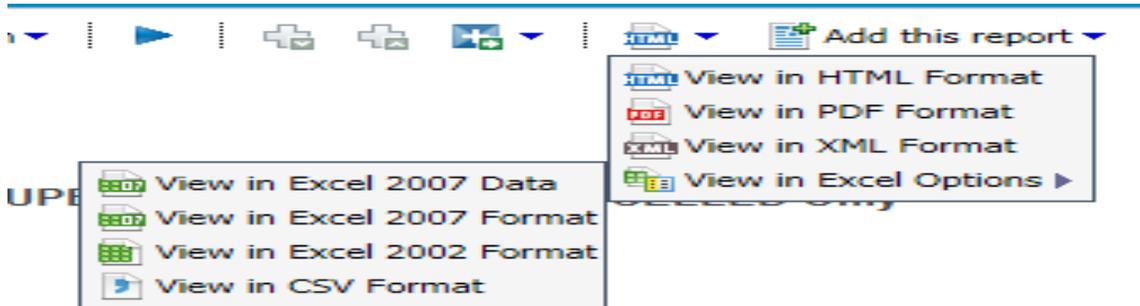
- Under “Current Status” click on “Select All” and “NASA Center” click on “Select All”.

- Document Type- put a check mark next to Authorization Doc.

- Click “FINISH”.
- The report will pop up.
Click the “HTML” icon at top
Click “View in Excel Options”

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Click "View in Excel 2007 Format"



11. Click "Open".

12. Save report in the following location:

<N:\TRAVEL\EXTENDED TDY\Reports\Authorization Status Report>

By Year

By Month

In this format: Travel Authorization Report 02-12-20.xlsx

13. Click "Enable Editing".

14. Hide the following rows (1-24), as they are not needed:

1	Authorizations Awaiting Approval					
2	Center: AFRC, ARC, GRC, GSFC, HQ, JSC, KSC, LARC, MSFC, NASA, NSSC, SSC					
3	Waiting Date Between Jan 1, 2019 and Jun 16, 2020					
4	Showing ACTUALS REVIEW, ADJUSTED, APPROVED, AUTHCANCEL , AUTHORIZED, AUTHORIZED_, CANCELLED, COMPLETE, COMPLETE_, CONCUR UPDAT					
5	CANCEL, RESERVATIONS REMOVED, RESERVATIONS UPDATED, RETURNED, SIGNED, SPONSORED REVIEW, SUPERVISOR REVIEW, XCANCELLED Only					
6						
7						
8						
9						
10						
11	Summary	> 5 days	2020-06-11	2020-06-12	2020-06-15	Total
12	AFRC		242		1	243
13	ARC		545	4		550
14	GRC		506		1	507
15	GSFC		1,667	7	3	1,687
16	HQ		1,398	4	7	1,428
17	JSC		1,359	6	1	1,368
18	KSC		586	6	2	595
19	LARC		962	2		964
20	MSFC		711	1	2	714
21	NASA		3			3
22	NSSC		57			57
23	SSC		97			97
24	Total		8,133	30	15	8,213

15. Click in the top left corner to highlight the entire spreadsheet.

16. Change Font as follows:

Name: Arial

Size: 8 point

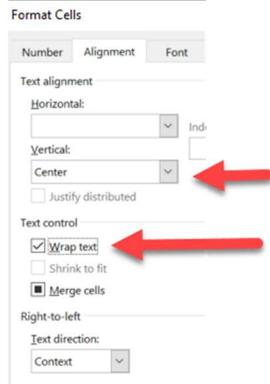
Color: Black

17. Click on little box next to Alignment.



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18. Under the Vertical box, change to “Center” and under “text control” put a check mark next to “Wrap Text”.



19. Hide the following columns:

- (B) Doc Type
- (E) Self Approver
- (F) Employee Routing List
- (K) First Destination
- (L) International
- (M) Document Name

20. Resize all columns to shrink them by doing the following:

- Highlight top left column
- Double click in between column

21. Add titles to the last three columns at the end of the spreadsheet and name them the following:

- “Preparer”
- “Expeditor Comments”
- “Preparer Comments”

	Q	R	S	T
# of Days Waiting	Preparer	Expeditor Comments	Preparer Comments	

22. Click on Preparer Comments, hold your shift button down, and hit the home key to highlight the header row.

Highlight it and shade it gray

A	C	D	G	H	I	J	N	O	P	Q	R	S	T
Organization	Awaiting Status	Employee (ID)	Travel Authorization Number	Trip Type	Trip Departure Date	Trip Return Date	Travel Arranger (ID)	Current Status	Date of Last Status	# of Days Waiting	Preparer	Expeditor Comments	Preparer Comments

23. Click on the header row to add the “Filter” option while row is highlighted.

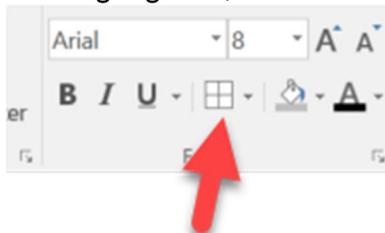
24. Right Click on “# of Days Waiting” column and sort A-Z.

24. Click on “Trip Type” column and filter selecting:
ETDY

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Nested

25. Click on "Current Status" column select all, uncheck the following:
 AUTHORIZED
 AUTHCANCEL
 XCANCELLED
26. Click on "Employee ID" column drop down menu:
 Sort "A to Z"
27. Click "Organization" column drop down menu:
 "Sort A to Z"
28. Highlight from Column "A" to Preparer Comments.
29. While highlighted, click on all borders.



30. Save Report.
31. Send email to all Preparers with report attached.

B. Updating the Report:

The Bot will update the report every morning after running it. The bot will copy the information from the previous day to update the current days report.

If the bot fails to update the report with the prior dates comment, use the following:

1. Open the previous days report saved at N:\TRAVEL\EXTENDED TDY\Reports\Authorization Status Report
2. Move any comments made by the preparer on the prior day's report to the current day's report, if status of TA has not changed.
3. For all others, document the awaiting status in the "Comments" column on the spreadsheet.

After the Bot runs and updates the report, the Expeditor will complete the following:

1. Filter the report by Centers.
2. Verify the status of routing in CGE for every authorization listed on the report.
 Note: This is required because the authorization could have a new action after the report was ran.

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3. Add the center preparers name in the "Preparer" column.
4. Highlight lines in the spreadsheet using the following colors for the required action.

REQUIRES AN ACTION TODAY	REQUIRES ACTION AFTER TODAYS DATE	NO FURTHER ACTION REQUIRED AT THIS TIME
--------------------------	-----------------------------------	---

5. Here is a listing of the approvals for authorizations. You can use this list to determine what may be next in the routing:

AUTHORIZATION APPROVALS			
Current Status	Awaiting Action	By Whom	Additional Approvals
CREATED	RESERVATION UPDATED	PREPARER	
RESERVATIONS UPDATED	SIGNED	PREPARER	
IF NO RESERVATIONS	SIGNED	PREPARER	
SIGNED	FUND CERT REVIEW	FUND CERTIFIER	
FUND CERT REVIEW	FOREIGN AUTH REVIEW	CENTER	If Foreign Travel
FUND CERT REVIEW	SUPERVISOR REVIEW	SUPERVISOR	
SUPERVISOR REVIEW	PENDING	SUPERVISOR	
ACTUALS REVIEW	PENDING	SYSUTILITY EAI	If Actuals are needed
SPONSORED REVIEW	PENDING	SYSUTILITY EAI	If sponsored travel
NON-CONTRACT REVIEW	PENDING	SYSUTILITY EAI	If Non-Contract Flight
PENDING	APPROVED	CENTER	
APPROVED (LTTDY)	AUTHORIZED	EAI USER	
AUTHORIZED	NO FURTHER ACTION		

6. Once the report is updated by the expeditor, each preparer will be sent an email listing actions required by them for their travelers.
7. The list will be highlighted with the proper color to represent the action needed.
8. Subject for email: **Travel Authorization Status Report**
9. Preparers will need to bump for signatures (contact the center) based on the status.
10. Ensure any trips with "Trip Departure Date" starting within 10 days are bump for signatures as soon as the newest signature is approved. We want to ensure we are pushing trips through to be authorized as soon as possible.
11. All other authorization should be bumped every 2 days for signatures to keep the approvals moving.
12. After bumping two times, a telephone call is required.
13. If no response within 24 hours, please reach out to the CS team for assistance with approval.
14. Preparer should send emails to whichever action the authorization is waiting on (funds cert/supervisor/actuals reviewer, etc.) to keep the approvals moving.
15. If an authorization is back at the NSSC, please bump the CS to let them know it is awaiting approval.

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16. Look for any authorizations with the “Current Status” as rejected. You will need to work with the center to have it corrected and rerouted for approvals.
17. Look for any authorization with the “Current Status” as Authorized.
18. You will need to just highlight green and add notes in the “Comments” column to say Authorization has been authorized, no further action is required.
19. For amendments showing on report, you may need to add comments to say it is an amendment and bump for signatures until amendment is authorized.
20. If something is being expedited, you will bump for signatures by contacting the next contact person for approval throughout the entire process of approvals until it has been completed (authorized). We should not have an item sitting awaiting signatures if it is being expedited.
21. It is the preparer’s responsibility to update the report after reviewing the email sent by the expeditor and reaching out to the center.
22. The preparers are to add comments in the comment column stating their action (for example - bumped for signatures on 00/00/00, etc. or awaiting XXXXX, etc.) the preparers initials should be added after each comment, along with a date.

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APPENDIX OO – AIR RESERVATION APPROVAL STATUS REPORT

This report should be run weekly on Thursday's to ensure airlines reservations are not stuck in a "waiting for direct connect" status and not getting ticketed.

- A. To run the report in CGE go to Reporting tab click on Intelligence. Click on Standard Reports – Travel Management – Reservations and Tickets – Air Reservation Approval Status.
- B. Click on the following selections:

<div style="border: 1px solid black; padding: 5px;"> <p>1 Report Date Prompt</p> <p>Select the date that will be used to filter the report.</p> <p> <input type="radio"/> Trip Creation Date <input checked="" type="radio"/> Approval Date <input type="radio"/> Trip Departure Date <input type="radio"/> Trip Return Date </p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>2 Date Range Type</p> <p>Select the date range type.</p> <p> <input type="radio"/> Custom Date Range <input checked="" type="radio"/> Current Fiscal Year-to-Date </p> </div>
<div style="border: 1px solid black; padding: 5px;"> <p>3 Authorization Approval Stamp</p> <p>Select all stamps that approve an authorization.</p> <p> <input checked="" type="checkbox"/> ADJUSTED <input type="checkbox"/> APPROVED <input type="checkbox"/> AUTHCANCEL <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> CANCELLED <input type="checkbox"/> COMPLETE <input type="checkbox"/> COMPLETE_ <input type="checkbox"/> CONCUR UPDATED <input type="checkbox"/> CREATED <input type="checkbox"/> Concur Update </p> <p style="text-align: center;">Select all Deselect all</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>4 CONUS/OCONUS</p> <p>Select CONUS, OCONUS or all trips.</p> <p> <input type="radio"/> CONUS <input type="radio"/> OCONUS <input checked="" type="radio"/> All </p> </div>

Organization	All Organizations Included
Employee	All Employees Included
Travel Authorization Number	All Travel Authorization Numbers Included

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Optional Prompts

<p>5 Organization Search & Select</p> <p>Search and select one or more values. Use the blue Options button to see search options.</p> <p>Keywords: Type one or more keywords separated by spaces.</p> <p>All Organizations Includ: Search</p> <p>Options</p> <p>Search complete. No results were found.</p> <p>Results: [] [Insert] [Remove] [Select all] [Deselect all]</p> <p>Choice: [] [Select all] [Deselect all]</p>	<p>6 Employee Search & Select</p> <p>Search and select one or more values. Use the blue Options button to see search options.</p> <p>Keywords: Type one or more keywords separated by spaces.</p> <p>All Employees Included Search</p> <p>Options</p> <p>Results: [] [Insert] [Remove] [Select all] [Deselect all]</p> <p>Choice: [] [Select all] [Deselect all]</p>
<p>7 Travel Authorization Number Search & Select</p> <p>Search and select one or more values. Use the blue Options button to see search options.</p> <p>Keywords: Type one or more keywords separated by spaces.</p> <p>tion Numbers Included Search</p> <p>Options</p> <p>Results: [] [Insert] [Remove] [Select all] [Deselect all]</p> <p>Choice: [] [Select all] [Deselect all]</p>	

- C. FINISH
- D. Saved down report at N:\TRAVEL\EXTENDED TDY\Air Reservation Approval Status Report
- E. Click in top left corner arrow to the left of cell A and click Merge.
- F. Hide columns C (employee ID), E (Travel Authorization Number), F (Trip Purpose), (Authorization Approvals), J (acting employee), K (record locator), L (Conus/Oconus).
- G. Click on cell next to line 2 with column titles and click on Date/Filter.
- H. Filter Trip Status Column by unselecting ticketed and blanks.
- I. Click on filter arrow under Ticket by Date column, then click on Data Filters then click on "After" and enter yesterday's date.

- J. Email data to the preparers for each center listed to review to determine if any flights are hung up with error "waiting for direct connect". Will need to open itinerary in CGE to validate.

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APPENDIX PP – TRAVEL VOUCHER STATUS REPORT

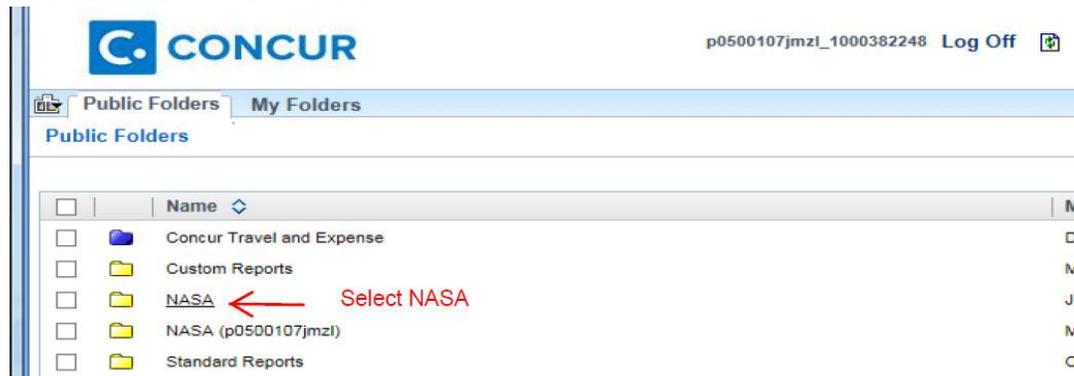
A. Running the report:

This report is run each morning by the Bot. The Bot looks at the previous days report to compare it to the current day to determine the status of all travelers listed on the report and help monitor the process of the approvals

1. If you must run the report manually
2. Go to CGE.
Click on the “Reporting tab”
Select “Intelligence” from the drop down menu



2. Click on the “NASA” folder



3. Click on “Awaiting Approval Queue – Detailed Report”.



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- The Date Range field defaults with a start date of January 1. Change the “From” date to one year from today’s date. Example, today is 01/05/20, you would change the “From” date in Date Range to 01/05/19.

Please make selections below, then click **Finish** to run the report.

Filter by Date

Signed Date
 Trip Start Date
 Waiting Date

Date Range

From:

To:

Awaiting Status*

- ACTUALS REVIEW
- ADJUSTED
- APPROVED
- AUTHCANCEL
- COMPLETE
- COMPLETE_
- CONCUR APPROVED
- CONCUR CREATE
- CONCUR SIGNED
- CONCUR UPDATE
- CONCUR UPDATED

- Under Awaiting Status click on “Select All”.

Awaiting Status*

- ACTUALS REVIEW
- ADJUSTED
- APPROVED
- AUTHCANCEL
- COMPLETE
- COMPLETE_
- CONCUR APPROVED
- CONCUR CREATE
- CONCUR SIGNED
- CONCUR UPDATE
- CONCUR UPDATED

[Select all](#) [Deselect all](#)

Awaiting Status*

- ACTUALS REVIEW
- ADJUSTED
- APPROVED
- AUTHCANCEL
- COMPLETE
- COMPLETE_
- CONCUR APPROVED
- CONCUR CREATE
- CONCUR SIGNED
- CONCUR UPDATE

- Under Current Status click on “Select All” and then manually uncheck the following as shown:

Current Status*

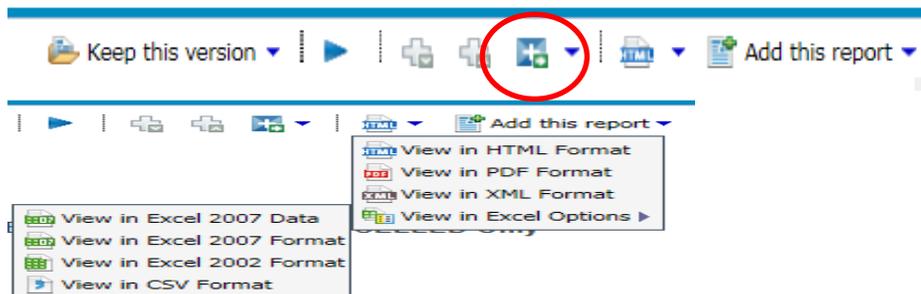
- ACTUALS REVIEW
- ADJUSTED
- APPROVED
- AUTHCANCEL
- COMPLETE
- COMPLETE_
- CONCUR APPROVED
- CONCUR CREATE
- CONCUR SIGNED
- CONCUR UPDATE

[Select all](#) [Deselect all](#)

- Under NASA Center click on “Select All” and under Document Type click on “Select All”.

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8. Click FINISH.
9. The report will pop up
Click on the "HTML" icon at top
Click "View in Excel Options"
Click "View in Excel 2007 Format"



10. Click "Open"
11. Save report in the following location:
N:\TRAVEL\EXTENDED TDY\Reports\Voucher Status Report
By Year
By Month
In this format: Voucher Status Report 02-12-20.xlsx
12. Click "Enable Editing".
13. Hide the following rows (1-20), as they are not needed:

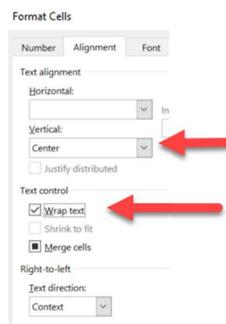
1	Awaiting Approval Queue - Detailed Report					
2	Center: AFRC, ARC, GRC, GSFC, HQ, JSC, KSC, LARC, MSFC, NSSC, SSC					
3	Waiting Date Between Jan 1, 2019 and Jun 16, 2020					
4	Showing ACTUALS REVIEW, ADJUSTED, APPROVED, AUTHCANCEL, COMPLETE, COMPLETE_, CONCUR APPROVED, CONCUR C					
5	SUPERVISOR REVIEW, XCANCELLED Only					
6						
7						
8						
9						
10	Summary	> 5 days	2020-06-11	2020-06-12	2020-06-15	Total
11	AFRC	5	1	1	3	10
12	ARC	13			1	14
13	GRC	3			1	4
14	GSFC	62	1	2	6	71
15	HQ	81	5	1	10	97
16	JSC	50	9	6	17	82
17	KSC	3	1		6	10
18	LARC	46		3	5	54
19	MSFC	5	2	1	3	11
20	Total	268	19	15	51	353

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14. Click in the top left corner to Highlight entire document
15. Change font as follows:
 - Name: Arial
 - Size: 8 point
 - Color: Black
16. Click on the Alignment box



17. Under Vertical box, change to "Center" and under "text control" put a check mark next to "Wrap Text".

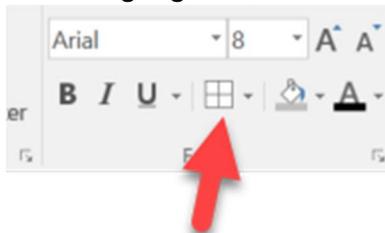


18. Hide the following Columns:
 - (B) Doc Type
 - (E) Employee ID
 - (F) Self Approval
 - (G) Default Approval
 - (H) Travel Auth
 - (L) Location
 - (M) International
 - (O) Advance Applied
 - (P) Net to Traveler
19. Resize all the columns to shrink them by doing the following:
 - Highlight top left column
 - Double click in between columns
20. Add titles to the last three columns at the end of the spreadsheet and name them the following:
 - "Preparer"
 - "Expeditor Comments"
 - "Preparer Comments"

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	Q	R	S	T
# of Days Waiting		Preparer	Expeditor Comments	Preparer Comments

21. Click on Preparer Comments, hold your shift button down, and hit the home key to highlight the header row.
Highlight it and shade it gray
22. Click on the header row to add the "Filter" option while the row is highlighted.
23. Click on "Trip Type" column dropdown menu, click to select the following:
ETDY
Nested
24. Right Click on the "# of Days Waiting" column:
Uncheck 1 day waiting
25. Click on Employee Column:
Sort A to Z
26. Click on Organization Column:
Sort A to Z
27. Highlight from Organization Column to Preparer Comments.
28. While highlighted, click on all borders.



29. Delete any duplicate lines for the same traveler and same TA.
30. You will delete the oldest action first (Fund Cert Approval, etc.).

B. Updating the Report:

The Bot will update the report every morning after running it. The bot will copy the information from the previous day to update the current days report.

If the bot fails to update the report with the prior dates comment, use the following:

1. Open the previous days report saved at N:\TRAVEL\EXTENDED TDY\Reports\Voucher Status Report
2. Move any comments made by the preparer on the prior day's report to the current day's report, if the status has not changed.
3. For all others, the report will list the current status, in the "Comments" column on the spreadsheet.

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After the Bot runs and updates the report, the Expeditor will complete the following:

1. Filter the report by Centers.
2. Verify the status of routing for each voucher in CGE listed on the report. Note: Note: This is required in case an action has changed since the report was run.
3. Add the preparers name in the "Preparer" column.
4. Update the "Comments" column to document the current awaiting status.
5. Please highlight the lines in the spreadsheet using the following color for the required action.

REQUIRES AN ACTION TODAY	REQUIRES ACTION AFTER TODAY'S DATE	NO FURTHER ACTION REQUIRED AT THIS TIME
--------------------------	------------------------------------	---

6. Here is a listing of approval for vouchers. You can use this list to determine what may be next in the routing:

VOUCHER APPROVALS			
Current Status	Awaiting Action	By Whom	Additional Approvals
CREATED	STAMPED	BY PREPARER	
PREPARED	SIGNED	BY TRAVELER	
SIGNED	FUND CERT REVIEW	FUND CERTIFIER	
FUND CERT REVIEW	FOREIGN VCH REVIEW	NSSC FOREIGN	If Foreign Voucher
FUND CERT REVIEW	SUPERVISR REVIEW	SUPERVISOR	
SUPERVISOR REVIEW	ACTUALS REVIEW	NSSC CS TEAM	
ACTUALS REVIEW	APPROVED	NSSC ETDY REVIEW	If Actuals Needed
APPROVED	PENDING	SYSUTILITY EAI	
PENDING	COMPLETE	EAI USER	
COMPLETE	NO FURTHER ACTION		

7. Once the report is updated by the expeditor, it will be emailed to each preparer.
8. Email each preparer with a listing of all actions required by them for their centers that day.
9. The email listing will be highlighted with the proper color to represent the action needed as shown above.
10. Subject for email: **Travel Voucher Status Report**
11. Preparers will need to bump for signatures (contact the center) based on the status shown in their email and then update the report on the N: drive with the actions they have taken.
12. Vouchers should be bumped every 2 days for signatures to keep the approvals moving.
13. After bumping two times, a telephone call is required.
14. If no response within 24 hours, please reach out to the CS team for assistance with approval.

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15. Preparer should send emails to whichever action the authorization is waiting on (funds cert/supervisor/actuals reviewer, etc.) to keep the approvals moving.
16. If a voucher is back at the NSSC for review, you will not need to bump unless it has been sitting for more than 3 days. You will then reach out to the proper reviewer to see why the voucher is not moving forward.
17. Look for any vouchers with the "Current Status" as returned. You will need to work with the reviewer to ensure you have this corrected and rerouted as soon as possible.
18. Look for any vouchers in "Pending Status".
You will need to research to see why it is pending
19. If something is being expedited, you will bump for signatures by contacting the next contact person for approval throughout the entire process of approvals until it has been completed (approved).
We should not have an item sitting awaiting signatures if it is being expedited.
20. It is the preparer's responsibility to update the report on the N:drive after reviewing the email sent by the expeditor and reaching out to the centers.
21. The preparers are to add comments in the "Preparer Comments" column stating their action (for example - bumped for signatures on 00/00/00, etc. or awaiting XXXXX, etc.) the preparers initials should be added after each comment, along with a date.

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APPENDIX QQ – SAMPLE E-MAIL: AUTH/VOUCHER STATUS

Add “Action Required” to the beginning of the subject on the email.

Email for an Authorization needing Supervisor approval for airfare not to cancel:

Travel Authorization #XXXXXXXXXX for TRAVELER’S NAME was submitted in the eTravel system on DATE. It is currently awaiting approval by the Supervisor. The airfare associated with this authorization is scheduled to cancel if the document is not approved by DATE.

Please review and approve the authorization at your earliest convenience to ensure the flight is ticketed timely and travel is secured. If you have any questions or concerns with the document please let me know.

Thank you for your prompt attention.

Caseworker Name
NSSC Travel Office

Email for an Authorization needing Funds Cert Review for airfare not to cancel:

Travel Authorization #XXXXXXXXXX for TRAVELER’S NAME was submitted in the eTravel system on DATE. It is currently awaiting Funds Cert Review by the Funds Certifier. The airfare associated with this authorization is scheduled to cancel if the document is not approved by DATE.

Please review the document and stamp as “Funds Cert Review” at your earliest convenience to ensure the flight is ticketed timely and travel is secured. If you have any questions or concerns with the document please let me know.

Thank you for your prompt attention.

Caseworker Name
NSSC Travel Office

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Email for Authorization needing approval without airfare:

Travel Authorization #**XXXXXXXXXX** for **TRAVELER'S NAME** was submitted in the eTravel system on **DATE**. It is currently awaiting approval by the Supervisor.

Please review and approve the authorization at your earliest convenience to ensure the travel is secured. If you have any questions or concerns with the document please let me know.

Thank you for your prompt attention.

Caseworker Name
NSSC Travel Office

Email for Authorization needing Funds Cert Review without airfare:

Travel Authorization #**XXXXXXXXXX** for **TRAVELER'S NAME** was submitted in the eTravel system on **DATE**. It is currently awaiting Funds Cert Review by the Funds Certifier.

Please review the document and stamp as "Funds Cert Review" at your earliest convenience to ensure the travel is secured. If you have any questions or concerns with the document please let me know.

Thank you for your prompt attention.

Caseworker Name
NSSC Travel Office

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Email for Voucher needing Supervisor approval:

Travel Voucher **XXXXXXXXXX** for **TRAVELER'S NAME** was submitted in the eTravel system on **DATE**. It is currently awaiting approval by the **Supervisor**.

Please review and approve the voucher at your earliest convenience to ensure prompt reimbursement to the traveler. If you have any questions or concerns with the document please let me know.

Thank you for your prompt attention.

Caseworker Name
NSSC Travel Office

Email for Voucher needing Funds Cert Review:

Travel Voucher **XXXXXXXXXX** for **TRAVELER'S NAME** was submitted in the eTravel system on **DATE**. It is currently awaiting approval by the **Funds Certifier**.

Please review and approve the voucher at your earliest convenience to ensure prompt reimbursement to the traveler. If you have any questions or concerns with the document please let me know.

Thank you for your prompt attention.

Caseworker Name
NSSC Travel Office

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Email for Voucher needing Traveler Signature:

Your travel voucher **XXXXXXXXXX** was submitted in the eTravel system on **DATE**. It is currently awaiting your signature.

Please review and sign the voucher at your earliest convenience to ensure prompt reimbursement. If you have any questions or concerns with the document please let me know.

Thank you for your prompt attention.

Caseworker Name
NSSC Travel Office

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APPENDIX RR – ACTIVE ETDY STATUS REPORT

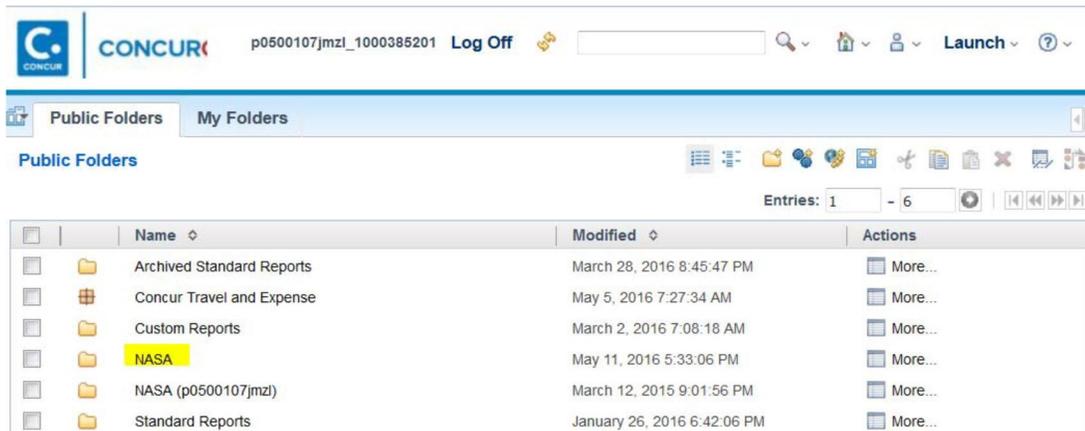
A. Running the Report in CGE

This report should be ran once a month around the fifth of the month, and distributed to all Center Travel Office POC's.

1. Go to Reporting tab in CGE
2. Select "Intelligence" from drop down.



3. Click on NASA folder.



4. Locate the "Extended TDY – Future Return Dates" from the selections.
5. Click on blue arrow to the far right of the report.



6. Change the Format to "Excel 2007".
7. Click Run.

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Run with options - Extended TDY - Future Return Dates

Select how you want to run and receive your report.

Format:
Excel 2007

Accessibility:
 Enable accessibility support

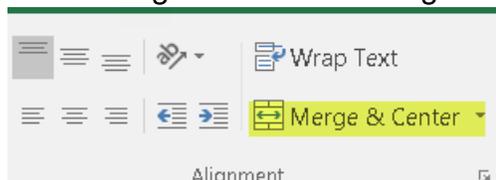
Language:
English

Delivery:
 View the report now

Prompt values:
No values saved
 Prompt for values

Run Cancel

8. You will see a prompt to say, "Report is running".
9. Prompts you to save the file.
10. Save you file in the following folder:
N:\TRAVEL\EXTENDED TDY\Reports\Active ETDY Status Monthly Report
By Year
By Month
Name as follows: "ACTIVE ETDY MONTH YEAR" (Example: Active ETDY
June 2020)
11. You will see the prompt at the bottom of your screen that the report is ready.
12. Click on your file to open it.
13. Enable Editing.
14. Click in Cell "A1" to highlight entire spreadsheet.
15. Click "Merge & Center" on Alignment tab.



16. Delete first three rows (Blue Header row should be top row).
17. Delete little box with X in it, on top left side.

1	X	avel Au
2		TA10000052
3		TA10000055

18. Delete the following columns:
Status
Employee ID

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19. Click on “Column A” and click on Filter on the “Editing Tab”.



20. Click on “Trip Type” Column Filter Option.

Select “All” to deselect all options

Click on “Long Term TDY”

Click “Ok”

21. Click on Column A “Travel Authorization Number” Filter Option.

Click on “Sort A to Z”

22. Save Report.

23. Minimize Report to obtain additional information from SNOW

B. Running the Report in SNOW

Run the report in SNOW to see if there are any new ETDY Interim Request that have not been completed at this time.

1. Log into SNOW.

2. Run a report to show all new “ETDY INTERIM REQUEST”.

3. Use the following criteria to run the search:

All > Active = true > Category in (ETDY TRAVEL-DOM, ETDY TRAVEL-FOR) > SubCategory = ETDY INTERIM REQUEST

4. This will display any new travel request that are not complete.

5. Open each ticket, add the travelers name, and travel dates to the CGE report that you ran before this.

6. Close SNOW.

C. Updating the Master Report

Update the master report after running both reports.

1. Go back to your “Active ETDY Status Report” you ran in CGE.

2. Add a column between Column A and Column B

3. Name the new column (should be Column B) “Status”

4. Copy the drop-down menu from the previous months Column B, paste into the blank column for this month

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- Copy over status from last month to previous month for all travelers still on the list
- Add blank lines between the TA numbers separating centers on the “Active ETDY Status Report” you ran in CGE.

TA10000058101	AUTHORIZED	May, Cassandra L	IM030
TA10000058106	AUTHORIZED	BRADY, VERRON M	AA000
TA21000025330	AUTHORIZED	Blasingame, Meredith K	DL
TA21000026543	AUTHORIZED	BOLLES, DANA GAIL	SCF

- Compare the information on this report with the “ETDY Master by Center” that is found at the following path:
N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\PREPARERS DOCS\3-TEMPLATES
- Compare each traveler on the “Active ETDY Status Report” to the “Master by Center” report to make sure everyone is included on the “Active ETDY Status Report”
- Update the “Status” Column (Column B) as you go with any new information discovered while researching
- If a traveler has two TA numbers on the “Active ETDY Status Report”, you will leave them both if the oldest one is within the month you are reviewing.
For example: If you were working on the month of June 2020:
Traveler’s has one TA with dates of 06/30/19 – 06/28/20 and
Another TA with dates of 06/29/20-09/30/20
You would leave both on the report because they both have dates within the month of June 2020.
- Compare the “Trip Departure Date” and “Trip Return Date” on the “Active ETDY Status Report” to the “Auth Start Date” and “Auth End Date” on the “ETDY Master by Center” report.
- If the dates are different, you update the dates on the “ETDY Master by Center” to reflect the dates shown on the “Active ETDY Status Report”.
- If the new dates are over 365 days, you notify the preparer for that traveler to ensure they are aware the traveler is now taxable.
- If they did not intend for the travelers to be taxable, they will need to amend the parent authorization to reduce the amount of days to make the term 365 days or less.
- If there are any travelers on the “Active ETDY Status Report” that are not on the “ETDY Master by Center”, you will need to add them to the “ETDY Master by Center”.

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Add their name and New behind it

Add their term dates if you have them

Add their email address if you have that

Add any other information you have to the spreadsheet

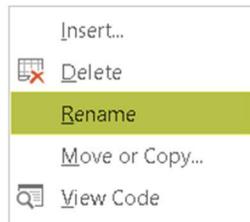
16. If there are any travelers on the "ETDY Master by Center" that are not showing on the "Active ETDY Status Report", those travelers need to be researched to see why they are not pulling the "Active ETDY Status Report".
17. If they have a "Trip Return Date" that is before the current date, they will not pull on the "Active ETDY Status Report" anymore.
You will verify with the Preparer that the traveler has exactly ended their term and will not be extending.
18. If they have not ended, the Preparer will need to amend their authorization to extend their days.
This needs to be done immediately, as the traveler is on travel with no current orders.
19. If they have ended, you will move them to inactive on the "ETDY Master by Center report."
Copy the line with that traveler's information on the "Active Travelers" tab
Paste the information in the "Inactive Travelers" Tab under the current center.
Highlight them in yellow if they have unsubmitted vouchers for their term.
20. If a traveler's end date is within the month you are working, you will need to check CGE to see if they have a new parent authorization in the system.
21. If they do not, ask the preparer if they know if they will be extending.
22. If they are not sure, the preparer will need to confirm the information with the traveler.
23. If they are, you can add a note behind the traveler name on the "ETDY Master by Center" report.
24. Verify every traveler by center on both reports to ensure the information matches.
25. Save both reports.
26. Send a copy of the "Active ETDY Status Report" to each preparer with only the travelers for their center to verify the information.
27. If any changes are required, update those.
28. Save both reports again.

D. Sending the information to the Centers

The updated information is sent to each centers POC each month around the fifth of the month.

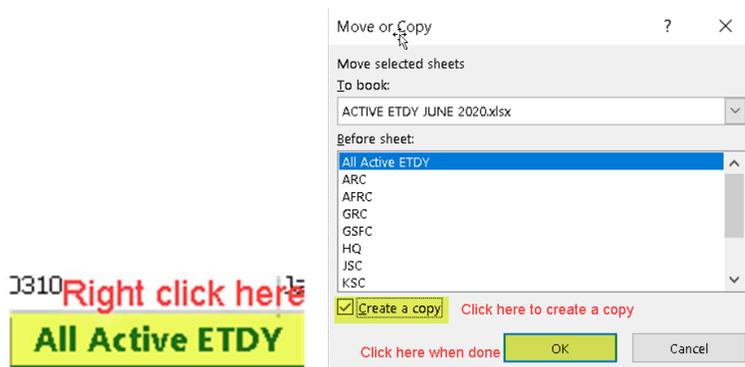
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1. Rename the first tab in the spreadsheet as “All Active ETDY”.
Right Click on the spreadsheet name on the bottom left side of the spreadsheet
Click “Rename”



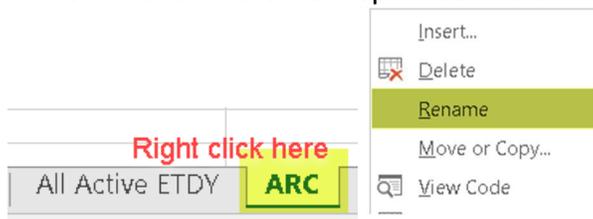
Type: All Active ETDY

2. Create a copy.
Right click again on the spreadsheet name
Select “Move or Copy”
Click the box at the bottom to “Create a Copy”
Click Ok



Repeat this step nine more times

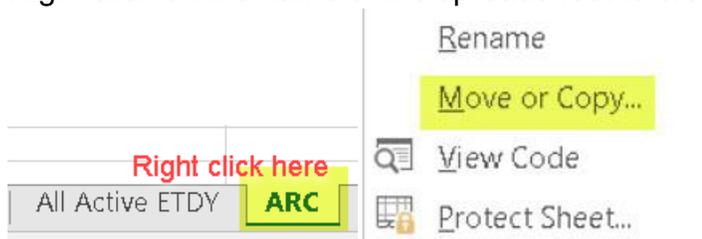
3. Rename one of the new spreadsheets “ARC”



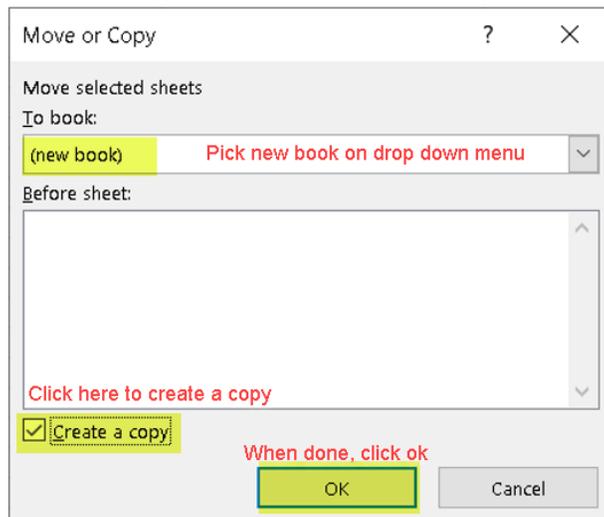
4. Highlight all rows that are not ARC travelers and delete them.
5. This will only leave ARC travelers in the ARC spreadsheet
6. Complete Steps 3-5 for the remaining centers.
7. Once this is done for all centers, you should have one All Active ETDY spreadsheet and 10 spreadsheets for the centers (one for each center).

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8. Verify the number of travelers on both spreadsheets one last time.
9. The travelers should be put in alphabetical order by center on the “Active ETDY Status Report”.
10. Save the report.
11. Click on the first center spreadsheet (ARC).
12. Right click on the name of the spreadsheet to create a copy.



13. Pick “new book” on the drop down menu first
14. Click “create a copy”
15. Click “OK “ when done



16. This will create a new workbook in a new window with just that spreadsheet.
17. Save that spreadsheet on the N:drive at the following path:
N:\TRAVEL\EXTENDED TDY\Reports\Active ETDY Status Monthly Report
By Year
By Month
Name: Center – Month – ETDY Active List (SSC – June ETDY Active List)
18. Complete the same steps for all ten centers.
19. Send each spreadsheet to the correct contacts listed for that center on the POC list saved in the following file:

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N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\Reports\ACTIVE ETDY
STATUS REPORT

20. The email pin for that report is included in the spreadsheet.

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APPENDIX SS – ETTRA TAX FUNDING ESTIMATE SPREADSHEETS

	Amount	Rates/Amount		Funding Amount	Description
Taxable	8,046.00		66162 Annual Salary	3,216.60	WTA & ETTRA (GL 6100.1284)
wta	2,269.38		76,477.38 Est W2 Total	861.59	NASA FICA/HIT (GL 6400.1246)
gross	10,315.38			4,078.19	
fit	2,578.85				
fica	639.55				FC 401061642
hit	149.57				
		0.285600	$cmtr=f+(1-f)s+(1-f)l$		
			24.00% Federal Marginal Rate		
			6.000% State Marginal Rate		
			0.000% Local Marginal Rate		
		947.21	$RITA=((cmtr/(1-cmtr))*r)-z$ where "r" reimbursements where "z" total wta		
RIT Voucher					
gross	947.21				
fit	236.80	389.78	Employee wh		
fica	58.73	72.46	NASA FICA/HIT		
hit	13.73				
state	80.51	8.50%	State Rate		
net	557.44				

2021 Taxable Amounts		RITA Calculation	
Pd & Taxable	19,882.23	0.370000	$cmtr=f+(1-f)s+(1-f)l$
WTA	5,607.81		37.00% Federal Marginal Rate
Gross	25,490.04		0.000% State Marginal Rate
			0.000% Local Marginal Rate
		6,069.06	$RITA=((cmtr/(1-cmtr))*r)-z$ where "r" reimbursements where "z" total wta

RITA Net to Traveler Calculation			
RITA Amount	6,069.06		
Fed withholding	1,335.19	1,799.48	Employee Withholding
OASDI	376.28	464.28	NASA Portion (OASDI & HIT)
HIT	88.00		
State	0.00	0.00%	State Rate
Net	\$4,269.58		

Legend:	
	Data Entry
	Amount Needed

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APPENDIX TT – FUNDING REQUEST FORM

Taxable ETDY Labor Funding Estimate		
ETDY Traveler	John Smith	
Travel Auth	10xxxxxx	
Fund	CASX22018D	
WBS	123456.45.61	
Cost Center	10DD000	
Obj Class and Amount	1284	\$5,000.00
Obj Class and Amount	1246	\$1,200.00
Choose Funding to be used	New Funding lines needed	
Fund		
WBS		
Cost Center		
Amount		
Fund		
WBS		
Cost Center		
Amount		
Please sign to validate funding to be used	<div style="font-size: 48px; font-weight: bold; margin: 0;">X</div> <hr style="border: 1px solid black; margin-top: 10px;"/>	

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APPENDIX UU – SAMPLE E-MAIL: FUNDING REQUEST

Subject: Funding Request - Traveler Name – TA#

Mr./Ms. (Labor Analyst Last Name),

The NSSC is requesting funding for TRAVELER NAME to be applied to Funds Commitment (FC) #400XXXXXX to cover the traveler’s taxable costs for the current ETDY detail.

Please find the attached Funding Request Form that will delineate the amounts required for NASA’s portion of Employer taxes, to be applied to GL 6100.1284, for Withholding Tax Allowance and GL 6400.1246, for FICA and Medicare taxes.

Please ensure that funding is in place so there will be no issues with posting payroll. After funding is in place, please return the signed form back to the NSSC at nssc-contactcenter@nasa.gov, Attention Your Name – Travel Department.

The NSSC will add the new accounting lines (if applicable) and obligate the required funds to the FC Document.

Thank you.

Kindest regards,

Your Name

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APPENDIX VV – SAMPLE E-MAIL: OPEN DECK

This email will be sent QUARTERLY if travelers have outstanding vouchers.

Dear {Traveler},

In an effort to assist travelers with the timely filing of vouchers and ensure the management of Agency funds, the NASA Shared Services Center (NSSC) Travel Office has recently completed a review of Extended TDY (ETDY) assignment Travel Authorization 100000XXXXX.

Our records indicate a voucher for the following voucher remains outstanding:

- May 20XX Interim voucher

Please submit your NASA Form (NF) 1850 to your ETDY Caseworker with all required receipts as expeditiously as possible for the above trip(s) to nssc-etdy@mail.nasa.gov. If no expenses were incurred, please forward this email to NSSC-ContactCenter@nasa.gov and state that fact.

Responding to this email will expedite the release of any unused obligated funds back to the funding Center for use before they expire.

We are dedicated to providing the best possible service and look forward to assisting you. If you need assistance completing the NF1850, you may contact the NSSC Customer Contact Center at 1-877-677-2123 (1-877-NSSC123) or your NSSC ETDY caseworker.

Thank you in advance for your assistance.

NSSC
Travel Office
Web: <https://www.nssc.nasa.gov/travel>
Fax: 1-866-779-6772

-- PLEASE DO NOT REPLY TO THIS E-MAIL -- THIS IN-BOX IS NOT MONITORED --

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APPENDIX WW – SAMPLE E-MAIL: OPEN ORDERS HOME TRIP TAX FUND REQUEST

Mr./Ms. (Lead Labor Budget Analyst Last Name),

The NSSC is requesting funding for **TRAVELER NAME** to be applied to Funds Commitment (FC) #400XXXXXX to cover the traveler's additional taxable costs for official home trips that were not previously estimated. You will find the attached Funding Request Form that will delineate the amounts required for NASA's portion of Employer taxes to be applied to GL 6100.1284 for Withholding Tax Allowance and GL 6400.1246 for FICA and Medicare taxes.

Please ensure additional funding is available to prevent any issues with posting payroll. Once additional funding has been aligned, please return the signed form back to the NSSC at nssc-contactcenter@nasa.gov, Attention: **Your Name** – NSSC Travel Office.

The NSSC will add the new accounting lines (if applicable) and obligate the required funds to the FC Document.

Thank you for your immediate attention in this matter.

Best Regards,

Preparer's Name

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APPENDIX XX – SAMPLE E-MAIL: AUTHORIZATION FAILURE

Dear Travel Office,

The Authorization for **Travelers Name** (TA#) has failed due to the following interface error.

- Copy the error message listed in CGE.

Please correct the error as described above as soon as possible and send an email to **YOUR EMAIL ADDRESS** when completed so the NSSC can continue the approval process. If the correction will require an update to the accounting code please notify the NSSC with the updated information and the NSSC will make the updates to the document.

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at nssc-contactcenter@nasa.gov.

Thank you,

Caseworker Name

NSSC Travel Office

Web site: <https://www.nssc.nasa.gov/extendedtdy>

Fax: 1-866-779-6772

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APPENDIX YY – SAMPLE E-MAIL: REQUEST VENDOR CREATION

Dear {Center POC},

We are in the process of working the above referenced travel authorization. In order to complete our process a vendor account needs to be set up for **TRAVELER** for **BUSINESS AREA (XX-ex. HQ)**.

Please create the vendor as requested above as soon as possible and reply to **YOUR EMAIL ADDRESS** when completed so the NSSC can continue the approval process.

If you have any questions please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at nssc-contactcenter@nasa.gov.

Thank you,

Caseworker Name

NSSC Travel Office

Web site: <https://www.nssc.nasa.gov/extendedtdy>

Fax: 1-866-779-6772

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APPENDIX ZZ – SAMPLE E-MAIL: VERBAL APPROVAL FOR AIRFARE

Travel Authorization for **TRAVELER NAME** is currently pending the OIC Approval which prevents us from submitting the authorization in CGE for approval.

The traveler is scheduled to report to duty **DATE**. The NSSC is requesting approval via email confirmation for the following travel expenses to avoid cancellation.

- Contract Fare, Economy Airfare in the amount of XXXX

Please reply to allow or disallow the requested travel expense. If you have any questions or concerns with the request please let me know.

Thank you for your prompt attention.

Caseworker Name

NSSC Travel Office

Web site: <https://www.nssc.nasa.gov/extendedtdy>

Fax: 1-866-779-6772

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APPENDIX AAA – SAMPLE E-MAIL: POTENTIAL LAPSE IN FUNDING

Dear ETDY Traveler,

This email is to inform you of the potential government lapse in funding. In the event that a Continuing Resolution (CR) is not signed by midnight day of the week, date (i.e. Friday, 2/5), you will be notified by your supervisor of your excepted/non-excepted status. If you are non-excepted and choose to return to your permanent duty station (PDS), please promptly contact your ETDY Travel Caseworker at the NSSC to initiate travel arrangements by day of the week, date at X: XX p.m. CST. (i.e. Thursday, 2/14 at 1:00 p.m. CST). Travel arrangements for returning to your PDS will be made starting day of the week, date (i.e. Tuesday, 2/19). Excepted personnel will stay at the ETDY location.

If you choose to return to your permanent duty station (PDS), please promptly contact your ETDY Travel Caseworker at the NSSC to initiate travel arrangements to return to your permanent duty station. Please submit travel request details to NSSC-ETDY@mail.nasa.gov with your return travel details and flight preferences.

If you are a non-excepted employee and plan to remain at your ETDY location, please note that you will only be reimbursed for lodging expenses during the period associated with the lapse in funding.

The following is an excerpt, which focuses on ETDY travelers, from the “OPERATIONS AND FURLOUGHS UNDER A GOVERNMENT SHUTDOWN” FAQ document found online: (<https://www.nasa.gov/agency/furlough/index.html>)

“What happens to employees in a travel status at the time of a shutdown?

Answer. It depends.

Those not excepted and on extended temporary duty travel (ETDY) when a shutdown is Announced:

If you are on ETDY (e.g., detailed) and are placed on furlough, you have the option to either remain in place at the ETDY location, or to arrange to promptly return home (per the provisions of NPR 9700.1, Appendix A, section. 301-11.220). You will need to communicate your choice when being furloughed, and if you elect to stay in place you will need to leave your contact information with your HR contact for use by your Center travel coordinator or Executive Committee should they need to reach you while furloughed. This should be coordinated with your supervisor and travel approver, if different. Because NASA

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has already obligated the funding prior to the lapse in appropriations, you should not break any lodging contract unless specifically directed.

However, NASA will only reimburse expenses connected with your lodging; you will not be reimbursed any other M&IE expenses while on furlough. Bear in mind there is a possibility that in the event of a protracted shutdown you may be recalled to duty for the limited purpose of orderly winding down your ETDY lodging. If you return home, once normal operations are resumed, you will initially report back to your home duty station pending new travel orders to report back to work at your ETDY duty station.

If your ETDY is scheduled to end within one month of a shutdown announcement, you should immediately review with your supervisor the prudence of terminating your ETDY status as a part of NASA's orderly suspension of operations. If the decision is to terminate your ETDY, you should take steps to quickly wind down your lodging, including vacating the premises and approved shipment of unaccompanied baggage home.

Those planning travel prior to a potential shutdown:

Employees who are currently scheduled to travel around the time of a potential furlough should review with their supervisors the prudence of possibly rescheduling official travel, considering factors such as the importance of the travel balanced against the impact and likelihood of a shutdown, in the travel approver's judgment. However, the mere fact that travel extends beyond the end of a current CR period should not lead to the disapproval of normal business travel.

That said, in addition to the normal considerations given to authorizing travel under a CR, additional considerations should be given with respect to travel that starts after or extends beyond the end of a CR.

Non-expected travel must be ended in an orderly manner, at minimum expense necessary to return the traveler to her/his duty station. Further, when planning for travel extending beyond the end of a CR, all travelers should be warned about the potential requirement to stop nonessential travel if there is a funding hiatus. Given the possible disruptions caused by a funding hiatus, should a shutdown appear likely, approvers will want to consider whether certain types of requests for nonessential travel should be minimized or deferred until a new CR or final appropriation is enacted.

What if an employee is overseas?

Personnel at duty stations overseas would report to their duty stations and receive orders on how to proceed. Excepted personnel in support of ongoing

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excepted operations, such as the ISS, will remain on official travel. If you are not excepted personnel and are in TDY or ETDY status overseas, because carrying out an orderly shutdown should include consideration of the likely length of a shutdown in addition to the requirements for suspension of operations, you may be required to remain at your foreign duty station in an on-call, yet fully reimbursable, furlough status after a shutdown announcement. For consistency, the Headquarters Executive Committee will provide updated, agency wide guidance during a shutdown for non-excepted personnel overseas. As with traveler's remaining at ETDY locations, you will need to leave your contact information with your HR contact for use by your Center travel coordinator or Executive Committee should they need to reach you while furloughed."

Thank you,

NSSC ETDY Travel Office (nssc-etyd@mail.nasa.gov)
 Web: <http://www.nssc.nasa.gov/extendedtdy>
 Phone: 1-877-677-2123
 Fax: 1-866-779-6772

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**APPENDIX BBB – SAMPLE E-MAIL: POTENTIAL LAPSE IN FUNDING
FOR EXCEPTED TRAVELERS**

Dear Traveler,

According to your supervisor, you are considered “Excepted” personnel. Based on previous communication, the NSSC has been notified, you will be remaining at your assigned ETDY location during the potential government shutdown. Because you will stay at your assigned ETDY location, please inform your Center HR Point of Contact of your current contact information for use by the Executive Committee should they need to reach you. Contacting your Center HR POC should be coordinated with your Supervisor who approves your travel. Because you have been designated excepted personnel, meals and miscellaneous expenses will continue to be reimbursed, during the shutdown.

Please call me at 228-813-XXXX to discuss the details and I will be happy to answer any additional questions.

Thank you,

CASEWORKER NAME

NSSC Travel Office

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APPENDIX CCC – SAMPLE E-MAIL: POTENTIAL LAPSE IN FUNDING FOR NON-EXCEPTED TRAVELERS

Dear Traveler,

Based on your previous communication, the NSSC has been notified, you will be remaining at your assigned ETDY location during the potential government shutdown. Because you have elected to stay at your assigned ETDY location, please inform your Center HR Point of Contact of your current contact information for use by the Executive Committee should they need to reach you, while furloughed. Contacting your Center HR POC should be coordinated with your Supervisor who approves your travel. Since NASA has obligated funding prior to the lapse in appropriations, you should not break any lodging contract; unless, specifically directed. Please keep in mind, deciding to stay at your assigned ETDY location is binding. Meals and miscellaneous expenses will not be reimbursed, while furloughed. If you have been authorized a rental car, the rental car must be returned prior to the shutdown.

If you have any official travel scheduled and the government remains closed at the time the travel is to occur, you are responsible for canceling any flights, hotels or rental cars.

If your ETDY assignment is scheduled to end within one month of a shutdown announcement, you should immediately contact your supervisor and discuss a possible early, permanent termination of your ETDY. If the decision is to terminate your ETDY assignment, you should take steps to quickly wind down your lodging, including vacating the premises and arrange for approved shipment of unaccompanied baggage home.

Please call me at 228-813-XXXX to discuss the details and I will be happy to answer any additional questions.

Thank you,

CASEWORKER NAME

NSSC Travel Office

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**APPENDIX DDD – SAMPLE E-MAIL: RETURNING HOME DURING A
POTENTIAL LAPSE IN FUNDING**

Dear Traveler,

Based on your previous communication, the NSSC has been notified, you will be returning home in the event of the potential government shutdown. Because you have chosen to return home, you must remain home until the shutdown has been lifted.

In order to return home during the furlough, please submit an NF1850 to NSSC-ETDY@mail.nasa.gov with your return travel details and flight preferences, so an NSSC Caseworker may book your return flight home. If you will be driving your personal vehicle home, please keep in mind reimbursements are limited to the cost of an airfare flight to return home.

If you have any official travel scheduled and the government remains closed at the time the travel is to occur, you are responsible for canceling any flights, hotels or rental cars.

If your ETDY assignment is scheduled to end within one month of a shutdown announcement, you should immediately contact your supervisor and discuss a possible early, permanent termination of your ETDY. If the decision is to terminate your ETDY assignment, you should take steps to quickly wind down your lodging, including vacating the premises and arrange for approved shipment of unaccompanied baggage home.

Once normal operations have resumed, you will initially report back to your home duty station; and then submit a NF1850 to the NSSC to arrange your return to your assigned ETDY location.

Please call me at 228-813-XXXX, if you have any additional questions.

Thank you,

CASEWORKER NAME

NSSC Travel Office

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**APPENDIX EEE – SAMPLE E-MAIL: DELAYING ETDY START DATE
DURING A POTENTIAL LAPSE IN FUNDING**

Dear Traveler,

Your ETDY is currently scheduled to begin December XX, 20XX. In the event that a Continuing Resolution (CR) is not signed by midnight day of the week, date (i.e. Friday, 12/21) and you are not considered excepted status, it is recommended that you remain at your official duty location and delay your ETDY start date until the furlough has ended. Employees should not depart for any travel until they have confirmation from their supervisor that the travel is approved as an excepted activity. Please inform your Center HR Point of Contact of your current contact information for use by the Executive Committee should they need to reach you, while furloughed. Contacting your Center HR POC should be coordinated with your Supervisor who approves your travel.

If you have any official travel scheduled and the government remains closed at the time the travel is to occur, you are responsible for canceling any flights, hotels or rental cars.

Once normal operations have resumed, you will initially report back to your home duty station; and then submit a NF1850 to the NSSC to arrange your travel to your assigned ETDY location.

Please call me at 228-813-XXXX to discuss the details and I will be happy to answer any additional questions.

Thank you,

CASEWORKER NAME

NSSC Travel Office

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**APPENDIX FFF – SAMPLE E-MAIL: NO RESPONSE-STAYING AT
ETDY DURING A POTENTIAL LAPSE IN FUNDING**

Dear Traveler,

An email was sent to you on day of the week, date (i.e. Monday, 12/17/18), requesting a response as to whether you planned to remain at your ETDY or if you would be returning home in the event of a government shutdown. Since we have not heard from you, we assume that you are choosing to remain at the ETDY during the government shutdown. Because you have elected to stay at your assigned ETDY location, please inform your Center HR Point of Contact of your current contact information for use by the Executive Committee should they need to reach you, while furloughed. Contacting your Center HR POC should be coordinated with your Supervisor who approves your travel. Since NASA has obligated funding prior to the lapse in appropriations, you should not break any lodging contract; unless, specifically directed. Please keep in mind, deciding to stay at your assigned ETDY location is binding. Meals and miscellaneous expenses will not be reimbursed, while furloughed. If you have been authorized a rental car, the rental car must be returned prior to the shutdown.

If you have any official travel scheduled and the government remains closed at the time the travel is to occur, you are responsible for canceling any flights, hotels or rental cars.

If your ETDY assignment is scheduled to end within one month of a shutdown announcement, you should immediately contact your supervisor and discuss a possible early, permanent termination of your ETDY. If the decision is to terminate your ETDY assignment, you should take steps to quickly wind down your lodging, including vacating the premises and arrange for approved shipment of unaccompanied baggage home.

Please call me at 228-813-XXXX to discuss the details and I will be happy to answer any additional questions.

Thank you,

CASEWORKER NAME

NSSC Travel Office

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**APPENDIX GGG – SAMPLE E-MAIL: NO RESPONSE-RETURNED
HOME PRIOR TO A POTENTIAL LAPSE IN FUNDING**

Dear Traveler,

An email was sent to you on date of the week, date (i.e., Monday, 12/17/18), requesting a response as to whether you planned to remain at your ETDY or if you would be returning home in the event of a government shutdown. Since we have not heard from you and you are currently at your home duty location, we assume that you are choosing to remain at home during the government shutdown. Because you are currently at your home duty location at the time the furlough went into effect, you must remain home until the shutdown has been lifted.

If you have any official travel scheduled and the government remains closed at the time the travel is to occur, you are responsible for canceling any flights, hotels or rental cars.

If your ETDY assignment is scheduled to end within one month of a shutdown announcement, you should immediately contact your supervisor and discuss a possible early, permanent termination of your ETDY. If the decision is to terminate your ETDY assignment, you should take steps to quickly wind down your lodging, including vacating the premises and arrange for approved shipment of unaccompanied baggage home.

Once normal operations have resumed, you will initially report back to your home duty station; and then submit a NF1850 to the NSSC to arrange your return to your assigned ETDY location.

Please call me at 228-813-XXXX, if you have any additional questions.

Thank you,

CASEWORKER NAME

NSSC Travel Office

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APPENDIX HHH – TCS/PCS QUESTIONNAIRE

<h1>Permanent Change of Station Estimate Request</h1>	
Requestor Information	
Name of Requestor:	
Phone of Requestor:	
Center of Requestor:	
Travel Details	
Traveling from (Center or City, State, Zip):	
Traveling to (Center or City, State, Zip):	
Is the traveler currently (or has recently been) on TDY/ETDY at the new location?	
Number of POV's (Max 2)	
Personal Info:	
Name of Employee going on travel:	
Does employee have a spouse/domestic partner?	
Is the spouse/domestic partner relocating?	
Is spouse/domestic partner traveling with the employee or separately?	
Number of dependents age 12 or over that will be relocating:	
Number of dependents under age 12 that will be relocating:	
Comments / Other Information To Support Estimate	

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Permanent Change of Station Estimate Request

Requestor Information	
Name of Requestor:	0
Phone of Requestor:	0
Center of Requestor:	0
Travel Details	
Traveling from (Center or City, State, Zip):	0
Traveling to (Center or City, State, Zip):	0
Is the traveler currently (or has recently been) on TDY/ETDY at the new location?	0
Number of POV's (Max 2)	0
Personal Info:	
Name of Employee going on travel:	0
Does employee have a spouse/domestic partner?	0
Is the spouse/domestic partner relocating?	0
Is spouse/domestic partner traveling with the employee or separately?	
Number of dependents age 12 or over that will be relocating:	0
Number of dependents under age 12 that will be relocating:	0
Discretionary Entitlements	
Househunting Trip:	
Is a Househunting Trip (HHT) trip authorized for the employee? <i>(Note, cannot be allowed if already residing at TDY, such as ETDY, or for return TCS portion)</i>	
<i>If Employee is on, or has been on ETDY at new duty station, HHT should not be allowed</i>	
Temporary Quarters:	
Is Temporary Quarters (TQ) authorized for the employee?	
How many days of TQ will be authorized to PCS location?	
Real Estate	
Does the employee own a house at the old duty station?	
Will traveler utilize Property Management (PM) Services as a rental property?	
If yes, enter estimated fee: <i>(property management services companies usually charge 10% of the rental price)</i>	
If not utilizing PM Services, will they be selling their home (if moving on PCS Orders)?	
Estimated Selling Price:	
Will employee purchase a home within 1 year of the transfer?	
If Yes, Estimated Purchase Price:	
Household Goods	
Rough estimate of the number of pounds of Household Goods (HHG): <i>Note: Estimate approximately 1500 lbs. per furnished room in household. Maximum weight allowance is 18,000 lbs.</i>	
Comments / Other Information To Support Estimate	

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Temporary Change of Station Estimate Request

Requestor Information

Name of Requestor:	First Last Name
Phone of Requestor:	000-000-0000
Center of Requestor:	0

Travel Details

Traveling from (Center or City, State, Zip):	XXX
Traveling to (Center or City, State, Zip):	XXX
Is the traveler currently (or has recently been) on TDY/ETDY at the new location?	0
Number of POV's (Max 2)	0

Personal Info:

Name of Employee going on travel:	First Last Name
Does employee have a spouse/domestic partner?	0
Is the spouse/domestic partner relocating?	0
Is spouse/domestic partner traveling with the employee or separately?	
Number of dependents age 12 or over that will be relocating:	0
Number of dependents under age 12 that will be relocating:	0

Discretionary Entitlements

Househunting Trip:

Is a Househunting Trip (HHT) trip authorized for the employee? *(Note, cannot be allowed if already residing at TDY, such as ETDY, or for return TCS portion)*

If Employee is on, or has been on ETDY at new duty station, HHT should not be allowed

Temporary Quarters:

Is Temporary Quarters (TQ) authorized for the employee?

How many days of TQ will be authorized to TCS location?

How many days of TQ will be authorized from TCS location?

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Real Estate

Does the employee own a house at the old duty station?	<input type="text"/>
Will traveler utilize Property Management (PM) Services as a rental property?	<input type="text"/>
If yes, enter estimated fee: <i>(property management services companies usually charge 10% of the rental price)</i>	<input type="text"/>

Household Goods

Rough estimate of the number of pounds of Household Goods (HHG):	<input type="text"/>
<i>Note: Estimate approximately 1500 lbs. per furnished room in household. Maximum weight allowance is 18,000 lbs.</i>	

Comments / Other Information To Support Estimate

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Permanent Change of Station Estimate Request

Requestor Information

Name of Requestor:	John Smith
Phone of Requestor:	012-345-6789
Center of Requestor:	JSC

Travel Details

Traveling from (Center or City, State, Zip):	JSC
Traveling to (Center or City, State, Zip):	ARC
Is the traveler currently (or has recently been) on TDY/ETDY at the new location?	NO
Number of POV's (Max 2)	1

Personal Info:

Name of Employee going on travel:	John Smith
Does employee have a spouse/domestic partner?	NO

Number of dependents age 12 or over that will be relocating:	0
Number of dependents under age 12 that will be relocating:	0

Comments / Other Information To Support Estimate

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Permanent Change of Station Estimate Request

Requestor Information	
Name of Requestor:	John Smith
Phone of Requestor:	012-345-6789
Center of Requestor:	JSC

Travel Details	
Traveling from (Center or City, State, Zip):	JSC
Traveling to (Center or City, State, Zip):	ARC
Is the traveler currently (or has recently been) on TDY/ETDY at the new location?	NO
Number of POV's (Max 2)	1

Personal Info:	
Name of Employee going on travel:	John Smith
Does employee have a spouse/domestic partner?	NO

Number of dependents age 12 or over that will be relocating:	0
Number of dependents under age 12 that will be relocating:	0

Discretionary Entitlements	
Househunting Trip:	
Is a Househunting Trip (HHT) trip authorized for the employee? <small>(Note, cannot be allowed if already residing at TDY, such as ETDY, or for return TCS portion)</small>	YES

Temporary Quarters:	
Is Temporary Quarters (TQ) authorized for the employee?	YES
How many days of TQ will be authorized to PCS location?	60

Real Estate	
Does the employee own a house at the old duty station?	YES
Will traveler utilize Property Management (PM) Services as a rental property?	NO

If not utilizing PM Services, will they be selling their home (if moving on PCS Orders)?	YES
--	-----

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Estimated Selling Price:

Will employee purchase a home within 1 year of the transfer?

If Yes, Estimated Purchase Price:

Household Goods

Rough estimate of the number of pounds of Household Goods (HHG):

Note: Estimate approximately 1500 lbs. per furnished room in household. Maximum weight allowance is 18,000 lbs.

Comments / Other Information To Support Estimate

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Temporary Change of Station Estimate Request

Requestor Information

Name of Requestor:	John Smith
Phone of Requestor:	012-345-6789
Center of Requestor:	JSC

Travel Details

Traveling from (Center or City, State, Zip):	JSC
Traveling to (Center or City, State, Zip):	ARC
Is the traveler currently (or has recently been) on TDY/ETDY at the new location?	NO
Number of POV's (Max 2)	1

Personal Info:

Name of Employee going on travel:	John Smith
Does employee have a spouse/domestic partner?	NO
	0

Number of dependents age 12 or over that will be relocating:	0
Number of dependents under age 12 that will be relocating:	0

Discretionary Entitlements

Househunting Trip:

Is a Househunting Trip (HHT) trip authorized for the employee? <i>(Note, cannot be allowed if already residing at TDY, such as ETDY, or for return TCS portion)</i>	YES
---	-----

Temporary Quarters:

Is Temporary Quarters (TQ) authorized for the employee?	YES
How many days of TQ will be authorized to TCS location?	60
How many days of TQ will be authorized from TCS location?	60

Real Estate

Does the employee own a house at the old duty station?	YES
Will traveler utilize Property Management (PM) Services as a rental property?	NO

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Household Goods

Rough estimate of the number of pounds of Household Goods (HHG): 10,500

Note: Estimate approximately 1500 lbs. per furnished room in household. Maximum weight allowance is 18,000 lbs.

Comments / Other Information To Support Estimate

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APPENDIX III – UNITED STATES AIRPORT CODES

United States Airport Codes

List of three-letter airport codes covering the United States.

Alabama	AL
Birmingham International Airport	BHM
Dothan Regional Airport	DHN
Huntsville International Airport	HSV
Mobile	MOB
Montgomery	MGM
Alaska	AK
Anchorage International Airport	ANC
Fairbanks International Airport	FAI
Juneau International Airport	JNU
Arizona	AZ
Flagstaff	FLG
Phoenix, <i>Phoenix Sky Harbor International Airport</i>	PHX
Tucson International Airport	TUS
Yuma International Airport	YUM
Arkansas	AR
Fayetteville	FYV
Little Rock National Airport	LIT
California	CA
Burbank	BUR
Fresno	FAT
Long Beach	LGB
Los Angeles International Airport	LAX
Oakland	OAK
Ontario	ONT
Palm Springs	PSP
Sacramento	SMF
San Diego	SAN
San Francisco International Airport	SFO
San Jose	SJC
Santa Ana	SNA

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Colorado	CO
Aspen	ASE
Colorado Springs	COS
Denver International Airport	DEN
Grand Junction	GJT
Pueblo	PUB
Connecticut	CT
Hartford	BDL
District of Columbia	DC
Washington, <i>Dulles International Airport</i>	IAD
Washington National Airport	DCA
Florida	FL
Daytona Beach	DAB
Fort Lauderdale-Hollywood International Airport	FLL
Fort Meyers	RSW
Jacksonville	JAX
Key West International Airport	EYW
Miami International Airport	MIA
Orlando	MCO
Pensacola	PNS
St. Petersburg	PIE
Sarasota	SRQ
Tampa	TPA
West Palm Beach	PBI
Panama City-Bay County International Airport	PFN
Georgia	GA
Atlanta Hartsfield International Airport	ATL
Augusta	AGS
Savannah	SAV
Hawaii	HI
Hilo	ITO
Honolulu International Airport	HNL
Kahului	OGG
Kailua	KOA
Lihue	LIH
Idaho	ID
Boise	BOI
Illinois	IL
Chicago Midway Airport	MDW
Chicago, <i>O'Hare International Airport</i>	ORD
Moline	MLI
Peoria	PIA
Indiana	IN

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Evansville	EVV
Fort Wayne	FWA
Indianapolis International Airport	IND
South Bend	SBN
Iowa	IA
Cedar Rapids	CID
Des Moines	DSM
Kansas	KS
Wichita	ICT
Kentucky	KY
Lexington	LEX
Louisville	SDF
Louisiana	LA
Baton Rouge	BTR
New Orleans International Airport	MSY
Shreveport	SHV
Maine	ME
Augusta	AUG
Bangor	BGR
Portland	PWM
Maryland	MD
Baltimore	BWI
Massachusetts	MA
Boston, Logan International Airport	BOS
Hyannis	HYA
Nantucket	ACK
Worcester	ORH
Michigan	MI
Battlecreek	BTL
Detroit Metropolitan Airport	DTW
Detroit	DET
Flint	FNT
Grand Rapids	GRR
Kalamazoo-Battle Creek International Airport	AZO
Lansing	LAN
Saginaw	MBS
Minnesota	MN
Duluth	DLH
Minneapolis/St.Paul International Airport	MSP
Rochester	RST
Mississippi	MS
Gulfport	GPT
Jackson	JAN

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Missouri	MO
Kansas City	MCI
St Louis, Lambert International Airport	STL
Springfield	SGF
Montana	MT
Billings	BIL
Nebraska	NE
Lincoln	LNK
Omaha	OMA
Nevada	NV
Las Vegas, <i>Las Vegas McCarran International Airport</i>	LAS
Reno-Tahoe International Airport	RNO
New Hampshire	NH
Manchester	MHT
New Jersey	NJ
Atlantic City International Airport	ACY
Newark International Airport	EWR
Trenton	TTN
New Mexico	NM
Albuquerque International Airport	ABQ
Alamogordo	ALM
New York	NY
Albany International Airport	ALB
Buffalo	BUF
Islip	ISP
New York, <i>John F Kennedy International Airport</i>	JFK
New York, <i>La Guardia Airport</i>	LGA
Newburgh	SWF
Rochester	ROC
Syracuse	SYR
Westchester	HPN
North Carolina	NC
Asheville	AVL
Charlotte/Douglas International Airport	CLT
Fayetteville	FAY
Greensboro	GSO
Raleigh	RDU
Winston-Salem	INT
North Dakota	ND
Bismark	BIS
Fargo	FAR
Ohio	OH
Akron	CAK

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Cincinnati	CVG
Cleveland	CLE
Columbus	CMH
Dayton	DAY
Toledo	TOL
Oklahoma	OK
Oklahoma City	OKC
Tulsa	TUL
Oregon	OR
Eugene	EUG
Portland International Airport	PDX
Portland, Hillsboro Airport	HIO
Salem	SLE
Pennsylvania	PA
Allentown	ABE
Erie	ERI
Harrisburg	MDT
Philadelphia	PHL
Pittsburgh	PIT
Scranton	AVP
Rhode Island	RI
Providence - T.F. Green Airport	PVD
South Carolina	SC
Charleston	CHS
Columbia	CAE
Greenville	GSP
Myrtle Beach	MYR
South Dakota	SD
Pierre	PIR
Rapid City	RAP
Sioux Falls	FSD
Tennessee	TN
Bristol	TRI
Chattanooga	CHA
Knoxville	TYS
Memphis	MEM
Nashville	BNA
Texas	TX
Amarillo	AMA
Austin Bergstrom International Airport	AUS
Corpus Christi	CRP
Dallas Love Field Airport	DAL
Dallas/Fort Worth International Airport	DFW

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El Paso	ELP
Houston, William B Hobby Airport	HOU
Houston, George Bush Intercontinental Airport	IAH
Lubbock	LBB
Midland	MAF
San Antonio International Airport	SAT
Utah	UT
Salt Lake City	SLC
Vermont	VT
Burlington	BTV
Montpelier	MPV
Rutland	RUT
Virginia	VA
Dulles	IAD
Newport News	PHF
Norfolk	ORF
Richmond	RIC
Roanoke	ROA
Washington	WA
Pasco, Pasco/Tri-Cities Airport	PSC
Seattle, Tacoma International Airport	SEA
Spokane International Airport	GEG
West Virginia	WV
Charleston	CRW
Clarksburg	CKB
Wisconsin	WI
Green Bay	GRB
Madison	MSN
Milwaukee	MKE
Wyoming	WY
Casper	CPR
Cheyenne	CYS
Jackson Hole	JAC
Rock Springs	RKS

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APPENDIX JJJ – ETDY PRE AND POST COUNSEL CHECKLIST

ETDY Pre and Post Counseling Checklist		
Traveler Name (First -		
ETDY Location:		
Preparer:		
Counselor:		
PRE COUNSELING		
1.	Contacts traveler to set up apt. (if calling notate phone call in SNOW ticket, if email, copy of email in SNOW ticket)	<input type="checkbox"/>
2.	If dates are over 180 days create a CASE and send to ETDY preparer advising that they need to send TCS/PCS Questionnaire to traveler. (do copy to new from your case and check the "attachments" and "links" boxes, case will automatically relate).	<input type="checkbox"/>
3.	Read Questionnaire and if travel dates are over a year makes a note in comments of ticket being sent to preparer to start the TCS/PCS to alert them traveler is going to be taxable.	<input type="checkbox"/>
4.	Sends appointment confirmation email (copy email in SNOW ticket) (use email pin)	<input type="checkbox"/>
5.	If foreign location check ticket to ensure expeditor has sent email to foreign coordinator which should be added in the comments of the counseling ticket, if not send email and copy the NSSC preparer. (copy email in SNOW ticket).	<input type="checkbox"/>
6.	If form indicates spouse will be on ETDY with them need to see if spouse is a govt employee during counseling and note on Counseling checklist (also add in comments in SNOW ticket sent to ETDY Preparer)	<input type="checkbox"/>
7.	Completes counseling and attach the completed counseling checklist to your ticket and also save a copy on N drive under N:\TRAVEL\EXTENDED TDY\EXT-TDY ASSISTANCE\Center. Notifies ETDY preparer that the counseling is complete and for them to send post counsel email	<input type="checkbox"/>
8.	If travel is less than 180 days, create a CASE relating your counseling ticket to it, and send to ETDY preparer (do copy to new from your case and check the "attachments" and "links" boxes, case will automatically relate).	<input type="checkbox"/>
9.	If travel is over 180 days a CASE is not needed since one was already sent to preparer to start the TCS/PCS.	<input type="checkbox"/>
POST COUNSELING		
1.	Reviews CASE that was assigned by Counselor. If travel is over 180 days, send TCS/PCS Questionnaire to traveler (copy email in SNOW ticket).	<input type="checkbox"/>
2.	Ensure email was sent to the foreign coordinator if travel is foreign	<input type="checkbox"/>
3.	Check CGE to see if they have been to same location in the past 7	<input type="checkbox"/>
4.	Send post counseling email with copy of completed checklist with all notes attached (copy email in SNOW ticket).	<input type="checkbox"/>
5.	Send ETDY Welcome Letter. (copy email in SNOW ticket)	<input type="checkbox"/>
6.	Once PCS/TCS questionnaire is filled out by traveler and sent back to you, send TASK assigned to the COS team. CASE stays with preparer. Once completed by COS they will send TASK back to preparer. (if traveler emails questionnaire back to you directly, you can create TASK from ticket you have open that was created by counselor. If questionnaire is sent to NSSC-ETDY or Contact Center a new case is auto generated and you close the CASE from the counselor and use this one to send the TCS/PCS TASK from). NOTE: You should start ETDY cost estimate while waiting on TCS/PCS comparison so it is ready so that once TCS/PCS is ready you can apply all cost quickly to OIC form and send to traveler.	<input type="checkbox"/>
7.	Complete the ETDY cost estimate and apply to the 1846 form to then provide to the traveler to route for signatures. If under 180 days, only ETDY cost will be required on the OIC form	<input type="checkbox"/>
8.	Ensure traveler submits an 1850 request form for the parent auth.	<input type="checkbox"/>
9.	Verify traveler has a vendor account for paying center of the ETDY and if not will need to notify CTO (center travel office) to create one (see email pin). We create vendor accounts for NSSC travelers only.	<input type="checkbox"/>

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APPENDIX KKK – SAMPLE E-MAIL FOR ETDY VOUCHER RESULTING IN A BOC

(cc: the Preparer)

Subject: Review of Travel Voucher TA#XXXXXXXXXX for (Traveler's Name)

Re: Travel Voucher Number:

Destination:

Dates of Travel:

Dear (Traveler),

The NSSC has performed an Audit of the Extended Temporary Duty voucher listed above. Based on our review, it has determined that expenses being claimed exceed the amount of your reimbursement.

Your Preparer will amend the voucher to reflect the corrections detailed in the attached spreadsheet. Once corrections have been completed, a copy of the spreadsheet will be attached electronically within five (5) business days. After confirming that document has attached to the voucher, you will be notified to submit your document for approval.

A request for repayment for the amount due to the government will be mailed to address on record.

If you have any questions, or need further assistance please contact us at 1-877-677-2123 (1-877-NSSC123) and select Finance and follow the prompts, or by e-mail at nssc-contactcenter@nasa.gov. Please do not respond to this e-mail, this is an outgoing e-mail address only.

Thank you,

NSSC Travel Office

Web site: <http://www.nssc.nasa.gov/travel>

Going on Extended Travel? View the NSSC's Video Update on Extended TDY Policy at <http://www.nssc.nasa.gov/etdyvideo>.

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APPENDIX LLL – ETDY INTERIM VOUCHER PREPARATION CHECKLIST

ETDY Interim Checklist				
Traveler Name (First - Last):				
travel dates:				
Per Diem Rates per GSA:	100%	65%	75%	
Lodging	\$ -	\$ -	\$ -	
M&IE	\$ -	\$ -	\$ -	
	Yes	No	N/A	Comments
ENROUTE				
1. OIC has valid justification and signatures?	<input type="checkbox"/>		<input type="checkbox"/>	
2. IPA/IAA attached if applicable (non NASA or ETDY to non NASA location)?	<input type="checkbox"/>		<input type="checkbox"/>	
3. Lease signed by both parties, dates of lease are within the ETDY assignment dates, Is a one bedroom (if not one bedroom then quotes are attached for three one bedroom units nearby)?	<input type="checkbox"/>			
4. Before creating voucher in CGE, change Document Name to the correct voucher # sequence (ex- 72000028046i01) (starts over at i01 with every new auth)	<input type="checkbox"/>			
5. In Trip Details, before creating the voucher, is Depart Selection = RES and Return Selection = In Travel Status?	<input type="checkbox"/>		<input type="checkbox"/>	
6. Ensure Final Box is unchecked before creating voucher.	<input type="checkbox"/>		<input type="checkbox"/>	
7. Verify per diem rates are correct through GSA.	<input type="checkbox"/>		<input type="checkbox"/>	
8. If enroute voucher and traveler arrived same day was 65% per diem paid?	<input type="checkbox"/>		<input type="checkbox"/>	
9. If enroute voucher and travel mode is the authorized mode of travel and traveler stopped overnight prior to arriving at ETDY, lodging (if applicable) is paid at 100% and M&IE at 75%, 100% each additional day and 65% day they arrive at the ETDY?	<input type="checkbox"/>		<input type="checkbox"/>	
10. Are lodging taxes properly claimed as "Other Expenses" and pro-rated based on reduced per diem rate (if applicable)	<input type="checkbox"/>		<input type="checkbox"/>	
11. If driving to ETDY, is the most advantageous mode of travel being reimbursed and a cost comparison attached along with quotes for airfare, taxi to/from airport and shipping 350lbs ground?	<input type="checkbox"/>		<input type="checkbox"/>	
12. If using a uhaul, was a cost comparison showing uhaul and gas versus flying provided? (insurance, dollies and padding are not reimbursable with a uhaul)	<input type="checkbox"/>		<input type="checkbox"/>	
13. Remove M&IE for any annual leave or nested trips. Check for all auths within the dates of the voucher, follow up by checking the vouchers in case the dates of travel changed.	<input type="checkbox"/>		<input type="checkbox"/>	
14. If actual lodging is cost being claimed, is a waiver from OCFO provided and attached to voucher?	<input type="checkbox"/>		<input type="checkbox"/>	
15. Verify that no expenses are being carried over from the auth that are not applicable or amounts need to be changed.	<input type="checkbox"/>		<input type="checkbox"/>	
16. Attach all receipts before stamping. Ensure lease agreement, rent and utilities and any misc. expense over \$75 is attached. If applicable attach IAA, IPA, Waiver for actuals, rental car receipt.	<input type="checkbox"/>		<input type="checkbox"/>	
17. Ensure lodging receipt(s) include name of traveler, location payment is for, date of payment, amount and form of payment (check, card). See OCFO list for what constitutes a valid receipt.	<input type="checkbox"/>		<input type="checkbox"/>	
18. Taxable? If so send to reviewer to configure taxes	Send ETTRA notification email to Traveler with attachments and save copy of email in folder. Make a note on the authorization in the EFC the effective date traveler became taxable. Immediately email the NSSC Center Reviewer to add them to the ETTRA tab.			

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MONTHLY			
1.	Check to see what the last day was on the previous paid voucher to ensure dates don't cross over on the interim you are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Check authorization dates to ensure voucher requested dates are within the current authorization.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	If authorization is ending soon check to see if a new authorization has been created. If so is traveler taxable?	If ending soon check with traveler to see if they plan to extend	
4.	Check ETDY authorization to see if it has been amended or a new authorization has been created that will extend the ETDY over 365 days, if so then the ITRA introduction email needs to be sent to the traveler with the Service Agreement (and DC waiver if at HQ and living in VA or MD). A copy of the email needs to be added to the travelers EFC file	<input type="checkbox"/>	<input type="checkbox"/>
5.	Verify current lease covers dates of voucher claim submitted	<input type="checkbox"/>	<input type="checkbox"/>
6.	Were lodging receipts provided for all days claimed on voucher? (if voucher crosses two months will need rent receipts for both months)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Were utility receipts provided (if not included in the rent)? Should be notated on the lease.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Check CGE for any authorizations for nested trips during the dates of voucher claim submitted. Then verify the nested dates by reviewing the vouchers (you may see an auth that has not been vouchered from yet, if so contact the traveler to ensure dates of travel did not change based on the auth dates or that the trip was not canceled)	<input type="checkbox"/>	<input type="checkbox"/>
9.	Before creating voucher in CGE, change Document Name to the correct voucher # sequence (ex- 72000028046i03) (starts over at i01 with every new auth)	<input type="checkbox"/>	
10.	Ensure Final Box is unchecked before creating voucher.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Depart Selection and Return Selection both say "In Travel Status" if this is not the first or last interim.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Remove M&IE for any annual leave or nested trips (ensure you check for all auths within the dates of the voucher, follow up by checking the vouchers in case the dates of travel changed)	<input type="checkbox"/>	<input type="checkbox"/>
13.	If actual lodging cost being claimed, is a waiver from OCFO in the EFC	<input type="checkbox"/>	<input type="checkbox"/>
14.	Are lodging taxes properly claimed as "Other Expenses", if applicable and pro-rated based on reduced per diem rate (FTR 301-11.27)?	<input type="checkbox"/>	<input type="checkbox"/>
15.	Ensure all applicable expenses are being paid to IBA unless justification is provided. (M&IE, POV and Tolls are excluded from having to go to the IBA)	<input type="checkbox"/>	<input type="checkbox"/>
16.	Attach all receipts that apply before stamping (rent, utilities, misc. over \$75, rental car, DC Waiver, ETTRA Service Agreement, mileage or taxi quotes). Delete Previous Receipt Images before attaching new	<input type="checkbox"/>	<input type="checkbox"/>
17.	Check SAP for funding for amounts being paid to Other and IBA to ensure funds are available.	<input type="checkbox"/>	
18.	Other - Please describe in Comments		
FINAL			
1.	In Trip Details, before creating the voucher, is Depart Selection = In Travel Status and Return Selection = RES?	<input type="checkbox"/>	<input type="checkbox"/>
2.	If final voucher and traveler is driving home, is most advantageous mode of travel being reimbursed and a cost comparison attached along with quotes (ensure quotes are complete showing all required details such as shipping addresses, number of packages, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
3.	If using a uhaul, was cost comparison showing uhaul and gas versus flying provided? (insurance, dollies and padding are not reimbursable with a uhaul)	<input type="checkbox"/>	<input type="checkbox"/>
4.	If POV is the authorized mode of travel and traveler stopped overnight prior to arriving home, lodging (if applicable) is paid at 100% and M&IE at 100% each additional day and 75% day they arrive at the PDS?		
5.	If traveler is staying in place and not returning back to the PDS at the end of the ETDY Is last day of lodging \$0 and M&IE 65% of ETDY location?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Flying home or when Common Carrier is the authorized mode, is lodging \$0 and M&IE 65% of the ETDY for last day when traveler returns to the PDS	<input type="checkbox"/>	<input type="checkbox"/>
7.	Remove M&IE for any annual leave or nested trips	<input type="checkbox"/>	<input type="checkbox"/>
8.	Attach all receipts before stamping (rent, utilities, misc. over \$75, rental car). Delete Receipt Images before attaching new ones	<input type="checkbox"/>	<input type="checkbox"/>
9.	Ensure all previous interim vouchers are complete prior to submitting the final so funds will not be released	<input type="checkbox"/>	<input type="checkbox"/>

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RENTAL CAR		
1. If claiming rental car ensure it is authorized on authorization	<input type="checkbox"/>	<input type="checkbox"/>
2. Is rental car economy/compact car. (NPR 5.10.1)?	<input type="checkbox"/>	<input type="checkbox"/>
3. If not, is proper justification provided for larger car (NPR 5.10.1)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is rental car expense properly excluded for annual leave days, if any?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are costs for unauthorized or unjustified upgrades, GPS, FTR fees (Frequent Travel Program) or other non-reimbursable expenses properly excluded?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is rental car authorized for ETDY?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is gas for rental car valid for dates in voucher?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is gas cost within reason, (ex - being claimed for travel to/from work, not claiming gas fill up on Friday and then again on Sunday) ?	<input type="checkbox"/>	<input type="checkbox"/>
9. Other - Please describe in Comments		
POV <small>Input GSA Rate</small>		
1. POV only being claimed in a non metro area	<input type="checkbox"/>	<input type="checkbox"/> Ex: DC has metro, POV not authorized here
2. Verified mileage rate in CGE is accurate based on current GSA rates?	<input type="checkbox"/>	<input type="checkbox"/>
3. Distance traveled properly calculated and does not exceed 10%/\$25 threshold (FTR 301-10.302)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is mileage to/from work excluded for weekends, holidays, leave, teleworking?	<input type="checkbox"/>	<input type="checkbox"/>
5. Other - Please describe in Comments	<input type="checkbox"/>	<input type="checkbox"/>
AIRFARE (FTR 301-10) - IBA		
1. Ensure Airfare amount is accurate.	<input type="checkbox"/>	<input type="checkbox"/>
2. If non-contract fare, ensure quote was provided and is being reimbursed up to the contract rate or proper justification is provided to receive the non contract?		
3. If not using coach class, is proper authorization/approval provided (FTR 31-10.123)?	<input type="checkbox"/>	<input type="checkbox"/>
OTHER		
1. If claiming taxi are tips limited to 15% of the transportation cost (FTR 301-10.420/NID 301-10.421)?		
2. If claiming taxi to work at ETDY is proper justification provided?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are receipts provided for all expenses >\$75 (NID 301-11.25)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is parking expense allowed/authorized, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>
5. Receipt provided for parking, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is shipping 350 lbs. or less ground?	<input type="checkbox"/>	<input type="checkbox"/>
7. Was insurance deducted in shipping cost (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
8. If using a uhaul, was cost comparison showing uhaul and gas versus flying provided? (insurance, dollies and padding are not reimbursable with a uhaul)	<input type="checkbox"/>	<input type="checkbox"/>
9. If in flight/airport internet was claimed, was a justification provided?	<input type="checkbox"/>	<input type="checkbox"/>
10. Other - Please describe in Comments		
TAXABLE CALCULATIONS		
ORIGINAL VOUCHER AMOUNT		
FB08 COMPLETE	<input type="checkbox"/>	
FB60 1900#		
NET AFTER TAXES		
SENT TO CS DATE		
NSR #		
FUNDS AVAILABLE/REQUESTED	(Clear)	

APPENDIX MMM – ETDY NESTED VOUCHER PREPARATION CHECKLIST

Nested Voucher Preparation Checklist									
Traveler Name (First - Last): TDY Locations: Per Diem Rates Per GSA: Lodging (secondary) M&IE (secondary) M&IE (home)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"></td> <td style="width:50%;"></td> </tr> <tr> <td style="text-align: center;">100%</td> <td style="text-align: center;">75%</td> </tr> <tr> <td style="text-align: center;">0.00</td> <td></td> </tr> </table>			100%	75%	0.00			
100%	75%								
0.00									
<i>Lodging and M&IE Detail may be reconciled on next tab(optional)</i>									
	Yes	No	N/A	Comments					
HOME									
1. 3/4 ETDY location per diem M&IE only for travel days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
2. No lodging at PDS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
3. If needing a rental car at PDS, is visit for official business? If not official rental is only allowed to/from airport and must be less than a taxi.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
4. If trvlr drove POV to airport and parked it ensure quotes are provided of what taxi cost would have been and is reimbursed not to exceed cost of taxi roundtrip.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
5. Taxable? (check for new parent authorization)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
6. Traveler claim any baggage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
7. Attach NF1850 and any receipts applicable before submitting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
SECONDARY									
1. Is lodging over per diem? If actuals are not approved ensure taxes are prorated based on max per diem rate. If actuals are approved ensure justification is in document details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
2. Are lodging taxes properly claimed as "Other Expenses", if applicable (Domestic Only)(FTR 301-11.27)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
3. If claiming parking at hotel/conference verify lowest cost parking was used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
4. If trvlr drove POV to airport and parked it ensure quotes are provided of what taxi cost would have been and is reimbursed not to exceed cost of taxi roundtrip.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
5. If early flight (prior to 10am) and traveler has to drive long distance to airport from residence, and requests to stay in hotel night before scheduled departure (common for CA) they will be allowed 75% M&IE and full lodging not to exceed per diem rate for the location they are staying. Per diem day of departure would be 100% M&IE for a TDY.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
6. Ensure all applicable expenses are being paid to IBA unless justification is provided. (M&IE, POV and Tolls are excluded from having to go to the IBA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
7. Attach NF1850 and all applicable receipts (rental car, hotel, etc.) to voucher before submitting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
8. Check SAP for funding for amounts being paid to Other and IBA to ensure funds are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
SECONDARY/HOME COBINED									
1. For combined trips, ensure you refer to the M&IE matrix to ensure the correct per diem location is being used on days of travel between ETDY, PDS and Secondary locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
2. Taxable? (check for new authorization) (only home related expenses are taxable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
FOREIGN									
1. Did they cross IDL? If so ensure per diem second day is \$0 and it is added to last day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
2. Are lodging taxes included in the per diem, if applicable (Foreign Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
RENTAL CAR N/A									
1. If claiming rental car ensure it is authorized on authorization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
2. Is rental car economy/compact car. (NPR 5.10.1)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
3. If not, is proper justification provided for larger car?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
4. Is rental car expense properly excluded for annual leave days, if any?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
5. Are costs for unauthorized or unjustified upgrades, GPS, FTR fees (Frequent Travel Program) or other non-reimbursable expenses properly excluded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
6. Is rental car authorized for ETDY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
7. Is gas for rental car valid for dates in voucher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
8. Is gas cost within reason, (ex - being claimed for travel to/from work, not claiming gas fill up on Friday and then again on Sunday) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
9. Other - Please describe in Comments									

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POV	input GSA Rate	N/A	
1. Verified mileage in CGE is accurate based on current GSA rates?			
2. Distance traveled properly calculated (FTR 301-10.302)?	<input type="checkbox"/>	<input type="checkbox"/>	
3. If driving home or to TDY, is cost comparison provided showing cost to fly versus cost to drive and lesser option being claimed?	<input type="checkbox"/>	<input type="checkbox"/>	
4. If driving POV to airport, is the total cost of airport parking less than taxi fare & 15 % tip to and from the airport (taxi quotes will need to be attached)?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Other - Please describe in Comments			
AIRFARE (FTR 301-10) - IBA ONLY			
1. If non-contract fare being requested, was quote provided showing contract fare was more?	<input type="checkbox"/>	<input type="checkbox"/>	
2. If requesting other than coach class, is proper justification provided (medical waiver on file)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Ensure Airfare amount is accurate.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Other - Please describe in Comments			
OTHER			
1. Parent Authorization cover dates of nested?			
2. Dates do not cross over with another nested.	<input type="checkbox"/>	<input type="checkbox"/>	
3. If requiring a taxi, ensure 15% tip is estimated.	<input type="checkbox"/>	<input type="checkbox"/>	
4. If in flight/airport internet requested ensure a justification is included in the comments stating this was mission critical.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Other - Please describe in Comments	<input type="checkbox"/>		

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**APPENDIX NNN – EMAIL SENT TWO MONTHS PRIOR TO ETDY
ENDING**

Traveler,

Your current ETDY Authorization is scheduled to end XX-XX-XXXX. We hope that the NSSC was helpful in assisting you with accomplishing your mission. If you have any questions with ending your ETDY assignment and the return travel back home to your PDS, please let us know. We will be very happy to assist you with your travel needs. You can reach us by email at nssc-etyd@mail.nasa.gov or you can call us at 1-877-677-2123 and ask for the ETDY Department.

In the event, you plan to extend your ETDY assignment beyond the scheduled end date referenced above, please submit NF1850 travel request form to nssc-etyd@mail.nasa.gov as soon as possible, to ensure there is no lapse with your Travel Authorization. If you will be extending your ETDY assignment more than 30 days, a newly completed Officials in Charge Approval form, NF1846 is required. However, if the NF1846 is not completely signed prior to the end date of your current authorized ETDY assignment, you will be required to return home until the NF1846 has been completely signed, submitted to the NSSC, and a new Travel Authorization for the ETDY extension period has been completed in Concur. Once the NF1850 and NF1846 has been received, the processing time to complete the Travel Authorization could take up to 4 business days.

We thank you for your support and dedication to NASA. Please reach out to your preparer with any questions via our Contact Center (NSSC-ContactCenter@nasa.gov).

Sincerely,

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**APPENDIX OOO –ETDY EXTENSION ESCALATION EMAIL 1ST
NOTICE**

Traveler’s Supervisor Last Name,

The NSSC has reached out several times to “Traveler’s Name” regarding whether their current ETDY Assignment, which is scheduled to end XX-XX-XXXX, will be extended. We are requesting your assistance in obtaining a response from “Traveler’s Name” as to whether their current ETDY is going to be extended.

In the event, there are plans to extend “Traveler’s Name” ETDY assignment beyond the scheduled end date referenced above, please have “Traveler” contact their NSSC Travel Preparer as soon as possible.

Note: If a traveler will be extending their ETDY assignment more than 30 days, a newly completed Officials in Charge Approval form, NF1846 is required prior to the completion of a Travel Authorization extension. Therefore, if the NF1846 is not completely signed prior to the end date of the current authorized ETDY assignment, the traveler will be required to return home until the NF1846 for the extension has been completely signed, submitted to the NSSC, and a new Travel Authorization for the ETDY extension period has been completed in Concur.

If you have any questions, please contact us at 1-877-677-2123 (1-877-NSSC123); select Finance and ask for the ETDY Department, or by e-mail at nssc-etdy@mail.nasa.gov

We thank you for your support and dedication to NASA.

Sincerely,

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APPENDIX PPP –ETDY EXTENSION ESCALATION EMAIL 2ND NOTICE

Traveler's Supervisor Last Name,

This is a second attempt to contact you in reference to "Traveler's Name" and whether their current ETDY Assignment, which is scheduled to end XX-XX-XXXX, will be extended. We are requesting your assistance in obtaining a response from "Traveler's Name" as to whether their current ETDY is going to be extended.

In the event, there are plans to extend "Traveler's Name" ETDY assignment beyond the scheduled end date referenced above, please have "Traveler" contact their NSSC Travel Preparer as soon as possible.

Note: If a traveler will be extending their ETDY assignment more than 30 days, a newly completed Officials in Charge Approval form, NF1846 is required prior to the completion of a Travel Authorization extension. Therefore, if the NF1846 is not completely signed prior to the end date of the current authorized ETDY assignment, the traveler will be required to return home until the NF1846 for the extension has been completely signed, submitted to the NSSC, and a new Travel Authorization for the ETDY extension period has been completed in Concur.

If you have any questions, please contact us at 1-877-677-2123 (1-877-NSSC123); select Finance and ask for the ETDY Department, or by e-mail at nssc-etdy@mail.nasa.gov

We thank you for your support and dedication to NASA.

Sincerely,

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**APPENDIX QQQ –ETDY EXTENSION ESCALATION EMAIL FINAL
NOTICE**

Traveler,

The NSSC has reached out several times regarding whether your current ETDY Assignment, which is scheduled to end XX-XX-XXXX, will be extended. We are now 10 days from the conclusion of your assignment. Please contact your NSSC ETDY Travel Preparer to schedule your return flights to your PDS.

Note: If you are requiring a discussion about extending your ETDY assignment; especially, if for more than 30 days, please contact us at 1-877-677-2123 (1-877-NSSC123); select Finance and ask for the ETDY Travel Department - Civil Servant Level 3.

We thank you for your support and dedication to NASA.

Sincerely,

cc: Traveler's Supervisor

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**APPENDIX RRR – ETDY VOUCHER AMENDMENT (SUPPLEMENTAL)
EMAIL NOTICE**

Dear (Traveler),

The NSSC has completed the review of your voucher XXXXXXXX. Based on our review, we have determined that you may have additional allowable expenses for which you should be reimbursed. We have summarized our findings in the attached spreadsheet.

To ensure there is no delay in your reimbursement, we have approved your current voucher. Your NSSC Preparer will be submitting an amended voucher to reimburse you for the additional expense(s) that were erroneously excluded.

If you have any questions, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at nssc-ETDY@mail.nasa.gov.

Thank you,

NSSC Travel Office

Web site: <http://www.nssc.nasa.gov/customerservice>

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**APPENDIX SSS – ETDY \$25 THRESHOLD AMENDMENT EMAIL
NOTICE**

Dear (Traveler),

The NSSC has performed a review of the above referenced travel voucher. Based on our review, we have determined that there may be additional allowable expenses which may be reimbursable. We have summarized our findings in the attached spreadsheet. Please review this information. If these expenses are business related and should be claimed, please advise within ten business days, if you would like your NSSC Preparer to submit an amended expense report on your behalf.

If you have any questions, or need further assistance please contact us at 1-877-677-2123 (1-877-NSSC123) and select Finance and follow the prompts, or by e-mail at NSSC-ETDY@mail.nasa.gov.

Thank you,

NSSC Preparer Name

NSSC Travel Office

Web site: <http://www.nssc.nasa.gov/travel>

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APPENDIX TTT – ETDY MASTER WORKBOOK INSTRUCTIONS

A. Setting up the file for the workbook:

1. Create a new folder on the N:drive for the traveler in the path below:
N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\PREPARERS DOCS
By Domestic or Foreign
By Center
By Traveler
By TA # and Dates
Example: N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\PREPARERS
DOCS\DOMESTIC\AFRC
(BERGER, DAVID_24000010713_02-01-20 thru 01-29-21 – HQ)
2. Open a blank template from the path below on the N:Drive:
N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\PREPARERS DOCS\ETDY
MASTER WORKBOOK TEMPLATE
3. Open the template and save as follows:
In the following location:
N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\PREPARERS DOCS
By Domestic or Foreign
By Center
By Traveler
By TA # and Dates
Example: N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\PREPARERS
DOCS\DOMESTIC\AFRC\TRAVELER NAME
Name as follows:
WKBK~LAST NAME_FIRST NAME~TA #
Example:
WKBK~BERGER_DAVID~24000010713
4. Add the traveler's information in the "Info" tab in the master workbook
5. Open the "ETDY Master by Center" excel file at the link below:
N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\PREPARERS DOCS\ETDY
MASTER BY CENTER
6. Look for the traveler under the correct center on the spreadsheet.
7. Copy the entire row for that traveler.

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8. Paste information it into “Cell A2” of the “ETDY Master Workbook” that was previously created for that traveler.
9. If the traveler is not added here, add them now and update all of the information available at the time.
10. Now the master workbook is ready for use.
11. See additional information for how to update individual spreadsheets within the workbook.

B. Info Tab:

1. Copy the line/lines for the traveler from the “ETDY Master by Center” spreadsheet saved at the following link:
N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\PREPARERS DOCS\3-TEMPLATES\ETDY MASTER BY CENTER
2. When adding the traveler’s information to the Info Tab, the travelers most current TA will be the dates that are entered.

For example:

Traveler Name	VIP	IPA	Parent Auth TA Number	Authorization Start Date	Authorization End Date
FALKOWSKI, MICHAEL JAMES - Taxable	No	Yes	10000052041	10/01/19	09/03/20
			10000045394	01/01/19	09/30/19
			10000044041	09/04/18	12/31/18

This is required for the correct information to auto populate on the authorization/voucher templates.

3. Enter important or repetitive information that could be helpful to others in the “Additional Information” box as shown below:

Traveler Name	VIP	IPA	Parent Auth TA Number	Authorization Start Date	Authorization End Date	Total Days	Taxable	60 Follow Up	OIC/MOU Start Date	OIC/MOU End Date
FALKOWSKI, MICHAEL JAMES - Taxable	No	Yes	10000052041	10/01/19	09/03/20	339	Yes	07/05/20	09/04/18	09/03/20
			10000045394	01/01/19	09/30/19	273	731			
			10000044041	09/04/18	12/31/18	119				
ETDY Per Diem	ETDY Location	M&IE	Lodging	Additional Information						
		\$ -		Traveler's lease is month to month as of 09/01/20 - ttd.						
		75% \$ -								
		65% \$ -	\$ -							

4. Enter all dates as two digits per number.
For example – April 4, 2020, enter as 04/04/20

11/15/18
11/15/18
12/21/18

5. Enter the TA dates and trip dates on the Info tab with spaces and a “-“ between the dates.

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For Example: 00/00/20 – 00/00/20.

10/01/19 - 09/03/20
01/01/20 - 09/30/19
09/04/20 - 12/31/18

- Centered the dates on each line.
- Resize the column if needed for the dates to show.
- Enter TA numbers as the number only, not TA and number.

For example - 10000044419, not TA10000044419

Authorization #
10000052041
10000045394
10000044041

- The TA Column should be left justified.
- Travelers will have one workbook for each parent TA number.

Parent Authorizations				
	Parent Auth	10000052041	10/01/19 - 09/03/20	
	Parent Auth	10000045394	01/01/20 - 09/30/19	
	Parent Auth	10000044041	09/04/20 - 12/31/18	

- If more than one TA, add all the trips of the previous TA to the Info tab for the new workbook as a reference.
The TA number should be added, start on the next line adding the trips as shown below.

Example:

Monthly Interims									
10000052041									
	Interim	1000004404101	09/04/18 - 10/10/18	11/09/18	11/21/18	11/21/18	Approved	Yes	
	Interim	1000004404102	10/11/18 - 11/10/18	11/09/18	11/21/18	11/21/18	Approved	Yes	
	Interim	1000004404103	11/11/18 - 11/30/18	01/29/19	01/31/19	02/01/19	Approved	Yes	
	Interim	10000044041-1	12/01/18 - 12/31/18	01/30/19	04/30/19	05/06/19	Approved	Yes	
10000045394									
	Interim	1000004539401	01/01/19 - 01/31/19	02/07/19	02/11/19	02/12/19	Approved	Yes	
	Interim	1000004539402	02/01/19 - 02/28/19	03/13/19	03/19/19	03/21/19	Approved	Yes	
	Interim	1000004539403	03/01/19 - 03/31/19	04/11/19	04/16/19	04/22/19	Approved	Yes	
	Interim	1000004539404	04/01/19 - 04/30/19	05/13/19	05/17/19	05/23/19	Approved	Yes	
	Interim	1000004539405	05/01/19 - 05/31/19	06/17/19	06/23/19	07/01/19	Approved	Yes	
	Interim	1000004539406	06/01/19 - 06/30/19	07/17/19	07/30/19	08/02/19	Approved	Yes	
	Interim	1000004539407	07/01/19 - 07/31/19	08/16/19	08/22/19	09/03/19	Approved	Yes	
	Interim	1000004539408	08/01/19 - 08/31/19	09/18/19	09/20/19	09/23/19	Approved	Yes	
	Interim	1000004539409	09/01/19 - 09/30/19	10/18/19	10/29/19	11/01/19	Approved	Yes	
10000044041									
	Interim	1000005204101	10/01/19 - 10/31/19	11/20/19	12/02/19	12/06/19	Approved	Yes	
	Interim	1000005204102	11/01/19 - 11/30/19	12/19/19	01/08/20	01/10/20	Approved	Yes	
	Interim	1000005204103	12/01/19 - 12/31/19	01/21/20	01/27/20	02/03/20	Approved	Yes	
	Interim	1000005204104	01/01/20 - 01/31/20	02/19/20	02/21/20	03/02/20	Approved	Yes	
	Interim	1000005204105	02/01/20 - 02/29/20	03/23/20	03/24/20	04/01/20	Approved	Yes	
	Interim	1000005204106	03/01/20 - 03/31/20	04/22/20	04/27/20	04/28/20	Approved	Yes	
	Interim	1000005204107	04/01/20 - 04/30/20	05/19/20	05/19/20	05/20/20	Approved	Yes	
	Interim	1000005204108	05/01/20 - 05/20/20	06/25/20	07/09/20	07/13/20	Approved	Yes	

- The FMC number and date the ticket was received for each travel ticket request should be added in column A as shown below:

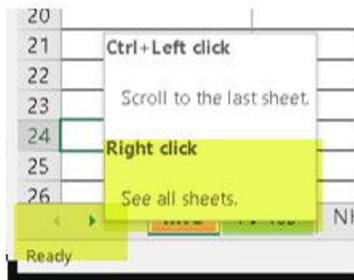
Nested Trips									
10000052041									
FMC02673	11/12/2018	Home	10000044438	11/17/18 - 11/25/18	11/14/18	11/15/18	11/15/18	Authorized	Yes
FMC02785	11/29/2018	Secondary	10000044465	12/02/18 - 12/05/18	11/14/18	11/15/18	11/15/18	Authorized	Yes

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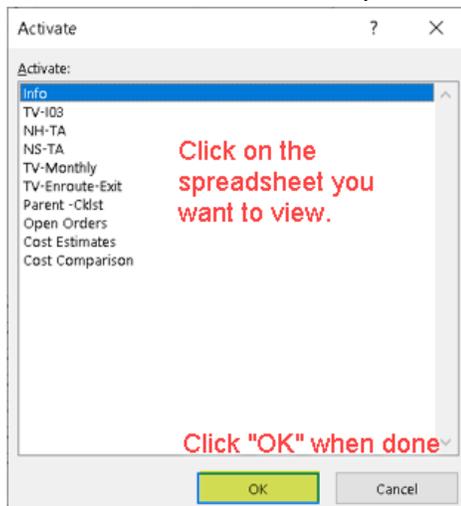
13. As spreadsheets are created for new trips within the Workbook, the trips should be entered on the “Info” for quick reference.

C. Viewing the files within the spreadsheets in Excel:

1. Hover over the arrow at the bottom left corner of the spreadsheet
2. A little instruction panel will pop up

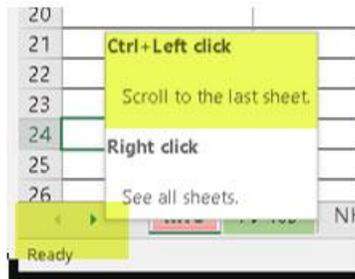


3. Right click when the panel pops up
4. A list will appear showing all of the spreadsheets
5. Double click on the one spreadsheet you want to view



6. To scroll back and forth from the first and last spreadsheet
7. Hover over the arrow at the bottom left corner of the spreadsheet
8. A little instruction panel will pop up

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9. Hold down the control key and click the arrow left or right to view the first or last spreadsheet.

D. TCS/PCS-ETDY Cost Estimates Tab:

1. Add any ETDY Cost Comparisons or TCS/PCS comparisons here. Paste a snip it of the comparison in this tab.
2. For existing travelers, go to the paperless file on the N:drive for that traveler:
N:\TRAVEL\EXTENDED TDY\Paperless Files
3. If this is a new traveler, the information should be saved in the Preparers Docs folder on the N:drive for that traveler:
N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\PREPARERS DOCS
4. Include a Snip It of the TCS/PCS XTDY first
5. Click on the "Individual" tab
6. Using Snip It or Snag It, snip a shot of the information in that spreadsheet
7. Paste it in the "TCS-PCS-ETDY Estimates" spreadsheet in the Travelers Master Workbook in A3 cell under "TCS/PCS XTDY Estimate – Individual.
8. Click on the "1 Year" tab.
9. Using Snip It or Snag It, snip a shot of the information in that spreadsheet.
10. Paste it in the "TCS-PCS-ETDY Estimates" spreadsheet in the Travelers Master Workbook, under the cell below the header "TCS/PCS XTDY Estimate – 1 year.

TCS/PCS-XTDY Estimate - 1 Year

11. If the traveler does not require the "TCS-PCS-ETDY Estimates", this tab can be deleted out of the spreadsheet.

E. Cost Comparison Tab:

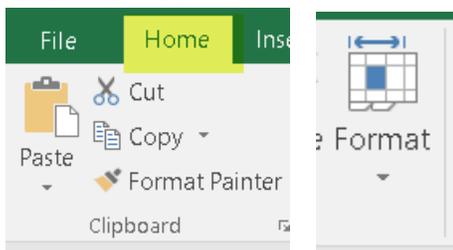
1. Paste a snip it of any cost comparisons that could be used throughout the ETDY term for comparisons of other methods of travel than the preferred method of travel.

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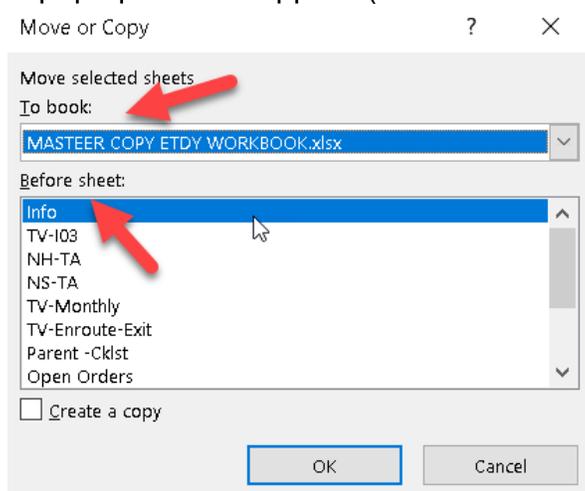
2. If the traveler drives to their ETDY location, include a Snip it of the cost comparison of driving versus flying.
3. Include Snip Its of any other cost comparisons that may be reused during the duration of the term.

F. Open Orders Tab:

1. When creating a workbook for an existing traveler, go to paperless files on the N:drive and look for that traveler:
N:TRAVEL\EXTENDED TDY\Paperless Files
2. Find the “Open Orders” workbook for the traveler if one has been previously created.
3. Go to the Home Tab
4. Click Format



5. Click Move or Copy Sheet
6. A pop up box will appear (screenshot below)



7. Click the “To book:” dropdown.
8. Click to choose the master workbook for the traveler.
9. The open orders will be added to the master workbook for that traveler.

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10. Rename the tab, "Open Orders" if needed.
11. If an open orders form has not been created, copy a new one into the master work from the following file:
12. N:\TRAVEL\EXTENDED TDY\ETDY PREPARERS\PREPARERS DOCS\3-TEMPLATES\OPEN ORDER TEMPLATE
13. Update the Open Orders form with the required information.

G. Coloring Coding/Checklists/Legends within the Workbook:

1. The majority of the tabs within the workbook contain Legends to display actions for each color represented within that spreadsheet. See the example below:

	Auto-populates from "Info" Tab
	Information must be input in these fields
	Contains formulas to show values that are acceptable
	Contains formulas to show values that require an action
	Shows Annual Leave Time
	Shows Travel Home
	Shows Secondary Travel
	Shows expenses that require a receipt (over \$75.00)

2. Every spreadsheet will have cells highlighted in blue that will auto populate information within the spreadsheet.
3. If the information is not auto populating, correct the formulas to include the correct cell from the "Info" tab of the workbook where the information will auto populate from.
4. The areas highlighted in yellow throughout the workbook, contains cells where information must be input.
5. All items that are highlighted red within the spreadsheet will turn green once the information has been updated.
6. If anything is still showing red, verify that information to be able to turn it green.
7. Cells that turn dark orange when information is entered are cells that represent an expense where a receipt is required (over \$75.00). This is just another way to signify a receipt being needed.
8. Most spreadsheets have a checklist at the bottom portion of the spreadsheet.
9. The checklists are required on the appropriate spreadsheet and must be completed.
10. All areas of the checklist need to be verified.
11. Check N/A for all areas that do not apply.

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12. The checklist legend starts out as all red.

<i>All Items should be green if all items have been checked:</i>
Cost Estimates
Cost Comparison
Required Approvals
Airfare
Per Diem
Lodging
Rental Car
POV
Miscellaneous
SAP
Taxable
CGE
IBA Expenses

13. Use this checklist while compiling the information for the Authorization/Voucher being creating.

14. As the information is obtained, check those off the checklist. The remaining items in red are still outstanding.

<i>All Items should be green if all items have been checked:</i>
Cost Estimates
Cost Comparison
Required Approvals
Airfare
Per Diem
Lodging
Rental Car
POV
Miscellaneous
SAP
Taxable
CGE
IBA Expenses

15. Review the checklist until all items are green on the legend as shown below.

<i>All Items should be green if all items have been checked:</i>
Cost Estimates
Cost Comparison
Required Approvals
Airfare
Per Diem
Lodging
Rental Car
POV
Miscellaneous
SAP
Taxable
CGE
IBA Expenses

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16. Comments should be added in the yellow section next to the checklist.

PARENT AUTHORIZATION COMMENTS:
COST ESTIMATES
Add comments in this section under the correct section.

17. Comments will be added under the correct subject (Cost Estimates, Taxi, etc.).

18. Preparers should add any additional comments that may be helpful to the reviewer in these comment sections.

19. To add a line, Hold the “Alt” key and press enter.

20. Enter the FMC # for that travel request if shown on spreadsheet.

FMC #:	
--------	--

21. Enter the Preparer Name if shown on spreadsheet.

Preparer:	
-----------	--

22. Enter the Submitted in CGE date if shown on spreadsheet.

Submitted in CGE:	00/00/20
-------------------	----------

23. Most of the spreadsheets will have a Worksheet Total & a CGE total to compare to see if the amounts were entered correctly in CGE.

-		\$	-
-	0.00	\$	Worksheet -
CGE Total			0.00
Reimbursable)			
Difference			0.00

24. Verify the amounts are correct based on the amount entered.

25. If the amount in the “Difference” cell is \$0.00 and highlighted green, the spreadsheet balances, continue to the next step.

26. If the amount in the “Difference” cell is highlighted red and shows an amount, that amount is the amount out of balance.

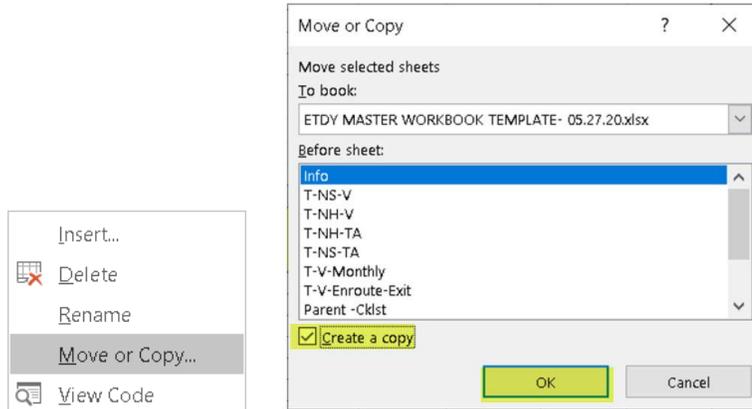
27. Research that amount to determine what has been entered incorrectly.

H. Creating a copy from the template:

1. Go to the tab of the template for the trip being created.
2. Right click on the spreadsheet name to create of copy of the template to use.

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3. Click “Move or Copy”



4. Click “Create a copy”

5. Click “OK”

6. Double click the spreadsheet name to rename it.

7. Rename the spreadsheet based on the type of voucher.

8. See instructions in the next section for more information on naming.

I. Naming spreadsheets within the Workbook:

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1. Spreadsheets within the workbook should be named as follows:

Abbreviations: Description:	
Templates	Never delete or save over these
T-	means Template
T-V-Enroute-Exit	Template for En-route/Exit Voucher
T-V-Monthly	Template for Monthly Interim Voucher
T-NS-A	Template for Nested Secondary Authorization
T-NS-V	Template Nested Secondary Voucher
T-NH-A	Template for Nested Home Authorization
T-NH-V	Template Nested Home Voucher
Authorizations	
A-	Authorizations
A-S-12345	Authorization Secondary 12345 (last 5 TA #)
A-H-12345	Authorization Home 12345 (last 5 TA #)
A-OH-12345	Authorization Official Home 12345 (last 5 TA #)
Vouchers	
V-	Vouchers
V-M-i01	Voucher Monthly i01(number of monthly voucher)
V-S-12345	Voucher Secondary 12345 (last 5 document #)
V-H-12345	Voucher Home 12345 (last 5 document #)
V-OH-12345	Voucher Official Home 12345 (last 5 document #)
Various	Various other spreadsheets
<i>Note: Color of Abbreviation, represents the tab color in the spreadsheet.</i>	

V-Monthly	Monthly Interim Voucher
NS-A	Nested Secondary Authorization
NS-V	Nested Secondary Voucher
NH-A	Nested Home Authorization
NH-V	Nested Home Voucher
OH-A	Official Home Authorization
OH-V	Official Home Voucher

2. Always create a copy of the template and rename as shown above before updating any information.

J. Entering Trip dates within the Workbook:

1. Trip start/end date highlighted in yellow, needs to be entered as shown on the spreadsheet.
2. Trip start/end dates that are highlighted blue, do not need to be entered, as those will auto populate from TA dates on the "Info" tab.

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- Verify all the cells are green in the following areas:
 TA Start/End dates
 OIC Start/End dates
 Lease Start/End dates

TA Start Date:	00/00/00	TA End Date:	00/00/00
OIC Start Date:	00/00/00	OIC End Date:	00/00/00
Lease Start Date:	00/00/00	Lease End Date:	00/00/00

- If any of these cells are highlighted red, there is an issue with one of items.
- Research that subject to see why the item is outside of the trip dates.
- Once the trip start/end dates are entered, the dates will populate within the expense section of the spreadsheet.

Day	Date
1	Wed, 01/01/2020
2	Thu, 01/02/2020
3	Fri, 01/03/2020

K. Updating the Per Diem information:

- Per diem rates need to be verified via the following websites:
 GSA – Domestic Travel
 State Department – Foreign Travel
- Per Diem rates need to be entered in cells under the 100% highlighted yellow in that section.

	100%
Lodging	0.00
M&IE	0.00

- Once the rates are entered, the correct percentage will populate into the 65% & 75% cells.

	100%	65%	75%
Lodging	100.00	\$ 65.00	\$ 75.00
M&IE	75.00	\$ 48.75	\$ 56.25

- Note – this could be slightly different depending on the trip type.
- Note – Nested Home trips will need the ETDY location per diem rate entered.
- The M&IE will populate at the rate for that trip type on each day.
- The first day or two may need to be adjusted depending on the travel taken.
- Verify the per diem on the first and last days to ensure it is populating correctly.
- If it is not, those amounts will have to be manually entered.

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10. The lodging will populate at the correct percentage for that trip type on each day.
11. If traveler did not incur lodging, manually zero out the amount out on that day.
12. The dates of any leave, home trips, or secondary trips should be highlighted the correct color based on the legend.
13. M&IE should be manually zeroed out for those dates.
14. Lodging should be zeroed out for all trips other than monthly interims on those days.

L. Entering/Totaling the expenses in the Workbook:

1. Enter all expenses incurred during this trip.
2. Do not add the airfare on the spreadsheet; this will be verified on the checklist portion.
3. Change the Expense Headings to categorize expenses.



4. While entering the expenses, if the cell turns dark orange, that means an amount has been entered for an expense over \$75.00 and a receipt will be required.
5. As expenses are entered, the spreadsheet will total all rows across as well as the columns down.
6. Do not total the spreadsheet; it will total as amounts are entered.
7. Once all of the expenses have been entered on the spreadsheet, compare them against the amounts entered in CGE to verify they were entered correctly.
8. Look at these totals to verify:

These two amounts should match

\$ 1,511.25	\$ 2,015.00	\$ -	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00	\$ 3,631.25
Auto populates per from deim section			Enter the amounts in yellow from CGE								
Total Per Diem	\$ 3,526.25	Airfare (if paying to CBA)	\$ -								
M&IE	\$ 1,511.25	CBA (Non-Reimbursable Expenses)	\$ -								
Lodging	\$ 2,015.00	IBA (Pay To Charge Card)	\$3,501.25								
		OTHER (Pay To Traveler)	\$ 130.00								
		TOTAL EXPENSES	\$3,631.25								
		CGE Total		3631.25							
		(Total Reimbursable)									
		Difference		0.00							

Amount totals from spreadsheet

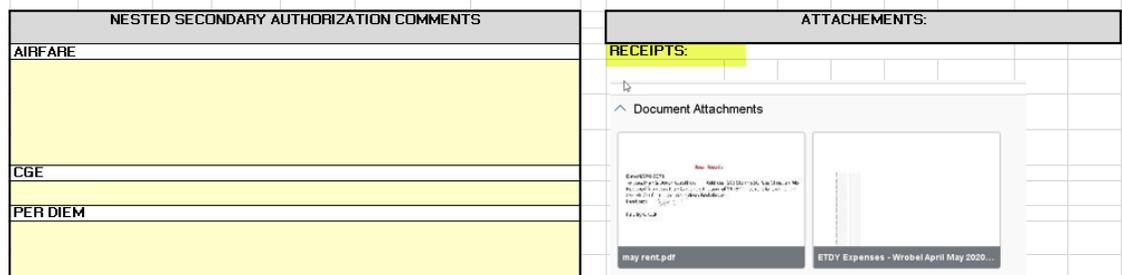
This amount should be \$0.00, if not you need to research and find the difference.

9. If the totals match, everything is good.
10. If the totals are off, research to find the differences.

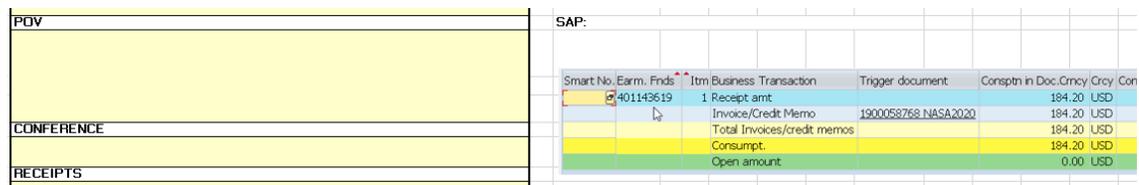
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M. Attaching Information within the Workbook:

1. Once all the information is entered in CGE and the totals have been verified, ensure everything is attached in CGE.
2. Using Snip It or Snag It, snip a shot of the receipts attached in CGE.
3. Paste that Snip It into the spreadsheet to the left of the comments as shown below:



4. Using Snip It or Snag It, snip a shot of the funding in SAP.
5. Paste the Snip It into the spreadsheet to the left of the comments as shown below:



N. Uploading Workbook into Tech Docs:

1. After entering the first parent authorization, you will need to check tech docs to see if the traveler currently has an ETDY folder set up. If so, continue on step #7 to create document.
2. If not, you will need to create a folder in tech docs for the traveler.
3. Create a folder for the traveler in tech docs at the following path:
<https://dm.nssc.nasa.gov/servlet/dm.web.Explore?fid=1205>
4. Domestic ETDY - create folder under FM\Travel\DOM\EXT_TDY\Center.
5. Foreign ETDY - create folder under FM\Travel\FOR\EXT_TDY\Center.
6. Click "Create Folder".
Name = Last_First
Description = Last, First
Uncheck box to add yourself to notifications
Reason = New ETDY Traveler

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- Click "Next"
- Click in "Shared Group"
- Click "F"
- Click "Owner" box at top right
- Click "Add"
- Click in "Shared Group"
- Click "F"
- Click "Read" box at top left
- Click "Add"
- Click "Next"
- Click "Remove All"
- Click "Ok"
- 7. Click "Create Folder" to add folder for TA
 - Name = TA number - 00-00-00 thru 00-00-00 (72000035468 - 01-01-20 thru 12-31-20)
 - Description = Location (KSC) or (GERMANY) ****ALL CAPS****
 - Uncheck box to add yourself to notifications
 - Reason = New TA
 - Click OK
 - Click "Next"
 - Click "Ok"
- 8. If the traveler already has a folder for their name and a document folder for that TA, you will auto drop the workbook to upload.
- 9. Go to the following path on the N:drive
N:\Document Imaging\EXT – TDY
- 10. Click on Domestic or Foreign depending on where the travelers ETDY term location is.
- 11. Click on the traveler's center.
- 12. Paste a copy of the Workbook into this folder.
- 13. The workbook will be auto uploaded into Tech Docs.
- 14. When you no longer see the file in this folder, it has been uploaded.
- 15. Go to Tech Docs to verify the file is there and you can open it.
- 16. You will continue to auto upload the workbook after each monthly interim voucher has been entered into CGE.
- 17. After the traveler completes their term and has ended, you will upload the final copy of the workbook to Tech Docs.

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18. After you have verified it is in Tech Docs, you can delete the file from the N:drive.

O. Sharing the Workbook Path with the CS Team:

1. When the ETDY preparers send the TA Approval Task to L3 for approval, the SP will copy the path to the ETDY travelers workbook from the N:drive into the Work Notes in the task.
2. After the ETDY review team approves the voucher for payment, a task is sent to the L3 CS for approval. The SP will copy the path to the ETDY travelers workbook from the N:drive into the Work Notes in the task.

P. Review of Travel Authorizations (CS):

1. When TA Task is received in WMS
 - a. Assign task to yourself
 - b. Put task in Work in Progress
 - c. Pull up Workbook via path included in Task
 - d. Pull up CGE and validate voucher is accurate
 - i. Check overall dates of the TA and ensure everything matches
 - e. Resolve task when complete
2. When Taxable Voucher Task is received in WMS for review, post payment
 - a. Assign task to yourself
 - b. Put task in Work in Progress
 - c. Pull up Workbook via path included in Task
 - d. Pull up CGE and validate voucher is accurate
 - i. Check per diem rates, mileage rates, leave taken, etc.
 - e. Ensure taxes are accurate and mLINQ matches as well
 - f. Resolve task when complete

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APPENDIX UUU – ETTRA EMAIL – FINAL REQUEST

From: NSSC-Travel
To: Traveler Name
Subject: FINAL REQUEST - ACTION REQUIRED – ETTRA CLAIM

Traveler Name,

Your attention to this correspondence is imperative to avoid a Repayment Request action, and we greatly appreciate your immediate attention. This follow up notification is the final notice you will receive for your required submission.

The NSSC Travel Office has completed a review of your ETDY reimbursement file in regard to TA **XXXXXXXXXX**. According to our records, you received Withholding Tax Allowance in the amount of **\$XXXX** for taxable ETDY expenses reimbursed during Tax Year **20XX**. In compliance with Federal Travel Regulation (FTR) 302-17, you are required to file an Extended TDY Tax Reimbursement Allowance (ETTRA) claim to ensure that you have been properly reimbursed for your tax liability.

In order to process your 20XX ETTRA claim, please provide the following documents. The forms, which are attached here or can be found on the [NASA Electronic Forms Web site](#) (NEF), accessed using the links provided below:

3. Travel Voucher - [Optional Form \(OF\) 1012](#)
 - Complete blocks 2, 5, and 7
 - Enter the following statement in block 12: "ETTRA Claimed for the Year **20XX**"
 - Sign and date block 13

4. Statement of Income and Tax Filing Status - [NASA Form \(NF\) 1842](#)
 - Provide all required information on the form
 - Sign and date
 - If you are married and filing a joint return that includes your spouse's income, your spouse's signature is also required

Carefully review the [ETTRA instructions](#) prior to completing the Statement of Income and Tax Filing Status (NF 1842). Once completed, sign both documents listed above and e-mail the forms to nssc@nasa.gov with the subject "ETTRA Voucher" or fax your submission using the [NSSC fax cover sheet](#) to:

1-866-779-6772 (1-866-779-NSSC)
NASA Shared Services Travel Office
Attention: ETTRA Voucher

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Your cooperation is critical to ensure that your Center's financial obligations are executed efficiently. It is also important to know that NASA has encumbered funds specifically for your taxable ETDY ETTRA. Upon submission of your voucher, any excess funding can be redirected to support other initiatives.

Failure to respond to this request before **DATE XXXX** will regretfully result in a Repayment Request for the Withholding Tax Allowance in the amount of **\$XXXX**, which constitutes all taxable monies paid on your behalf to the Internal Revenue Service for your taxable ETDY. It is important to know that prior to approval of your ETDY, you were provided and signed an "Employee Agreement for Repayment of the Withholding Tax Allowance". Specifically, this agreement states "Failure of the employee to comply with this requirement will preclude the Agency's payment of the Withholding Tax Allowance." Under these circumstances, an employee would be required to repay NASA any excess amount paid as a Withholding Tax Allowance.

Additionally, the ETTRA presentation attached provides an overview of COS taxes and ETTRA procedures. More detailed information associated with this requirement can be found on the General Services Administration (GSA) Web site by accessing [FTR 302-17](#) and also at [NSSC Travel Customer Service Web site](#).

If you need assistance completing a voucher, you may go to [COS Voucher Assistance](#) on the Web and choose RITA (which is the same instructions for ETTRA), contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at nssc-contactcenter@nasa.gov.

Thank you,

NSSC Travel Office
Web: <https://www.nssc.nasa.gov/customerservice>
Fax: 1-866-779-6772

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APPENDIX VVV – TAXABLE PAYMENT REPORT EMAIL

From: NSSC-Travel

To: Traveler

Subject: ETDY Reimbursements – 20XX Tax Filing & ETTRA Notice

Attachment: Traveler’s Individual Payment schedule per MLINQS tax report

Traveler Name,

The NSSC has reported taxable reimbursements for your Extended Duty (ETDY) reimbursements paid to you in the calendar year 20XX for W-2 purposes. The attached spreadsheet includes payment details on your ETDY reimbursements during calendar year 20XX. **These amounts have been included in your NASA W-2 for 20XX.**

Taxable reimbursements impact your W-2 as follows:

- The amount in the “Subject to Taxes” column has been included in Box 1
- The amount in the “Fed W/H” column has been included in Box 2

This spreadsheet is for informational purposes only and provides the detail to support your W-2 reporting.

If you have an amount in the “WTA” column, you will be required to file an Extended TDY Reimbursement Allowance (ETTRA) voucher for calendar year 20XX. You will be notified in the March-April timeframe with details on how and when to file this required voucher. You must file your personal taxes prior to submitting the ETTRA.

If you have any questions or need further assistance, please contact us at 1-877-677-2123

(1-877-NSSC123) or by email at nssc-contactcenter@nasa.gov.

Thank you,

NSSC Travel Office

Web: <http://www.nssc.nasa.gov/customerservice>

Fax: 1-866-779-6772

*Please do not reply to this email. It was sent from an unmonitored mailbox. *

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APPENDIX WWW – E-MAIL: FISCAL YEAR-END CUT-OFF DATES

The following e-mail should be sent, in early August, to all active Extended Temporary Duty (ETDY) travelers. Be sure to update the dates in the body of the e-mail before sending to Travel L3 for approval.

Once approved, send the e-mail from the NSSC-ETDY Travel mailbox.

NASA Traveler,

The NASA Shared Services Center (NSSC) is preparing for the fiscal year-end closing of accounting operations and all travelers should be aware of key dates that affect travel voucher processing.

- NF1850 Voucher Request must be submitted to the NSSC by **September 3, 2021**, to allow time for preparation and required approvals in CGE.
- NF1850 Authorization Request must be submitted to the NSSC by **September 15, 2021**.
- Required receipts must be attached to the voucher at the time of submission of the travel reimbursement (NF1850). If receipts are not attached, the NSSC will be unable to submit the voucher.
- Domestic and Foreign Extended TDY travel vouchers must be at the NSSC by **September 10, 2021** to allow time for NSSC pre-payment review and payment processing.
 - ✓ *Note that the NSSC does not receive a voucher for final approval (to be paid) until it is approved by all Center management. We encourage travelers to work with their Center management approvers to expedite the approval process so the vouchers can be paid timely.*
- Travelers should ensure all information is provided when submitting their travel request (NF1850) prior to submission. If the voucher or authorization is unable to be submitted timely, this may not allow enough time for processing and payment prior to system shutdown.

The CGE interface shutdown for voucher processing will be September 21, 2021 at 6 pm, CDT. CGE interface shutdown for authorization processing will be September 24, 2021 at 3 pm, CDT. Therefore, the last payment date for domestic, extended TDY, and foreign travel vouchers is **September 27, 2021**.

The accounting system is tentatively scheduled to become operational again on **October 2, 2021**. The NSSC is committed to processing correct, properly funded vouchers and/or travel vouchers prior to fiscal year-end closing, and your cooperation with the key dates stated above will help make that possible.

If you have any questions or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at nssc-contactcenter@nasa.gov.

Respectfully,

NSSC Travel Team
 Web: <https://www.nssc.nasa.gov/customerservice>
 Fax: 1-866-779-6772
 Email: nssc-etyd@mai.nasa.gov

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APPENDIX XXX – RECLASSIFICATION OF NOT-TRUE ETDY

Reclassification of Not True ETDY Vouchers to a Single Trip

Vouchers coded as “ETDY” that are Not True ETDY, must be reclassified as single trips.

This includes both Domestic and Foreign vouchers.

Special Notes related to Reclassing Vouchers:

1. **Domestic – Not-True ETDY** can be approved without a review as they will fall under the stat sampling review process.
2. **Foreign – Not True ETDY** vouchers must be reviewed as they contain a foreign location, and all foreign vouchers are reviewed prior to payment.
3. Vouchers that have two clearing doc numbers (2000 #), would need to be reclassified for each clearing doc number.

This is possible when there are two vendor numbers (**two different funding centers**).

Each clearing doc posted as ETDY would need to be reclassified. If there are two clearing docs, one for each vendor (center), two reclasses would be needed.

Not-True ETDY Approvals

1. Once you have approved a voucher that is “Not True ETDY”, you will cut that line from the main ETDY Queue spreadsheet and paste it to the “Not-True ETDY Approvals” tab spreadsheet within the queue.

AUGUST QUEUE

NOT-TRUE ETDY APPROVALS

2. Highlight the row in your daily queue the following color , to identify it has a Re-Class action
3. You will have to wait until the day after you approved the voucher for it to interface in SAP and have a 2000# to be able to Re-Class
4. If you approve one during month end, you will have to wait until the first day of the month in order to have a 2000# to be able to Re-Class
5. Follow the following steps to “Re-class” this voucher type

Login to SAP

1. Enter FMZ23 as the t-code
2. On the Document Number field, click on little white box

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Document number

Line Item

3. Pop-up appears
4. In the Reference field - enter TA# (travel authorization, only 11 digits)

A: Search Using Description (Document Header Text) B: Search Using Descripti...

Document type

Document number

Company Code This will auto populate

Reference Enter TA # here

Document Header Text

Entry status

Reference 2

Reference 3

Maximum No. of Hits

Click here when done

5. Click the green arrow bottom right corner
6. Pop-up box appears

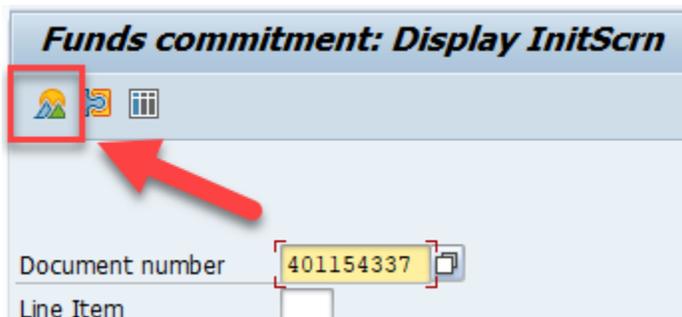
Document number for earmarked funds (2) 1 Entry found

A: Search Using Description (Document Header Text) B: Search Using Desc...

DT	Doc.no.	CoCd	Reference	Text	Reference 2	Reference 3
TO	401154337	NASA	10000058668	RAZZAGHI ANDREA I.		

7. Find the correct traveler
8. Double Click on their name
9. Click on the icon that looks like a mountain with the sun

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10. Scroll to the right and look under column titled "VENDOR"
11. Look for vendor number that is 5 digits or less, this is the traveler's vendor number
12. Highlight to copy or write it down

Line Items													
D...	Bu...	Cost Center	Order	WBS Element	Vendor	Customer	Funds res...	It...	Due on	Per. of Pe...	Per. of Pe...	US Govt	Op...
1	10	10DA020	FC000000	614894.08.02	173545			0					
2	10	10DA020	FC000000	614894.08.02	173556			0					
3	10	10DA020	FC000000	614894.08.02	50119			0					
4	10	10DA020	FC000000	614894.08.02	173545			0					

Open a New Window in SAP



- 1.
2. Enter t-code **FBL1N** - Vendor Line Items
3. Paste or enter the vendor # in the vendor account box.
4. Click on "All Items" on the Status Section
5. Click off all boxes under the Type Section
6. Click on icon that looks like a clock with a check
7. See example to follow

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Vendor Line Item Display

Data Sources

#4 Click here when done

Vendor selection

#1 Enter Vendor Number

Vendor account: 50119 to []

Company code: NASA to []

Selection using search help

Search help ID: []

Search string: []

Search help

Line item selection

Status

Open items

Open at key date: 08/18/2021

Cleared items

Clearing date: [] to []

Open at key date: []

All items **#2 Click All Items**

Posting date: [] to []

Type

Normal items

Special G/L transactions

Noted items

Parked items

Customer items

#3 Check off each box

8. Click on Pstng Date column to move most recent up top
9. Click on the icon that looks like a funnel to sort by date

Vendor Line Item Display

Vendor: 50119 **#2 Click to sort by date**

Company Code: NASA

Name: RAZZAGHI ANDREA I.

City: WASHINGTON **#1 Click this column**

St	PBk	BusA	Pmt	User	DocumentNo	Ty	Reference	Pmnt date	Pstng Date
----	-----	------	-----	------	------------	----	-----------	-----------	------------

10. Locate the voucher in question that was paid as an ETDY trip
 - a. Look for TA number in Reference Column
 - b. And date paid in the "Pstng Date" column (could be off by a day or two)
11. Double click into payment (1900#)

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12. Double click into the 2000# in the clearing section

Clearing 07/22/2021 / 2000055987

13. This opens another window that will have the payment information

14. Verify this is the correct voucher you just approved (look at the amount)

15. Hit the green back arrow to go back to the previous screen after verifying

16. If the Assignment Field as "EXTENDED"

17. Click on the edit pencil 

18. Remove the word "EXTENDED" from the Assignment box

Display Document: Line Item 002

     Additional Data  Withholding Tax Data PL: SAF-T

#2 Click here to Edit

Vendor 50119 RAZZAGHI ANDREA I. G/L Acc 2110.1000
Company Code NASA RA000
NASA WASHINGTON Doc. no. 1900037249

Line Item 2 / Invoice / 31
Amount 867.38 USD

Additional Data

Bus. Area 10
Disc. base 867.38 USD Disc. amount 0.00 USD
Payt. Terms NT30 Days/percent 29 0.000 % 0 0.000 % 0
Bline Date 07/12/2021 Fixed
Pmnt Block Invoice Ref. / / 0
Payment cur. Pmnt/c amnt 0.00
Pmt Method Pmt meth.spl. 10
Payment Ref. **#3 Delete "Extended" if shown here**

Clearing 07/22/2021 / 2000055987
Collect.inv. 0 **#1** 

Assignment **EXTENDED Would be shown here**

Text Submitted: 20210614 NSSC Approved: 2021/07/20  Long text

19. Click Save 

20. If not showing "EXTENDED" continue to next step

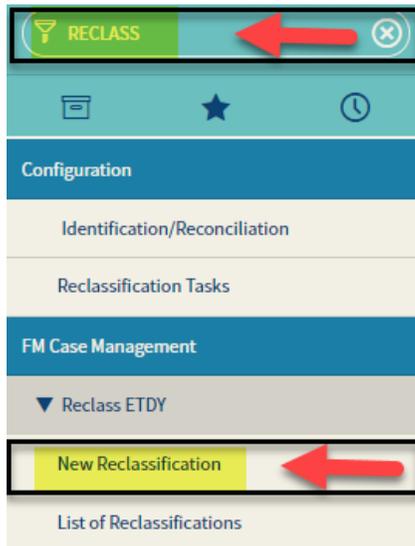
21. Highlight and copy the clearing doc number (2000#) in the "Clearing" Section

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Vendor	50119	RAZZAGHI ANDREA I.	G/L Acc	2110.1000
Company Code	NASA	RA000		
NASA		WASHINGTON	Doc. no.	2000055987
Line Item 1 / Outgoing payment / 25				
Amount	867.38		USD	
Additional Data				
Bus. Area	10			
		Disc. amount	0.00	USD
		Days/percent		
Bline Date	07/22/2021			
Pmnt Block		Invoice Ref.		/ / 0
Pmt Method	P Pmt meth.supl.			
Clearing	07/22/2021 / 2000055987	Payment Amnt	867.38	USD
Assignment				
Text				Long text

Go to SNOW (Service Now)

1. Type RECLASS in the search bar
2. Click on "New Reclassification"



3. Paste the Clearing Number (2000#), best to copy this number, but verify it is 10 digits
4. Paste the TA# (no dashes/letters) from ETDY Spreadsheet
5. Paste the travelers name, copy from SAP
6. Paste the Vendor number, copy from SAP
7. Fiscal Year payment was made, enter as four digits (2021)
8. Copy the Reclass Number before submitting to add to the ETDY spreadsheet
9. Click Submit

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Reclass ETDY Travel Calculation
RETDY0001249

Number	RETDY0001249 Add to ETDY spreadsheet
* Travel Authorization Number	10000058668 from ETDY spreadsheet
* Traveler Name	RAZZAGHI ANDREA I. from SAP
* SAP VIN	50119 Vendor # from SAP
* Clearing Document	2000055987 from SAP *must be 10 digits*
* Fiscal Year	2021 enter as 4 digits

When complete, Submit

Display Document: Line Item 002

Additional Data Withholding Tax Data PL: SAF-T

#2
Vendor 50119 RAZZAGHI ANDREA I. **#1** G/L Acc 2110.1000

Company Code NASA RA000
NASA WASHINGTON Doc. no. 1900037249

Line Item 2 / Invoice / 31
Amount 867.38 USD

Additional Data

Bus. Area 10
Disc. base 867.38 USD Disc. amount 0.00 USD
Payt Terms NT30 Days/percent 29 0.000 % 0 0.000 % 0
Bline Date 07/12/2021 Fixed
Pmnt Block Invoice Ref. / / 0
Payment cur. Pmnt/c amnt 0.00
Pmt Method Pmt meth.supl. 10
Payment Ref.
Clearing 07/22/2021 / 2000055987 **#3 be sure you copy all 10 digits**
Collect.inv. 0
Assignment
Text Submitted: 20210614 NSSC Approved: 2021/07/20

ETDY Spreadsheet

1. Add the Reclass Number (RETDY0000000) to the spreadsheet in Column B

✓	RETDY0001247	JCF	NON TRUE ETDY	24000011113-2	ETDY
✓	RETDY0001249	JCF	Not True ETDY due to extension	10000058668-4	NOT TRUE ETDY

2. Add a Checkmark in Column A
3. Highlight line yellow when complete
4. Save Spreadsheet