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Space Administration

NASA Shared Services Center
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www.nssc.nasa.gov

NASA Shared Services Center Service Delivery Guide

NSSDG-9740-0001 Revision 7.0

Effective Date: January 12, 2017
Expiration Date: January 12, 2020

Extended Temporary Duty (ETDY) Assistance

Responsible Office: Financial Management

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Approved by

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Chief, Financial Management Division

Date

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DOCUMENT HISTORY LOG

| Status (Basic / Revision / Cancelled) | Document Version | Effective Date | Description of Change |
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| Basic | 1.0 | 12/18/06 | Basic release |
| Revision | A | 06/30/09 | Updated to reflect caseworker approach and implementation of the eTravel System |
| Revision | 3.0 | 06/26/14 | Document originated under NSSC-FM-SDG-0005 and renumbered to align with the SDNS numbering system. Updated to add revisions to ETDY checklist and to add additional email language in Appendices |
| Revision | 4.0 | 3/19/15 | Updating "Expense Report" to "Travel Voucher" |
| Revision | 5.0 | 6/30/15 | Updating to new SDG Format |
| Revision | 6.0 | 11/12/15 | Update due to new work management system, ServiceNow |
| Revision | 7.0 | 01/12/17 | Update to add statement, "The SP is responsible for documenting and maintaining all Macros/Scripts utilized in these processes". Added note that SP will obtain CS approval via a ServiceNow |

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|--|--|--|---|
| | | | Case before returning vouchers for invalid receipts. |
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1.0 Introduction

The NASA Shared Services Center (NSSC) is responsible for providing assistance to individuals authorized by NASA for Extended Temporary Duty (ETDY) travel.

The NSSC provides the following service in accordance with Federal Travel Regulations (FTR) 301 and NASA policy guidance

To obtain information on the External Audit Documentation Pull and Request for Extension, access the link to Financial Management Division / Internal Review Work Instructions and Procedures, NSPWI-9000-0003 or copy and paste the URL below into your Web browser:

[https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=1610454&rev=\\$latest](https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=1610454&rev=$latest)

2.0 Purpose

To outline Agency procedures followed by the NSSC related to the processing of Extended TDY Counseling for ETDY Travelers. The 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 providing Extended TDY Counseling for ETDY Travelers on a request basis.

The NSSC shall use Core Financial Software – Services, Applications and Products (SAP) R/3 – to perform the financial management activities. Financial Management is required to use Business Object (BOBJ) for reporting, query and reconciliation activity. NSSC is required to adhere to NASA Interim Directive (NID), NASA Procedural Requirements (NPRs), NASA's Enterprise Performance Support System (EPSS), and other applicable Federal regulations and NASA policies and procedures. The NSSC shall provide Extended TDY Assistance in accordance with Agency guidelines.

4.0 Privacy Data

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

5.0 Records

The Extended TDY Assistance Service Delivery Guide outlines processes that include the creation and receipt of NASA official records as defined by NPR 1441.1. These

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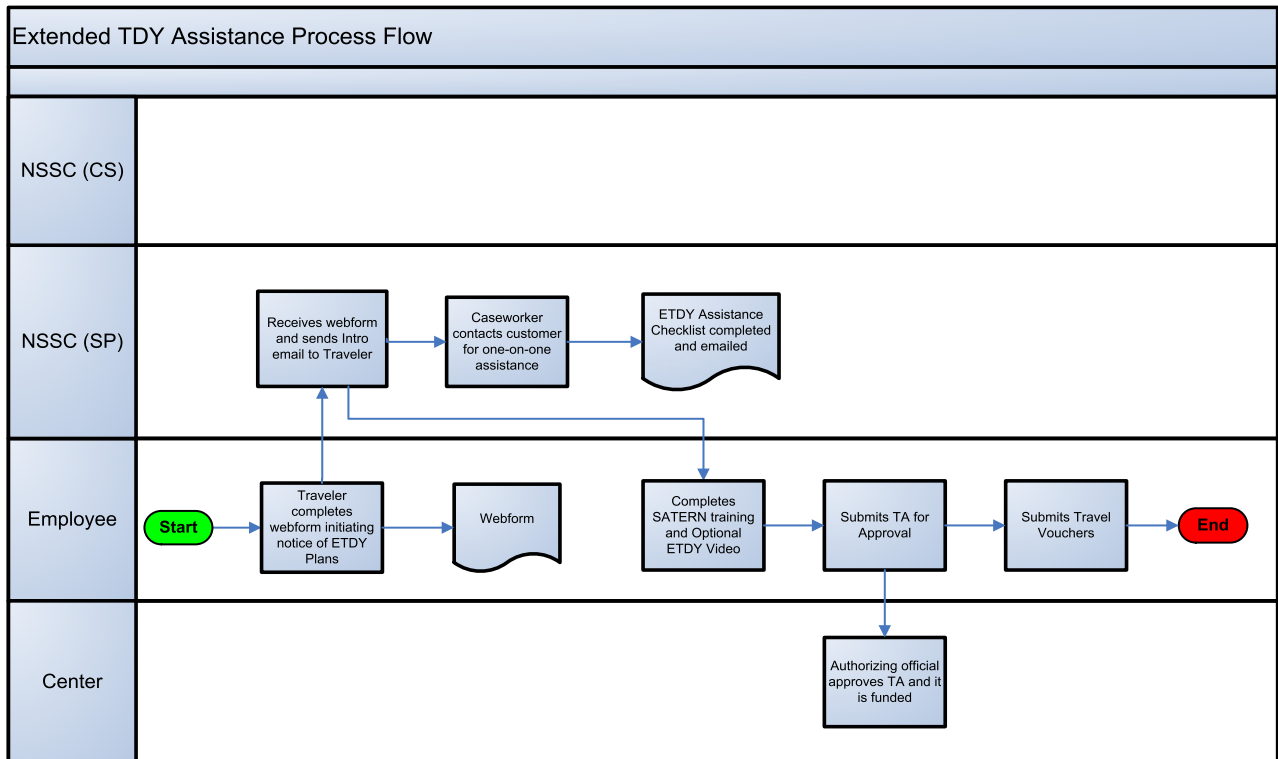
records are included in the Travel functional Master Records Index (MRI), applicable NASA Records Retention Schedule (NRRS) or General Records Schedule (GRS) items that provide retention/disposition authority.)

6.0 Cancellation/Supersession of Previous Documents

This document supersedes NSSDG-9740-0001 Revision 5.0

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PROCESS 1 - ETDY ASSISTANCE COUNSELING



Process 1 - ETDY Assistance

STEP 1. Traveler notifies NSSC of impending ETDY assignment

- A. Traveler notifies NSSC via the ETDY Questionnaire 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 Case and Task.
 1. See Appendix A for Extended TDY Questionnaire which is accessed at NSSC Customer Service Web Site, Extended TDY tab under the Travel tab.
- B. Output: NSSC notified of impending ETDY assignment.

STEP 2. NSSC Travel sends introductory e-mail to the traveler to commence assistance

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- A. NSSC Travel Office assigns Case and Task to a caseworker to assist traveler during their ETDY assignment.
- B. 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.
- C. NSSC notifies traveler of next steps to be taken.

STEP 3. 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. This information is included in the introductory e-mail.
- B. Output: Traveler complete training action.

STEP 4. NSSC Travel reviews ETDY Assistance Checklist with the traveler.

- A. NSSC caseworker calls traveler to set up an appointment to review the ETDY Assistance Checklist. It is suggested that the employee reserve a minimum of an hour for this appointment. Caseworker makes a note of the call made in the case or task.
- B. In the event caseworker cannot reach traveler via telephone, an e-mail will be sent requesting traveler to contact the NSSC caseworker to set up an appointment time.
 - 1. See Appendix E for e-mail language.
- C. NSSC caseworker contacts traveler at the appointed time and reviews the ETDY Assistance Checklist which includes information on ETDY policies, procedures and entitlements in accordance with FTR and NASA Interim Directive. The review is documented in the checklist. The caseworker documents any unanswered questions for follow up.

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- D. A closing message and a copy of the completed ETDY Assistance Checklist are e-mailed to the traveler and copy the Center travel office.
- E. Output: Counseling and employee's ETDY Assistance Checklist are completed.

STEP 5. Traveler submits proposed Authorization.

- A. The traveler/preparer completes the ETDY Travel Authorization in the eTravel System.
 - 1. NSSC Caseworker is available for answering questions about ETDY policies.

STEP 6. NASA Center funds and approves ETDY.

- A. The NASA center authorizing official funds/approves the ETDY authorization.

STEP 7. Traveler submits travel voucher.

- A. The traveler / preparer submits travel vouchers and receipts electronically via the eTravel System. Employee electronically signs voucher.
 - 1. NSSC Caseworker is available for answering questions about ETDY policies.
 - 2. The SP will obtain CS approval via a ServiceNow Case before returning vouchers due to an invalid receipt.

NOTE: A Receipt is a written/printed acknowledgement from a vendor to the authorized employee for payment(s) received for goods or services provided. The receipt shall provide the following information:

- (1) Printed name and address of the vendor;
- (2) Transaction Date;
- (3) Form of payment (specified in the form of cash, check, credit card, etc.);
- (4) Total amount of payment;
- (5) Name of individual who received the goods or services (only if hand written);

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- (6) 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.);
- (7) Signature of vendor (only if hand written receipt).

STEP 8. **Center Funds Approver and Center Travel Supervisor** approve the travel voucher.

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SYSTEM COMPONENTS (EXISTING SYSTEMS)

| IT System Title | IT System Description | Access Requirements |
|-----------------|---|---------------------|
| ServiceNow | Work Management System | N/A |
| SATERN | System for Administration, Training, and Educational Resources for NASA | N/A |
| CGE | Current government eTravel system | SAP |

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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 the volume of transactions, each activity has a unique contact center strategy. Refer to the NASA Shared Services Customer Contact Center Service Delivery Guide for the contact center strategy for this activity.

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APPENDIX A – EXTENDED TDY QUESTIONNAIRE

NASA Extended TDY Questionnaire

All fields are required unless otherwise stated.

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.

Duty Station:

Traveler First Name:

Traveler Last Name:

Traveler Phone:

Traveler Email:

(Complete if preparer is different than traveler)

Preparer First Name:

Preparer Last Name:

Preparer Phone:

Preparer Email:

Travel Information

Travel Start Date:

Travel End Date:

Leaving From:

Extended TDY Location:

Purpose:

Has traveler been on EXT TDY to this location before? YES

Is spouse a government employee on detail also? YES

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Phone:

Remarks (Optional; Please limit to 1000 characters.):

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.



audio

New Image

Enter the validation characters below:

Preview Input

Submit to NSSC

Reset Form

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APPENDIX B – INTRODUCTORY E-MAIL LANGUAGE

To be sent from NSSC Travel Office mailbox

Subject: Extended TDY Assistance

Importance: High

Dear (Mr./Ms. Customer Name),

Thank you for completing your ETDY (Extended Temporary Duty) questionnaire. (Caseworker name) has been assigned to assist you during your ETDY assignment.

We recommend that you view the short [video](#) on ETDY that is available on our Web site (<https://www.nssc.nasa.gov/extendedtdy>) and 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.

1. Once logged into SATERN, click in "Catalog"
2. Type "Extended TDY" and then click search.
3. Locate "NSSC EXTENDED TDY BRIEFING"
4. Click on content then course to launch.

(Caseworker 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.

If you choose not to take the orientation course, please contact the NASA Shared Services Center (NSSC) by e-mail at nssc-contactcenter@nasa.gov or call 1-877-677-2123 (1-877-NSSC123) so we may proceed with setting up an appointment.

We also highly recommend you review the [NASA Desk Guide on Domestic Extended Temporary Duty \(ETDY\)](#).

We look forward to working with you and assisting you during your ETDY assignment.

Thank you,

NSSC Travel Office

Web: <http://www.nssc.nasa.gov/customerservice>

Fax: 1-866-779-6772

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APPENDIX C – APPOINTMENT SCHEDULE FOLLOW UP E-MAIL LANGUAGE

Dear (Mr./Ms. Customer Name),

(Caseworker name) has been assigned as your Extended TDY caseworker and will be personally assisting you during your assignment. At your convenience, we would like to speak with you about the details of your Extended TDY. The call will take approximately one hour of your time.

Please contact us by phone at 1-877-677-2123 (1-877-NSSC123) or by e-mail (nssc-contactcenter@nasa.gov) and let us know a date and time that would be convenient for you to speak with your Extended TDY caseworker.

As an additional resource, please view the Extended TDY video at www.nssc.nasa.gov/etdyvideo.

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 D – EXTENDED TDY ASSISTANCE CHECKLIST

ETDY Assistance Checklist

Current Date

Travelers Name

Telephone E-mail

Permanent Duty Station ETDY Location

What Center Are You Employed By?

Is your PDS location different from your residence? ☐ YES ☐ NO

If Yes, Where Is Your Residence?

Dates Of Travel: From: To:

Purpose

Has traveler been on ETDY to this location before? ☐ YES ☐ NO

If Yes, From: To:

Counselor: Date Counseled

1. Will you be requesting a cash advance? ☐ YES ☐ NO

Government Credit Card Advances

- ☐ You may receive a travel advance with the Government-issued travel charge card by cash withdrawal at ATM machines or at bank facilities. Exceptions are: You do not have a travel card.
- ☐ A weekly cash limit of \$300 is established by the agency but this limit may be increased to \$1500 in coordination with the Center Agency Program Coordinator (CAPC).
- ☐ The financial utilization on the Government Travel IBA should not exceed the expected cost of the trip authorized. If that occurs, it is misuse of Government funds under the law.
- ☐ Repayment of travel advances from a Government-issued charge card is due in full by the statement due date.

NOTE: See EFT cash advance section below for more information.

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Electronic Fund Transfer (EFT) Cash Advances

- ☐ EFT cash advances may be issued to you without a Government-issued travel card. (NID 9700.1 Appendix A 301-51.204)
- ☐ Cash advances must be authorized on your travel orders. You will need to coordinate with the Center's Travel Business Process Lead in OCFO.
- ☐ 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.
- ☐ Repayment of EFT cash advances begins on the first monthly voucher. Equal deductions based on the number of days covered by the interim voucher will be made to reclaim the advance. If the advance amount is still outstanding at the end of the ETDY assignment, a bill of collection will be required. (NID 9700.1 Appendix A 301-71.305)

2. IPA Agreement:

☐ YES ☐ NO

- ☐ If you are or will be under an Intergovernmental Personnel Act (IPA) Agreement, a copy of this agreement must be attached and submitted with your first expense report.

3. House Hunting Trips:

- ☐ House hunting 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 your own time.

4. Will family be accompanying you?

☐ YES ☐ NO

- ☐ 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. (NID 9700.1 Appendix A 301-11.213)
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5. Is Spouse a NASA Government Employee on ETDY or COS Orders

☐ YES ☐ NO

If Yes, What is
Spouses Name

What Location?

- ☐ One will receive reduced per diem rate of up to 65% and the other will receive 65% of the M&IE only. (NID 9700.1 APPENDIX A 301-11.214)
- ☐ There could be potential conflicts in entitlements for ETDY versus COS. We will research after we have completed our counseling and notify you if we identify any issues.

6. Enroute Transportation:

- ☐ The method of transportation selected must be what is most advantageous to the government considering all cost factors (e.g., actual transportation cost, per diem, lost work time). Consideration should also be given to excess baggage cost.(FTR 301-10.4)
- ☐ The authorized mode of transportation for travel between the permanent duty station and the extended TDY station is the common carrier.
- ☐ Prior to authorization of enroute transportation allowances, a determination should be made by the authorizing official to ascertain what local transportation is available at the particular ETDY station. (NID 9700.1 APPENDIX A 301-11.208)

Example of POV Advantageous to Government vs. Personal Preference

- Common carrier available to ETDY point and local transportation available at the ETDY point = POV is personal preference only.
- Common carrier available to ETDY point, but local transportation not available = cost comparison must be completed for travel to and at ETDY location to determine what is most advantageous.
- Common carrier not available to ETDY point and local transportation not available = POV may be authorized as advantageous to government.

Common Carrier (airfare, train)

- ☐ 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 and you must have approval from your DCFO (or designee) that it is practicable and cost effective.

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POV

- ☐ POV may be authorized if cost advantageous to the government. A cost comparison is required and should include transportation cost to common carrier terminals, cost for excess baggage and transportation cost at the TDY location. If you use your POV but were authorized to travel by common carrier, you will be reimbursed on a mileage basis, for the actual travel performed, not to exceed the total for the constructive voucher of the authorized method. (NID 9700.1 APPENDIX A 301-10.309)

Rental Car

- ☐ The use of a rental vehicle must be advantageous to NASA and must be specifically authorized prior to travel. (NID 9700.1 APPENDIX A 301-10.450)
- ☐ Economy/Compact size rental cars are the standard size rental cars to be authorized for TDY. (NID 9700.1 APPENDIX A 301-10.450)
- ☐ Any upgrade should be authorized prior to commencement of travel and justification is required. (NID 9700.1 APPENDIX A 301- 10.450)

Other

NOTE: If other transportation, further research may be required. Once research has been completed, we will get back with you.

7. Will You Be Shipping Any ☐ YES ☐ NO Unaccompanied (Excess) Baggage?

- ☐ Baggage must be transported in manner most cost effective to the government and is justified in connection with your ETDY assignment. (NID 9700.1 APPENDIX A 301-11.225)
- ☐ Baggage cannot exceed 350 pounds
- ☐ Shipment of household items is not an allowable expense under ETDY.
- ☐ Excess baggage does not include furniture.

8. Enroute Lodging:

(If the authorized mode of transportation is POV)

- ☐ You are expected to take the most direct route and must drive an average of 300 miles per day in order to receive per diem. (FTR 302-4.201)

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- ☐ The first day of travel, you are entitled to payment of 75% of M&IE and lodging for the location where you spend the night.
- ☐ If no lodging is required on the first day of travel, you are entitled to payment of 75% of M&IE at the destination, provided you are in a travel status for more than 12 hours.
- ☐ The reduced rate of reimbursement will begin on the second day of travel regardless of mode of transportation. (NID 9700.1 A 301-11.205)
- ☐ If actual lodging and/or M&IE are required during enroute, then actuals must be approved on your authorization.

9. Transportation at ETDY Location:

NOTE: Authorized mode of transportation must be listed on authorization.

POV (If Authorized)

- ☐ 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 (FTR 301-70.101).
- ☐ If local transportation is not available (metro / shuttle) at the ETDY, POV allowance can be authorized if shown to be more advantageous. A cost comparison will be required and your reimbursement is limited to the constructive cost of the authorized method (NID 9700.1 A 301-10.300)
- ☐ Gas will not be reimbursed because it is included in the mileage rate.
- ☐ Shipping of an automobile is not an allowable expense (including auto train).
- ☐ POV mileage will be reimbursed based on the current GSA rate.

Rental Car

- ☐ 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)
- ☐ 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 (FTR 301-10.453).

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Metro

- ☐ If local transportation is available at the ETDY location you should check with your travel office for a transit subsidy. If you are provided a subsidy pass you should ensure this is notated on your authorization. If subsidy is not available, you should select the most cost effective purchase such as a monthly pass.
- ☐ A determination should be made by the authorizing official to ascertain what local transportation is available at the particular extended TDY station before authorizing any transportation allowances.

Taxi

- ☐ NASA has determined that a reasonable tip for commercially operated local transportation such as a taxi is a maximum of 15% of fare. (NID 9700.1 APPENDIX A 301-10.421)
- ☐ 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.

10. Per Diem Rate Definitions:

ETDY Per Diem Rates

Lodging - 65% =

M&IE - 65% =

- ☐ Reduced rate is the flat rate allowed for each full day at the ETDY location. You will be reimbursed up to 65% of the maximum per diem. (NID 9700.1 APPENDIX A 301-11.203)
- ☐ Reduced rate reimbursement begins on the second day of travel regardless of the mode transportation. (NID 9700.1 APPENDIX A 301-11.205)
- ☐ Daily Fixed Costs are the expenses other than meals authorized in the ETDY per diem rate. (NID 9700.1 APPENDIX A 301-11.215/ NID 9700.1 APPENDIX A 301-11.216)

NOTE: The fixed cost rate of up to 65% of the lodging portion of the per diem rate is applied on monthly vouchers when you are away from the ETDY location for any reason which includes annual leave, comp time, returns to PDS or secondary travel. (NID 9700.1 APPENDIX A 301-11.215)

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11. Lodging at the ETDY Location:

The lodging choice must be FEMA certified conventional Lodging (hotel/motel, boarding house or apartment)

The following is included as part of the reduced per diem rate. (NPR 9700.1 APPENDIX A 301-11.213)

- ☐ The costs of a suitable efficiency or one bedroom furnished apartment through the GSA Schedule 48 lodging program or, if not available, an unfurnished efficiency or one bedroom apartment.
- ☐ If not furnished, appropriate and necessary furniture can be rented.
- ☐ Connection, use and disconnection of utilities.
- ☐ Basic 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 if not included in lodging.
- ☐ Parking at residence
- ☐ Miscellaneous deposits/fees such as amenity fee, lodging deposit, move-in fee, application fee, garage fee, storage fee, etc. (GSBCA 16478-TRAV)

NOTE: Credit card fees for paying lodging expenses as a convenience are not reimbursable as a miscellaneous expense, these fee are included as part of the reduced per diem. Only ATM fees for cash advances are reimbursable as miscellaneous.

Long Term Lodging (LTL) under the Transportation, Delivery and Relocation Solutions (TDRS) Schedule 48

- ☐ 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/longtermlodging.

Government Quarters

- ☐ 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)

Lodging With Friends or Relatives

- ☐ You will not be reimbursed for lodging, but will be reimbursed 65% of the M&IE.
- ☐ You may be reimbursed for additional costs your host incurs as a result of accommodating you if you are able to substantiate the additional costs and your agency determines them to be reasonable. (NID 9700.1 APPENDIX A 301-11.220)

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Non-Conventional Lodging

- ☐ 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)
- ☐ When renting a room from a private individual, the following criteria must be met.
 - The relationship between the landlord and the employee must be at "arms length", meaning the landlord is not a relative or a personal friend.
 - The relationship must be of a business purpose, meaning the landlord must be in the business of renting out the room in their home.
 - A lease agreement is in place and the rent charged is reasonable.

If the above criteria is met, you will receive up to 65% of the lodging for the area in which you are performing the TDY. (GSBCA 143980-TRAV)

Recreational Vehicle

- ☐ You may be reimbursed for expenses (parking fees, connection use and disconnection of utilities, basic amenities, dumping fees, etc.) as lodging cost and not the reduced lodging portion for that location.

Other

NOTE: Your agency will not reimburse you for:

- (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.
- (2) Personally-owned Recreational vehicle (trailer/camper). You will not be reimbursed any expenses associated with the purchase, sale or payment of a recreational vehicle or camper at the TDY location.
- (3) Pre-existing rental agreements must be at arms length.

12. Request for Actuals:

- ☐ You may request for reimbursement of actual expenses in instances when the prescribed per diem rate for an ETDY assignment will not cover the continuing cost of the assignment.
- ☐ A request for actuals must be submitted to the Director of Business Integration, OCFO, NASA Headquarters HQ Policy Department. All requests must be submitted in writing and signed by the designated authorizing official (traveler's supervisor/director/chief). The request must include:

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- A statement that the additional cost is a necessary expense to the Government.
- Estimated additional cost.
- Fund Center and Fund that will finance the additional cost.
- Start and end date of additional entitlement.
- Thorough explanation of why actual expenses are required.

NOTE: When this information is collected, prepare a memorandum for the signature of the Director of Business Integration that identifies the traveler, describes the requested exemption waiver/approval, and states that the request is approved. The request should route through the Agency Travel Business Process Lead and the Director of Business Integration for their concurrence.

13. Allowable Miscellaneous Expenses:

- ☐ Laundry/Dry Cleaning for travelers clothing used during official business only. If you are on leave or at your home duty station for personal or business related, you cannot claim laundry expense. You must incur four full consecutive nights of lodging at your ETDY or on TDY to claim this expense. (laundry soap is not an allowable expense)
- ☐ Automated Teller Machine (ATM) Fees (Government Card Only)
- ☐ Metro fare (if not receiving subsidy) or mileage (if authorized) to/from official business
- ☐ Excess baggage (NTE 350 pounds)
- ☐ Tolls, Shuttles, Taxi, Tips (nte 15% for taxi or \$2 for shuttle (NID 301-10.421))
- ☐ Parking at airport & POV mileage (not to exceed the cost of taxi fare to/from the terminal). As a prudent traveler, you should use satellite parking facilities rather than daily, valet or garage parking facilities. (FTR 301-10.308)
- ☐ Fees incurred as a result of breaking a lease as long as ETDY is cancelled by NASA and prudent efforts were made to obtain a refund. NASA will not pay your expenses if you did not try to obtain a refund, if you did not take steps to minimize the costs, or if you did not act reasonably and prudently in incurring the prepaid lodging expenses. (NID 9700.1 APPENDIX A 301-11.16)

14. Home Trips:

- ☐ If authorized, trips to PDS are allowed every three weeks, not to exceed 17 trips per a one year assignment or the prorated equivalent rounded down for assignments of a lesser duration. (Example: a six month assignment should not exceed 8 trips. (NID 9700.1 APPENDIX A 301-11.221)
- ☐ The use of a rental car can be authorized at the PDS for official business if the rental car can be justified to be advantageous to the government and not merely a personal convenience.

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- ☐ Home trips should be vouchered on a separate expense report called a "nested" trip. The nested trip is related to your ETDY authorization, but has a separate voucher number.
- ☐ Trips to PDS should be notated on the voucher and should indicate whether they are home visits or official business.
- ☐ On day of departure from ETDY location and on day of return to ETDY location, traveler is entitled to 75% M&IE plus fixed lodging at the ETDY location.
- ☐ You will receive the fixed lodging rate of up to 65% of the lodging portion of the per diem rate on the monthly voucher.
- ☐ No per diem (lodging or M&IE) is paid at the PDS.
- ☐ If annual leave is taken all expenses will be pro-rated to account for leave days

15. Secondary Travel:

When a traveler is on ETDY and is requested to perform TDY at another location (other than their permanent duty station), this is considered Secondary Travel.

- ☐ Fixed lodging rate should be authorized at the ETDY location. While on secondary travel, travelers cannot claim M&IE at the ETDY location. This rate is up to 65% of the lodging portion of the per diem rate.
- ☐ Monthly ETDY vouchers should have the secondary travel dates and authorization number annotated in the comments section.
- ☐ Secondary travel voucher and monthly ETDY vouchers should be compared to ensure there is no overlap in payment of expenses.

16. Weekends/Leave:

Weekends

- ☐ You are paid the reduced ETDY 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.

Leave

- ☐ Sick Leave: If you take sick leave, you will receive the regular ETDY rate. (FTR 301-30.4)
- ☐ All Other Leave:
 - You will only receive the fixed lodging rate (up to 65% of the lodging portion of the per diem rate) on monthly voucher if taking any amount of leave on any work day.
 - You will only receive fixed lodging rate (up to 65% of the lodging portion of the per diem rate) on non-work days if you are in a 'leave status' at the ending of the work day before and the beginning of the work day after non-work days. (FTR 301-11.21)

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17. Filing Travel Vouchers:

- ☐ All ETDY Assignments greater than 90 days must be approved by an OIC or Center Director. Approval must be submitted with first voucher (NID 301-11.202).
 - ☐ Vouchers should be submitted on a monthly basis (NID 9700.1 APPENDIX A 301-52.7). 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 your voucher be approved by your management at least 4 business days prior to the last payment date to allow enough time to review and process the voucher.
 - ☐ Attach a copy of the lodging receipt and/or proof of payment and submit with each travel voucher.
 - ☐ Attach a copy of your signed lease agreement with the first expense report. If lease is extended or changed, a new lease must be provided. The lease must be signed by both lessee and lessor.
 - ☐ You may submit your first voucher with less than 30 days in order to arrange recurring payment in a more convenient time of the month.
 - ☐ Proof of rental payment must be submitted monthly. A front and back copy of a canceled check or paid invoice from lessor is acceptable. (NID 9700.1 APPENDIX A 301-11.25 / 301 -11.203)
 - ☐ Attach copies of receipts for expenses over \$75.
 - ☐ Receipts should be attached to your voucher.
 - ☐ Vouchers may be held from processing by the NSSC until all required documentation is attached and received.
 - ☐ Vouchers which require corrections will have to be returned to the traveler/ preparer. The NSSC is unable to make changes on the voucher.
 - ☐ Any special circumstances, annual leave, secondary or home trips need to be mentioned in the comments section of the voucher. Trips home need to be descriptive to advise whether this was an official visit home or an actual home visit.
 - ☐ If you will be teleworking, on a alternate/flex schedule or work weekends, this should be notated on your voucher.
 - ☐ A breakdown of expenses is required for all items placed in the "other expense" category.
 - ☐ Nested (home/secondary) vouchers must be submitted prior to the monthly interim voucher.
 - ☐ Work closely with prepares to ensure per diem does not overlap between nested trips and monthly interim voucher .
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18. ETDY Taxes (ITRA):

- ☐ From the point it can be reasonably 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)
 - ☐ Any assignment to a specific location (within a 50 mile radius) 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).
 - ☐ The amount of deduction is determined by the IRS for all taxable reimbursements.
 - ☐ This taxable information is then reported to DOI (Department Of Interior) 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 ITRA.
 - ☐ 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).
 - ☐ 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).
 - ☐ If you determine that the ETDY may exceed 365 days, you should contact the NSSC to discuss ETDY taxes in more detail.
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APPENDIX E – POST INTERVIEW E-MAIL LANGUAGE

Dear (Mr./Ms. Customer Name),

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.

We also highly recommend you review the [NASA Desk Guide on Domestic Extended Temporary Duty](#). If you have not already done so, please review the Extended TDY video at www.nssc.nasa.gov/etdyvideo.

If you have any further questions, please contact (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 F – EXTERNAL AUDIT DOCUMENTATION PULL AND REQUEST FOR EXTENSION

To obtain information on the External Audit Documentation Pull and Request for Extension, access the link to [Financial Management Division / Internal Review Work Instructions and Procedures](#), Document # NSWI-9000-0002 or copy and paste the URL into your web browser:

[https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=1610454&rev=\\$latest](https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=1610454&rev=$latest)

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APPENDIX G – ACRONYMS

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| BOBJ | Business Object |
| CGE | Concur Government Edition |
| EPSS | Enterprise Performance Support System |
| ETDY | Extended Temporary Duty |
| FTR | Federal Travel Regulations |
| GRS | General Records Schedule |
| IT | Information Technology |
| MRI | Master Record Index |
| NID | NASA Interim Directive |
| NPR | NASA Procedural Requirements |
| NRRS | NASA Records Retention Schedule |
| NSSC | NASA Shared Services Center |
| SAP | Services, Applications and Products |
| SATERN | System for Administration, Training, and Educational Resources for NASA |