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FMM 9740 PER DIEM ALLOWANCES

FMM 9741 TEMPORARY DUTY TRAVEL

9741-1 GENERAL

Temporary duty travel assignments will be authorized or approved only when necessary in connection with official NASA business. When planning and scheduling trips, authorizing officials will try to combine missions in order to maximize the utilization of financial and manpower resources. Procedures will be implemented by authorizing officials to scrutinize requests for temporary duty travel assignments to ensure that the following conditions are met:

- a. The assignment has been authorized to conduct official NASA business;
- b. The purpose of the mission cannot be satisfactorily accomplished less expensively by correspondence, telephone, telegraph, or other appropriate means;
- c. The duration of an assignment is no longer than justified by the requirements of the mission;
- d. The number of persons on an assignment are held to a minimum consistent with the purpose of the mission.

9741-2 WHAT CONSTITUTES TEMPORARY DUTY TRAVEL

Temporary duty travel for an employee includes the following situations:

- a. Assignments of a temporary nature in connection with official NASA business away from the employee's official duty station (such assignments will not be of such frequency or duration that the place of assignment is, in fact, an employee's new official duty station even though administrative jurisdiction is at some other location).
- b. Witness duty to testify or provide information on behalf of the Government or on matters of official concern to the Government.
- c. Attendance at training courses conducted or sponsored by Government agencies or training courses approved under the Government Employees Training Act (5 U.S.C. 4109).
- d. Attendance at technical, scientific, professional, or similar meetings and conferences sponsored or convened by non-Federal organizations.



9741-3 LEAVE AND NONWORKDAYS

- a. **GENERAL.** Leave of absence (other than as provided for when an employee has an illness, injury, or a personal emergency situation) for one-half or less, of the prescribed daily work hours shall be disregarded for per diem purposes. Where the leave is more than one-half of the prescribed daily work hours, no per diem shall be allowed for that day.
- b. **NONWORKDAYS.** For the purposes of this regulation, nonworkdays are defined as legal Federal Government holidays and weekends or other scheduled nonworkdays. Employees are considered to be in a per diem status on nonworkdays except when they return to their official station or place of abode. For the purposes of this paragraph, the term "place of abode" means the place from which the employee commutes daily to the official station.
 - (1) **Leave Before and After Nonworkdays.** Per diem shall not be reimbursed for nonworkdays when employees are in a leave status at the end of the workday before the nonworkday, and at the beginning of the workday following the nonworkday, and the period of leave on either of those days, is more than one-half of the prescribed working hours, for that day.
 - (2) **Leave Between Nonworkdays.** Per diem shall not be paid for more than 2 nonworkdays in cases where the leave of absence is taken for all of the prescribed working hours between nonworkdays.

9741-4 TEMPORARY DUTY PRIOR TO REPORTING TO FIRST PERMANENT DUTY STATION

Newly appointed employees performing temporary duty at the place of the appointment before reporting to the first official duty station may be authorized per diem in lieu of subsistence for such duty up to the time of departure for the first official duty station, provided the temporary duty is performed in a place other than the city of the employee's residence. Except as provided in FMM 9761-3b and 9761-3c, employees may not be reimbursed for travel and transportation expenses incurred in traveling to the place of appointment or from the place of appointment to the first official station.



9741-5 RECALL TO DUTY WHILE IN LEAVE STATUS

Since annual leave is a right, except as to time of taking, employees, while on leave, are directed to perform temporary duty at a place other than the official duty station will be reimbursed for authorized expenses of the travel involved. When leave is interrupted by travel, such travel will be authorized:

- a. From the place of leave to the temporary duty station and return to the place of leave if leave is resumed.
- b. From the place of leave to the official station and return to the place of leave only if leave is resumed immediately after completion of the duty for which the traveler was recalled.
- c. In other cases (which may represent combinations of the two situations outlined in subparagraphs a and b, above) for only such expenses as are in excess of those which would have been incurred by employees had their leave not been interrupted.

Example:

Employee is on leave with family, traveling by automobile. Employee is required to perform duty at temporary duty station and return to the official duty station; where leave is terminated. Employee's family returns to residence. In this case, the employee is entitled to reimbursement for all travel expenses from place of leave to the temporary duty station and from the temporary duty station to their official station.

If, under the condition, outlined above, the employee is accompanied by family to the temporary duty station and from the temporary duty station to the official station, reimbursement will be allowed for the excess mileage necessary to return to the official station by an indirect route.

9741-6 RETURN TO OFFICIAL STATION FOR NONWORK DAYS

- a. **REQUIRED RETURN FOR OFFICIAL BUSINESS.** Employees required by the cognizant authorizing official to return to the official station from a TDY location to perform official business because it is otherwise advantageous to the Government shall be authorized round-trip transportation and per diem for en route travel. The following circumstances are considered to be advantageous to the Government.
 - (1) The expense for round-trip transportation and per diem allowance en route is less than the per diem allowance that would have been payable had the employee remained at the temporary duty station.
 - (2) The availability of the employee for duty on the last scheduled work day preceding absence and on the first scheduled work day following absence is not adversely affected.



- b. **AUTHORIZED RETURN DUE TO SUBSTANTIAL COST SAVINGS.** The authorizing official may authorize per diem and transportation expenses to an employee to return home on nonworkdays where a significant cost savings will be achieved. Travel time shall be scheduled within the employees duty hours to the maximum extent practicable. The cost of lost productivity attributable to the duty hours involved in traveling to and from the employee's residence for nonworkdays shall be considered in determining the cost savings. (See Comptroller General Decision B-202544 dated, August 31, 1981.)
- c. **AUTHORIZED RETURN INCIDENT TO EXTENDED TEMPORARY DUTY.** Employees who are required to routinely perform extended periods of TDY travel, at the discretion of the authorizing official may be authorized round-trip transportation and en route per diem for periodic returns on nonworkdays to their official station or place of abode. For the purposes of this regulation, extended periods of TDY travel generally refers to work assignments lasting more than 30 days. Authorizing officials are cautioned that this authority is to be used with the utmost discretion, with consideration being given to the length and purpose of the TDY assignment and the distance of the return. (See 55 Comp. Gen. 1291, dated July 20, 1976.) The periodic return may be authorized as provided in subparagraphs (1) and (2) below.
- (1) The authorizing official has determined based on appropriate cost analysis, that the costs of periodic nonworkday return travel (including the costs of potential overtime if applicable) are outweighed by savings in terms of increased employee efficiency and productivity, as well as the reduced costs of recruitment and retention of employees. The cost analysis shall be conducted not less than every other year.
 - (2) Return travel for nonworkdays authorized under these provisions constitutes an exception to the directive on scheduling of travel contained in 5 U.S.C. 6101(b)(2) and therefore should be performed outside the employees regularly scheduled duty hours or during periods of authorized leave. However, in the case of employees not exempt from the Fair Labor Standards Act overtime provisions, consideration should be given to authorizing travel to minimize the payment of overtime, including scheduling the travel during the employees regular duty hours.
- d. **VOLUNTARY RETURN.** When employees on regular or extended TDY voluntarily returns to the official station or place of abode for nonworkdays, the maximum reimbursement for the round-trip transportation and en route per diem shall be limited to the per diem allowance and travel expenses that would have been allowed had the employee remained at the TDY point. The employee shall perform any voluntary return travel during nonduty hours or periods of authorized leave.



9741-7 OVERSEAS TEMPORARY DUTY TRAVEL IMPACT ON BALANCE OF PAYMENTS

Overseas temporary duty travel will be scrutinized carefully to assure that only the minimum essential travel, consistent with official mission requirements is authorized. The necessity for frequent temporary duty assignments to the same overseas locale by the same personnel will be reevaluated periodically to determine the possibility of practical alternatives. As reviews of selected areas indicate that there are significant individual expenditures in connection with temporary duty assignments that have an adverse effect upon the balance of payments, special attention should be directed toward minimizing the outflow of dollars.

9741-8 EMERGENCY TRAVEL OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION, WITHIN OR OUTSIDE CONUS

- a. **GENERAL.** Transportation and per diem expenses may be allowed to the extent provided herein when an employee discontinues or interrupts a temporary duty travel assignment prior to its completion because of incapacitating illness or injury or a personal emergency situation.
- b. **AUTHORIZING OFFICIALS' RESPONSIBILITIES.** Authorizing officials in accordance with in NMI 9710.1_ may authorize or approve reimbursement for transportation and per diem expenses based on the state of the employee's personal situation and the agency mission.
- c. **EMPLOYEES' RESPONSIBILITIES AND DOCUMENTATION.** As soon as employees are incapacitated by illness or injury or informed of an emergency situation which necessitates discontinuance or interruption of the temporary duty travel assignment, they should attempt to contact the designated travel-authorizing official for instructions. In the event that such contact cannot be made on a timely basis, such payments, may be approved after the travel has been performed.
- d. The following terms apply to the content of this section.
 - (1) **Official Station.** The location of the place or post of duty where the employee is regularly assigned and performs duty (see FMM 9712-9).
 - (2) **Alternate Location.** An alternate location is a destination, other than the employee's official station or the point of interruption, where necessary medical services or a personal emergency situation exists. In the case of illness or injury of the employee, the nearest hospital or medical facility capable of treating the illness or injury is not considered to be an alternate location.



- (3) **Incapacitating Illness or Injury of Employee.** For purposes of this regulation, an incapacitating illness or injury is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing either temporarily or permanently, the TDY assignment. A sudden illness or injury may include a recurrence of a previous medical condition thought to have been cured or under control. The illness or injury may occur while the employee is at, or en route to or from, a temporary duty location.
 - (4) **Family.** Family means those individuals defined in FMM 9712-9, who are members of the employee's household at the time the emergency situation arises. For compassionate reasons, when warranted by the circumstances of a particular emergency situation, the authorizing official may on an individual case basis expand this definition to encompass other members of the extended family of an employee and employee's spouse, such as the individuals named in FMM 9712-9 who are not dependents of the employees or members of the employee's immediate household. In using this authority and deciding each case, the authorizing official shall evaluate the extent of the emergency and the employee's relationship to, and degree of responsibility for, the individual(s) involved in the emergency situation.
 - (5) **Personal Emergency Situation.** Personal emergency situation means the death or serious illness or injury of a member of the employee's family or a catastrophic occurrence or impending disaster such as a fire, flood, or act of God which directly affects the employee's home at the official station or the family and occurs while the employee is at, or en route to or from, a temporary duty location.
 - (6) **Serious Illness or Injury of Family Member.** Serious illness or injury of a family means a grave, critical, or potentially life-threatening illness or injury; a sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening. This determination shall be based on the best assessment available; or other situations involving less serious illness or injury of a family member in which the absence of the employee would result in great personal hardship for the immediate family.
 - (7) **Fire, Flood, or Act of God.** Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.
- e. **INCAPACITATING ILLNESS OR INJURY OF EMPLOYEE.** When an employee interrupts or discontinues a travel assignment because of an incapacitating illness or injury (as defined in subparagraph d(3), above), transportation expenses and per diem may be allowed to the extent provided below.



- (1) **Continuation Of Per Diem At Point Of Interruption.** An employee who discontinues the temporary duty assignment because of an incapacitating illness or injury and takes leave of any kind shall be allowed a per diem allowance under the provisions of the lodging plus per diem system as appropriate. The authorized allowance cannot exceed the maximum per diem rates prescribed under FMM Appendix 9742-8A, Appendix 9742-8C, or Appendix 9742-8D for the location where the interruption occurs. Such per diem may be continued for a reasonable period, normally not to exceed 14 calendar days (including fractional days) for any one period of absence. However, a longer period may be approved by the authorizing official if justified by the circumstances of a particular case. The point of interruption may include the nearest hospital or medical facility capable of treating the illness or injury. Per diem shall not be allowed while the employee is confined to a hospital or medical facility that is within proximity of the official station or that is the same one the employee would have been admitted to if the illness or injury had occurred while at the official station.

 - (a) **Receipt Of Payments From Other Federal Sources.** If, while in travel status under circumstances described in subparagraph e(1), above, the employee receives hospitalization (or is reimbursed for hospital expenses) under any Federal statute (including hospitalization in a Veterans Administration or military hospital) other than 5 U.S.C 8901-8913 (Federal Employees Health Benefits Program), the per diem allowance for the period involved shall not be paid or, if paid, shall be collected from the employee.
 - (b) **Documentation and Evidence of Illness.** The type of leave and its duration must be stated on the travel voucher. No additional evidence of the illness or injury need be submitted with the travel voucher. The evidence filed with the authorizing official shall be the same, as required by Installation Personnel Office under the annual and sick leave regulations of the Office of Personnel Management, shall suffice.
- (2) **Return to Official Station or Home.** When an employee discontinues a temporary duty assignment before its completion because of an incapacitating illness or injury, the expenses of appropriate transportation and per diem while en route shall be allowed for return travel to the official station. Such return travel may be from the point of interruption or other point where the per diem allowance was continued as provided in (1), above. If, when the employee's health has been restored, and it is decided that it is in the Government's interest to return the employee to the TDY location, such return will be considered a new travel assignment at Government expense.



(3) **Travel to an Alternate Location and Return to the Temporary Duty Assignment**

- (a) **Conditions and Allowable Expenses.** When an employee, with the authorization of the appropriate official, interrupts a temporary duty assignment because of an incapacitating illness or injury and takes leave of absence for travel to an alternate location to obtain medical services and returns to the temporary duty assignment, reimbursement for certain excess travel costs may be allowed as provided in (b), below. The nearest hospital or medical facility capable of treating the employee's illness or injury will not be considered an alternate location.
- (b) **Calculation of Excess Costs.** The reimbursement that may be authorized or approved under (a), above, shall be the excess (if any) of actual costs of travel from the point of interruption to the alternate location and return to the temporary duty assignment, over the constructive costs of round-trip travel between the official station and the alternate location. The actual cost of travel will be the transportation expenses incurred and en route per diem for the travel as actually performed from the point of interruption to the alternate location and from the alternate location to the temporary duty assignment. (No per diem is allowed for the time spent at the alternate location.) The constructive cost of travel is the sum of transportation expenses the employee would reasonably have incurred for round-trip travel between the official station and the alternate location (had the travel begun at the official station) plus per diem calculated under FMM 9742-8 through 9742-14 for the appropriate en route travel time. The excess cost that may be reimbursed is the difference between the two calculations.

f. **PERSONAL EMERGENCY SITUATION**

- (1) **Return to Official Station or Home.** When an employee discontinues a temporary duty assignment before its completion because of a personal emergency situation as defined in subparagraph d(5), above, expenses of appropriate transportation and per diem while en route may be allowed, with the authorization of an appropriate official, for the return travel from the point of interruption to the official station. If, when the personal emergency situation has been resolved, and the authorizing official decides that it is in the Government's interest to return the employee to the TDY location, such return is considered to be a new travel assignment at Government expense.



- (2) **Travel to an Alternate Location and Return to the Temporary Duty Assignment.** When an employee, with the authorization of an appropriate official, interrupts a temporary duty assignment because of a personal emergency situation as defined in subparagraph d(5), above, and takes leave of absence for travel to an alternate location where the personal emergency exists, and returns to the temporary duty assignment, reimbursement may be allowed for certain excess travel costs (transportation and en route per diem) to the same extent as provided in subparagraph e, above, for incapacitating illness or injury of the employee.

g. **PROCUREMENT OF TRANSPORTATION**

- (1) **Use of Discount Fares.** The discount fares offered by contract air carriers in certain city-pairs, as well as other reduced fares available to Federal travelers on official business, should be used to the extent possible for travel authorized or approved under this section.
- (2) **Return to Official Station.** When the employee is authorized emergency return travel, from the point of interruption or discontinuance of the travel assignment to the official station, appropriate transportation services may be purchased by the agency or the employee. The unused return portion of round-trip transportation tickets procured by the agency for the travel assignment shall be used, if appropriate, for the mode of transportation required for the emergency travel. If not used, the agency and the employee shall ensure that all unused tickets are properly accounted for in accordance with FMM 9730.
- (3) **Travel to Alternate Location.** The circumstances may require employees to use personal funds for emergency travel to an alternate location and return to the temporary duty assignment. A Government contractor-issued charge card also may be used for this purpose. However, if the employee does not have sufficient personal funds available and is not a Government charge card holder, the agency may provide an advance of funds for the employee to procure appropriate transportation. The employee, upon completion of the emergency travel, shall reimburse the Government for any cost of such transportation or travel advance that is above the amount of allowable reimbursement that may be authorized or approved under this section.

9741-9 PAYMENT OF SUBSISTENCE AND TRANSPORTATION EXPENSES FOR THREATENED LAW ENFORCEMENT/INVESTIGATIVE EMPLOYEES

- a. **AUTHORITY.** In accordance with NMI 9710.1_, Officials-In- Charge of Headquarters Offices or Directors of Field Installations may authorize or approve payment of subsistence and certain transportation expenses for threatened individuals whose lives are placed in jeopardy as a result of the employee's assigned duties and who, as a protective measure, are moved to temporary living accommodations at or away from the official station within or outside CONUS.



- b. **POLICY.** The authority under this section is to be given priority consideration when the life-threatening situation is expected to be of temporary duration (normally no more than 60 days) and the only feasible alternative is to transfer the employee to a new duty station. The authorizing official must make the final decision as to how long such payments should continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a change of official station for protective purposes.
- c. **ELIGIBLE INDIVIDUALS.** Employees who specifically serve in law enforcement, investigative, or similar capacity, or other Federal employees detailed into these capacities for specific law enforcement/investigational purposes, are eligible for the allowances covered by this section. The employing agency shall be deemed to be the one to whom the employee was assigned at the time of the threat. Members of such employees' immediate family as defined in FMM 9712-9 also are eligible.
- d. **PROCEDURES FOR EVALUATING RISK TO THREATENED INDIVIDUALS.** When a situation occurs that appears to be life-threatening, the agency's first responsibility is to take any appropriate action necessary to protect the eligible individual(s), including removal from the home. The agency may ask the Criminal Division of the Department of Justice (DOJ) for assistance in determining the degree and seriousness of the threat. The authorizing official, however, ultimately is responsible for deciding in each individual case, based on its own assessment of the situation (and the advice of the DOJ, if requested and furnished), whether protective action should be initiated, or continued if already undertaken, and the amount of subsistence and transportation expenses that will be approved. At 30-day intervals, the agency will reevaluate the situation and decide whether any further extension of the time period is appropriate.
- e. **ELIGIBILITY CONDITIONS AND LIMITATIONS**
 - (1) **Limits on Duration of Temporary Living Accommodations.** Subsistence payments may begin as soon as the agency decides to invoke the provisions of this part in a particular situation. Normally, subsistence payments may be allowed for a period of no more than 60 days; however, the authorizing official may approve extensions of the time period as provided in d, above. If the threatened individuals are directed to move immediately into temporary accommodations while the agency assesses the degree and seriousness of the threat, subsistence payments for this period may be allowed, even when the authorizing official ultimately determines that the threat is not serious or no longer exists and decides to return the individuals to their home. When necessary occupancy of temporary living accommodations is expected to exceed 120 days, consideration should be given to whether permanently relocating the employee would be advantageous given the specific nature of the threat, the continued disruption of the family, and the alternative costs of a change of official station.



- (2) **Location of Temporary Living Accommodations.** The temporary living accommodations may be located in the vicinity of the employee's official station or at an alternate location away from the official station as circumstances warrant. When justified, the employee and immediate family members may occupy temporary living accommodations at different locations. The authorizing official or designee will designate the appropriate locations.

f. ALLOWABLE SUBSISTENCE PAYMENTS

- (1) **Expenses Covered.** Payments under this authority are intended to cover only reasonable and necessary subsistence expenses actually incurred incident to the occupancy of temporary living accommodations. Subsistence payments under this part generally will be limited to the cost of lodgings. However, certain expenses for meals, laundry, and cleaning of clothing may be allowed as provided in (3) below.

(2) Determining Allowable Lodging Costs.

- (a) **Allowable Costs For Daily Rentals.** The same costs allowed in FMM 9742-12c for lodging facilities obtained in connection with temporary duty travel may be allowed for temporary living accommodations under this section.
- (b) **Allowable Types of Costs For Other-Than-Daily Rentals.** When an eligible individual rents lodgings on an other-than-daily basis for temporary occupancy under this section, the allowable costs shall be converted to a daily basis using the general guidelines in FMM 9742-15 which apply to lodgings obtained on a weekly or monthly basis in connection with temporary duty travel.

- (3) **Determining Other Allowable Expenses.** Costs of food, laundry, and cleaning of clothing are expenses incurred in day-to-day living. Such expenses should be considered the responsibility of the employee and normally will not be reimbursed. However, if temporary living accommodations do not contain cooking and/or laundry facilities, or other extenuating circumstances are present, certain of these expenses may be allowed to the extent determined appropriate by the authorizing official.

(4) Maximum Allowable Amount.

- (a) **Method of Computation.** An agency may approve the actual amount of allowable expenses incurred in each 30-day period (or fraction thereof) up to a maximum amount based on the daily limitations calculated under (b), below, multiplied by 30 (or the actual number of days used if fewer than 30). The daily actual subsistence expenses required to be itemized under (5), below, will be totaled for each 30-day period (or fraction thereof) and compared with the maximum allowable for the particular period as prescribed under (b), below.



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- (b) **Daily Limitations.** The maximum amount of subsistence payments for each 30-day period (or fraction thereof) will be based on daily limitations calculated as provided in 1 through 5, below. If subsistence payments are authorized only for lodging costs, the daily limitations shall be reduced appropriately.
- 1 For the employee, or for the unaccompanied spouse (one who necessarily occupies temporary accommodations without the employee or in a location separate from the employee), the daily limitation shall be an amount prescribed by the agency that shall not exceed the applicable maximum per diem rate prescribed in FMM Appendix 9742-8A, Appendix 9742-8C, and Appendix 9742-8D for the location of the temporary living accommodations.
 - 2 For the spouse accompanied by the employee, the daily limitation shall not exceed three-fourths of the daily limitation established in subparagraph 1, above.
 - 3 For each other member of the employee's immediate family who is 12 years of age or older, the daily limitation shall not exceed three-fourths of the daily limitation established in subparagraph 1, above, for the employee or the unaccompanied spouse, as appropriate.
 - 4 For each member of the employee's immediate family who is under 12 years of age, the daily limitation shall not exceed one-half of the daily limitation established in subparagraph 1, above, for the employee or the unaccompanied spouse, as appropriate.
 - 5 For each member of the immediate family who necessarily occupies temporary living accommodations without, or at a location separate from, either the employee or the spouse, the agency may, when the limitations stated, in subparagraphs 3 and 4, above, are adequate, establish an appropriate higher daily limitation, that is within the limitation prescribed in subparagraph 1, above.
- (5) **Itemization and Receipts.** The actual expenses shall be itemized in a manner which will permit at a minimum a review of the amounts spent daily for 1) lodging, 2) meals, and 3) other allowable items of subsistence expenses. Receipts shall be required at least for lodging, and other allowable expenses \$25 and over.



- g. TRANSPORTATION TO AND FROM A LOCATION AWAY FROM THE EMPLOYEE'S DESIGNATED POST OF DUTY.** The authorizing official may approve the payment of transportation expenses when a situation described in paragraph a requires the employee and/or members of the immediate family to be temporarily relocated to a place away from the employee's designated post of duty. Transportation to and from such location shall be in accordance with the governing provisions of this regulation unless the Agency specifically approves a deviation from the rules for security reasons. The documentation provisions in h and i, below, govern in such instances.
- h. AUTHORIZATION AND PAYMENT OF CLAIMS.** Due to the unique nature of the situations covered under this part, agency heads shall establish specific administrative procedures for issuing authorizations and for payments of claims. In instances when documentation might compromise the security of the individuals involved, the head of the agency may waive all but absolutely essential documentation requirements.
- i. ADVANCE OF FUNDS.** Funds may be advanced for subsistence and transportation expenses covered under this part in accordance with FMM 9770. The advance of funds will be at intervals prescribed by the Agency, but for not more than a 30-day period at a time. The amount of the advance shall not exceed an amount based on the daily reimbursement limitations established in this section.

9741-10 ATTENDANCE AT MEETINGS AND OUTSIDE CONFERENCES

- a. AUTHORITY.** The provisions of 5 U.S.C. 4110, Employees Training Act provides the authority for payment of travel expenses for attendance at meetings and conferences that are concerned with job related factors and activities that contribute to improved supervision and management of those functions. The provisions of 38 Comp. Gen. 800 authorizes the payment of travel expenses for attendance at technical, scientific, professional meetings, conferences, or similar private membership non Federal societies and organizations. This authority is independent of that provided under the Employees Training Act, unless it is determined by the authorizing official that training is the primary purpose of the meeting.
- b. AUTHORIZATION OF DOMESTIC TRAVEL TO CONFERENCES OR MEETINGS**

 - (1) Travel to outside meetings or conferences must be authorized on a single trip authorization in accordance with FMM 9720 by the officials specified in NMI 9710.1_



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- (2) Officials responsible for reviewing domestic travel authorizations to attend or speak at outside meetings, other than those sponsored by a foreign or international organization see subparagraph (4) below, must be satisfied that the proposed purpose of the travel is properly documented, is in the interest of the Government, and is necessary for the advancement of NASA programs. When performing this review, authorizing officials are expected to exercise stringent controls over such travel.
- (3) Participation in outside meetings or conferences may be authorized when the meeting will:
 - (a) Relate directly to NASA activities and programs or to the technology on which progress in such programs is based.
 - (b) Provide information concerning new developments, techniques, or methods which contribute to NASA's programs and missions.
 - (c) Serve as a medium of exchange of views consistent with section 203 of the National Aeronautics and Space Act of 1958 (42 U.S.C. 245, et. seq.).
 - (d) Contribute to personal development and professional growth of the individual NASA employee.
 - (e) Contribute to and improve the supervision or management of functions which are inherent to the operation of the NASA.
- (4) Authorizing officials shall obtain concurrences from the International Relations Division of the Office of External Relations and the cognizant Program Office prior to authorizing an employee to attend an outside meeting or conference within the United States that involves participation in any kind of scientific or engineering symposia sponsored by a foreign or international organization (see NHB 2200.2), whether or not travel is involved. A completed NASA Form 1167, (see FMM Appendix 9741-10A), shall be submitted as soon as possible after an invitation is received to attend such a meeting, but in no instance less than 20 work days prior to the date of the meeting. For meetings sponsored by the Advisory Group for Aerospace Research and Development (AGARD/NATO), a copy must also be submitted to the NASA coordinator for AGARD, Code I. The International Relations Division, the cognizant Program Office, and, where applicable, the NASA Coordinator for AGARD will review the request and either provide concurrence or nonconcurrence for the attendance and travel. Approval or nonconcurrence shall be communicated formally on NASA Form 1167, by the International Relations Division to the submitting officials within 20 workdays following receipt of the request in NASA Headquarters.
- (5) When a formal nonconcurrence is not received by the requesting official within the 20 day workday time period prescribed in (4) above, attendance at the meeting, including travel may be authorized by the officials specified in NMI 9710.1_.



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- (6) When a NASA employee is requested to speak at a public meeting (civic group, public school, or other non-programmatic-type meeting) and travel is involved, an advisory opinion will be obtained by the requesting or authorizing official from:
 - (a) The Office of Communications, Code L for NASA Headquarters or
 - (b) The office having public affairs responsibilities at the concerned NASA Field Installation.
- (7) When a NASA Field Installation receives requests to provide a speaker for a public meeting which is to be held at a location nearer to another NASA Installation, such requests shall be forwarded to the Office of Communications (Code L), NASA Headquarters. However, exceptions may be determined locally in cases involving:
 - (a) Invitations specifying that a particular individual at the Field Installation make a speech, or
 - (b) Invitations specifying the speaker's subject matter which is in the program of the requested Field Installation.

9741-11 REGISTRATION FEES AND OTHER EXPENSES IN CONNECTION WITH ATTENDANCE AT MEETINGS

- a. **GENERAL.** In accordance with 5 U.S.C. 5946; except as authorized by a specific appropriation, by express terms in a general appropriation, or by 5 U.S.C. 4109, Expenses of Training, and 5 U.S.C. 4110, Expenses of Attendance at Meetings, appropriated funds may not be used for payment of:
 - (1) membership fees or dues of an individual employed by the Government in society or association or
 - (2) expenses of attendance of an individual at meetings or conventions of members of a society or association.

Furthermore, 5 U.S.C. 4109(2)(b) states that the expenses of training do not include membership fees except to the extent that the fee is a necessary cost directly related to the training or that payment of the fee is a condition precedent to undergoing the training. Expenses for entertainment, social events, and other personal items of expenses in connection with attendance at meetings are not reimbursable, except where they are inseparable from attendance at the functions of the meeting.

- b. **LUNCHEON AND BANQUET CHARGES AT THE OFFICIAL DUTY STATION.** Per diem or actual expenses cannot be paid at the official duty station since those expenses are considered to be a personal expense of the employee.
 - (1) Meals provided during meetings at the official duty station may be paid where the registration fee for the meeting is paid under training statute 5 U.S.C. 4110 and the meals are included in the fee at no additional charge and represent an incidental part of the meeting.



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- (2) Where meals are not included in a registration fee for attendance at a meeting at the official duty station and a separate charge is made, the following three conditions must be met before payment can be authorized.
 - (a) The meals must be incidental to the meeting;
 - (b) Attendance at the meal was necessary for full participation in the meeting; and
 - (c) Attendees are not free to take meals elsewhere without being away from the essential business of the meeting.
- c. **NASA SPONSORED MEETINGS OR CONFERENCES CONDUCTED AT GOVERNMENT FACILITIES OR AT COMMERCIAL LOCATIONS.**
Registration fees or any other fees charged for NASA sponsored meetings or conferences conducted at a retreat or conference center cannot be considered as an allowable expense.
- d. **WHEN TRAVEL IS INVOLVED**
 - (1) When travel is involved in order to attend a meeting under the provisions of 5 U.S.C. 4110, reimbursement shall be allowed for registration fees that are authorized on a the travel authorization or approved on a SF 1012, Travel Voucher by the cognizant official.
 - (2) When the payment of travel or registration fees are authorized under the provisions of 5 U.S.C. 4103 through 4109 for training courses outlined in FMM 9741-12, the travel authorization shall be supported by a training request.
- e. **WHEN TRAVEL IS NOT INVOLVED.** When attendance at meetings or conferences is authorized and does not involve travel because it takes place in the local area, approved registration fees will be paid utilizing an SF 1164, Claim for Reimbursement for Expenditures on Official Business. When payment or registration fees is authorized under the provisions of 5 U.S.C. 4103-4109, the SF 1164 will be supported with an approved training request.
- f. **REQUIRED DOCUMENTATION.** Due to the ongoing difficulty in determining whether the lodging, meal, or social expenses are included in registration fees the following authorizing procedures will be followed:
 - (1) Registration fees will not be authorized until a letter from the sponsor of the meeting or conference is submitted to the Financial Management Office. To the maximum extent possible, the letter must contain an itemized breakdown of the expenses included in the registration fee. This will be the basis for authorizing the registration fee. When a letter is issued and does not contain an itemized breakdown of the expenses, the authorizing official requesting the registration fees must provide the Financial Management Office with a means to contact the sponsor. Prior to authorization, the Financial Management Office will contact the sponsor and determine the expenses included in the registration fee.



- (2) When meals are included in the registration fee, a reduction will be made to the meals and incidental expense allowance in accordance with FMM 9742-8.
- (3) The cost of alcoholic beverages are not an allowable expense. When these costs are included in a registration fee, they will not be advanced to the employee.
- (4) When claiming reimbursement, employee's are required to include a statement on the SF 1012, Travel Voucher, or SF 1164, Claim for Reimbursement for Expenditures on Official Business, that indicates if the registration fee included charges for luncheons, banquets, or alcoholic beverages. When these items are included in the registration fee, the employee must indicate which meals were furnished and the dates when they were furnished. The cost of alcoholic beverages is not allowable.

9741-12 ATTENDANCE AT TRAINING COURSES

- a. **TEMPORARY DUTY ASSIGNMENT.** Training programs utilizing Government or non-Government facilities are authorized in accordance with the Government Employees Training Act, 5 U.S.C. 4103-4109. Generally, attendance at a training course is considered a temporary duty assignment. Authorization for transportation and other allowable expenses incident to temporary duty assignments at training courses are subject to a determination that such payments are advantageous to NASA in lieu of a transfer as provided in subparagraph b below. An approved application for such training shall be submitted with the request and authorization for travel.
- b. **OTHER THAN TEMPORARY DUTY ASSIGNMENT.** To the extent of the authority provided which allows transportation of an employee's family and household goods in lieu of per diem payments, the conditions outlined in subparagraphs (1) and (2) below will apply.
 - 1 **Transportation of an Employee's Family and Household Goods.** If the estimated cost of round-trip transportation of an employee's immediate family and household goods between the employee's official duty station and the training location is less than the aggregate per diem payments that the employee would receive while at the training location, a Permanent Change of Station (PCS) authorization providing for such round-trip transportation at Government expense may be authorized in lieu of per diem payments. Employees transferred by a permanent change of station order for training under the Government Employees Training Act are not entitled to reimbursement for:
 - (b) Travel per diem for dependents between duty station,
 - (c) Expenses of house-hunting trip,
 - (d) Temporary quarters,
 - (e) Miscellaneous expenses, or



(f) Expenses incurred in connection with real estate transactions.

(2) **Employee's Election of Type of Movement.** The employee may be given the opportunity to elect whether the assignment is authorized as TDY or PCS. The choice can be offered to the employee if the cost comparison provisions in subparagraph (1), above, are met. An initial determination to authorize a permanent change of station movement may be changed to a temporary duty assignment any time prior to the beginning of transportation. However, after transportation begins, the entitlement of the employee and obligations of the Government become fixed and cannot be changed thereafter (39 CG 140).

9741-13 TRAVEL OF CONSULTANTS AND EXPERTS

- a. **AUTHORITY.** The Federal Travel Regulations provide entitlements for travel expenses and allowances for consultants and experts who are in an employment status with or without compensation.
- b. **CONDITIONS.** Consultants and experts are entitled to travel expenses and allowances from the time they depart their residence or normal place of business, on official Government business, until they return to same. For appropriate allowable rates and expenses, see FMM 9742-8.
- c. **LIMITATION.** When more than 130 days of full-time service is performed in any continuous 365 day period, such employment is no longer considered intermittent and the consultant or expert is automatically converted to the status of temporary employee and is assigned a permanent duty station. When this occurs the consultant or expert is only entitled to travel expenses and allowances for temporary duty assignments at places other than the permanent duty station. Travel expenses and allowances under these conditions shall be computed from the permanent duty station location. (35 CG 90; 36 i.d. 351)

9741-14 TRAVEL OF WITNESSES AND JURORS

- a. **APPLICATION.** The conditions for temporary duty assignments will apply when officials and employees are subpoenaed to appear as witnesses in United States courts or before United States Commissioners on behalf of the Government. Such officials and employees are entitled to necessary expenses incident to travel and appropriate per diem allowances (28 U.S.C. 1823(a), as amended).
- b. **WITNESS ON BEHALF OF THE GOVERNMENT.** When an official or employee is to perform travel to appear as a witness on behalf of the Federal Government, a travel authorization may be issued by the employing NASA Installation subject to the following conditions:
 - (1) If a case involves business of the Installation in which the witness is employed, travel funds of that Installation will be cited in the travel authorization.



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- (2) If the case involves business of an Installation different from that in which the witness is employed, the travel authorization will be issued by the Installation requesting the appearance of the witness.
 - (3) If the case involves business of a department or agency of the Federal Government outside of NASA, such department or agency concerned will be requested to issue the travel authorization.
 - (4) Transportation requests, if necessary, will be issued in conjunction with the travel authorization.
- c. **WITNESSES OTHER THAN ON BEHALF OF THE GOVERNMENT.** Travel authorizations will not be issued when officials or employees are subpoenaed to appear as witnesses or produce records in court cases involving litigants other than the Government. In such cases, NASA regulations regarding absence from duty and expense reimbursement from a litigant apply.
- d. **JURORS.** Travel authorizations will not be issued when officials or employees are summoned for jury service. When jury service is in a Federal court, travel expenses are payable as jurors under appropriations available to the judiciary branch of the Government. NASA regulations regarding absence from duty and entitlement or non-entitlement to compensation or expense reimbursement will apply.

9741-15 PRE-EMPLOYMENT INTERVIEWS

Section 206 of the Federal Employees Pay Comparability Act of 1990 (FEPCA) (Pub. Law 101-509, November 5, 1990) authorizes the payment of pre-employment interview travel expenses. Prior to FEPCA, the payment of those expenses was limited to certain categories of employees established by Comptroller General decisions, or in the case of Senior Executive Service (SES) interviewees, by statute. FEPCA changes the prior practice by authorizing the payment of pre-employment interview travel expenses to all interviewees as determined necessary by NASA Installation Personnel Offices. The new provisions authorizing the payment of pre-employment interview travel expenses are outlined in FMM 9790. A separate chapter was established in order to clearly reflect that the payment of pre-employment interview travel expenses is at the discretion of the NASA Installation and not an entitlement of prospective candidates for employment.

9741-16 TRAVEL OF EMPLOYEES SERVING AS LABOR ORGANIZATION REPRESENTATIVES

- a. **APPLICATION.** The conditions for temporary duty assignments will apply when employees serving as organization representatives perform travel to attend labor-management meetings that are certified to be of primary interest to the United States. The term "Labor Organization Representatives," as used in this paragraph means a NASA employee specifically designated by a labor organization having exclusive recognition to represent that particular unit in dealing with management.



- b. **CERTIFICATION.** All authorizations for the payment of travel expenses to employees serving as labor organization representatives to attend labor-management meetings will be supported by the certification cited below, accompanied by an explanation of the basis for the certification. Certification for this purpose will be made by the applicable Director of the Field Installation concerned, or the Installation Personnel Officer; and for NASA Headquarters, the Associate Administrator for Management or the Assistant Administrator for Personnel and General Management. The following standards will be observed in making such certifications:
- (1) That the travel is incident to attendance at a meeting which is primarily in the interest of the Government;
 - (2) That the travel is incident to participation in activities such as joint labor-management relations committees concerning, but not limited to prevention of accidents, reduction of absenteeism, improving communications, insuring equal employment opportunity and maintaining employee productivity and morale;
 - (3) That the travel does not involve a case covered by section 20 of Executive Order No. 11491, which provides that internal employee organization business be conducted during non-duty hours, that travel expenses should not be paid to attend employee organization meetings, conferences, or training sessions;
 - (4) That, except as provided herein, the travel is not incident to attendance at a negotiation session for the purpose of negotiating an agreement. When consultation or special negotiating meetings are called by a NASA Installation, the Installation has the latitude to pay travel expenses where the particular circumstances justify the payment. An Installation, for example, may find that it would be in the primary interest of the Government to hold a meeting at a site selected by the NASA Installation, and more economical to pay travel costs for the employee organization representatives than it would be to pay travel costs for the Installation representatives; and
 - (5) That overtime compensation is not allowed.

9741-17 CONGRESSIONAL TRAVEL

All travel arrangements and inquires for members of Congress and their staff will be coordinated and handled by the Congressional Relations Office, Code L, and authorized in accordance with NMI 9710.1_.



9741-18 REIMBURSABLE ARRANGEMENTS SOLELY FOR TRAVEL AND RELATED MATTERS

- a. **AUTHORITY.** In accordance with NMI 9710.1, Officials-In-Charge of Headquarters Offices and Directors of Field Installations are delegated the authority to enter into reimbursable travel arrangements for NASA employees and/or spouses that are determined to be in the best interest of NASA and the Government. This authority may be redelegated in writing to only one subordinate employee without power of redelegation. A copy of each redelegation of the authority must be filed with the applicable Installation Financial Management Office.
- b. **DEFINITION.** Reimbursable arrangements may consist of a single document or an exchange of letters or memorandum signed on behalf of an association, educational institution, private company, or foreign instrumentality, and NASA. The correspondence must specify the service to be performed by NASA and the extent to which NASA will be reimbursed for the expense of the travel involved.
- c. **RESPONSIBILITIES OF NASA EMPLOYEES**
 - (1) Requests to establish reimbursable arrangements for travel will not be solicited verbally, in writing, or in any manner by NASA employees. NASA employees shall not enter into reimbursable arrangements with non-U.S. Government sources while engaged in official business unless delegated the authority to do so, and the approvals required by this and other related instructions have been obtained.
 - (2) NASA employees authorized to travel on official business will reject reduced rates for accommodations that may be offered by non-U.S. Governmental sources unless such rates are:
 - (a) Available regularly to civilian or military employees of the Government as a class; or
 - (b) Specifically available to a group of persons, which includes the NASA employee, when the arrangements therefore are made by an industry, trade, or professional association.
 - (3) The official travel expenses of NASA employees are the responsibility of NASA unless a reimbursable arrangement is authorized and documented as prescribed in this Regulation. When a donor does pay for the costs of the trip without the employee's permission, the employee will, upon conclusion of the travel, inform the cognizant authorizing official, in writing, of the circumstances involved. Additionally, the employee will not make a claim for per diem or other costs involved.



- d. **REIMBURSABLE ARRANGEMENTS WITH DOMESTIC OR FOREIGN INDUSTRIAL, EDUCATIONAL, TECHNICAL AND PROFESSIONAL ASSOCIATIONS, OR FOREIGN INSTRUMENTALITIES.** Officials delegated or redelegated this authority must obtain the approvals and concurrences in accordance with the subparagraphs below prior to accepting the arrangement or authorizing the travel.

(1) Reimbursable Arrangements Involving Foreign Travel

- (a) Advance approval of all reimbursable arrangements for foreign travel must be obtained from the International Relations Division using NASA Form 1167, Request for Approval on Foreign Nonprogram Travel or Participation in Domestic Outside Symposia (see FMM Appendix 9741-10A). Justification will be provided on the NASA Form 1167 to International Relations Division 20 working days prior to the scheduled travel dated explaining why reimbursable funds should be used in lieu of NASA travel funds. A copy of the proposed reimbursable arrangement citing all terms and conditions shall be appended to the above request. Requests for foreign reimbursable arrangements must have the concurrence of the International Relations Division prior to presentation to the Associate Administrator for Management for approval.
- (b) The Associate Administrator for Management Systems and Facilities is authorized to redelegate the approval of foreign reimbursable travel arrangements to one other subordinate employee within NASA Headquarters, Code J, without power of further redelegation.
- (c) When a foreign industrial, technical, or professional association or other foreign instrumentality is the customer, approval to enter into a reimbursable arrangement for the payment of travel or accommodations of a NASA employee will be given when one of the following criteria is satisfied:
- 1 the prospective customer is an international organization or agency which is funded in large part by the United States, such as the United Nations and associated specialized agencies and the North Atlantic Treaty Organization and associated subordinate bodies; or
 - 2 acceptance of transportation or accommodations is determined by the International Affairs Division to be in the best interests of both NASA and the prospective customer in the furtherance of specific NASA international programs, and a delay in resolving the payment of the travel would cause significant expense to NASA; or



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- 3 acceptance of transportation, or accommodations, subsistence, or other services is determined by the International Relations Division to coincide with the international objectives of NASA; and, in the view of the cognizant NASA Program Office, offers clear potential for strong programmatic benefit. This exception will apply only in special circumstances when there is clear evidence of good prospects for a firm cooperative program or agreement with NASA. Normally, reimbursable arrangements will not be approved when the dominant benefit is to the customer.

(2) Reimbursable Arrangements With Private Companies, Universities, and Colleges

- (a) Advance approval must be obtained in writing from the Associate Administrator for Management Systems and Facilities prior to the acceptance of reimbursable arrangements with private companies, universities, and colleges. Requests for approval shall be submitted on NASA Form 1167 to the International Relations Division 20 working days to the scheduled dates and contain all pertinent facts relating to the proposed arrangement in order to determine if such an arrangement will facilitate the conduct of official business and be in the best interest of NASA and the Government. A copy of the proposed reimbursable arrangement citing all terms and conditions shall be submitted with the request. Each request shall have the concurrence of the Office of General Counsel prior to the approval of the Associate Administrator for Management Systems and Facilities.
- (b) The Associate Administrator for Management Systems and Facilities is authorized to redelegate the advance approval of reimbursable travel arrangements with private companies, universities, and colleges to Directors of Field Installations and to one other subordinate employee within NASA Headquarters, Code J.
- (c) The concurrence of the Installation Chief Counsel is required when the advance approval authority for such arrangements has been redelegated to a Director(s) of Field Installation(s) by the Associate Administrator for Management Systems and Facilities. Concurrence on reimbursable arrangements solely for travel must be obtained prior to approval by the Director of the Field Installation, or designee.
- (d) Requests with private companies, universities, and colleges involving foreign travel must also be approved in accordance with subparagraph d(1), above.
- (e) All Financial Management Officers are required to submit a semiannual report of reimbursable travel arrangements (RCN 10-0000-00928) to NASA Headquarters, Code BFP, in accordance with the authority of 31 U.S.C. 1353 and 5 U.S.C. 5701-5709 and FMM 9388.



e. **POLICY AND PROCEDURES FOR REIMBURSABLE ARRANGEMENTS ON A CASH ADVANCE PAYMENT BASIS**

- (1) Reimbursable arrangements shall require an advance payment by check payable to the National Aeronautics and Space Administration and contain billing instructions in order for the local Financial Management Office to make final settlement with the customer. The payment will include a 15 percent administrative charge. (Refer to FMM 9090 for further information.) Employees shall not accept cash payments or checks from the customer.
- (2) Upon obtaining the required concurrences and approvals, a reimbursable arrangement shall be executed. A copy of the reimbursable arrangement shall be forwarded to the local Financial Management Office.
- (3) Upon receipt of the advance deposit, the Installation may use available Reimbursable Authority to perform the travel.
- (4) A proper travel authorization (Form 372 - Domestic or Form 386 - Foreign) will be prepared and clearly labeled "A REIMBURSABLE CASH ADVANCE PAYMENT ARRANGEMENT HAS BEEN APPROVED FOR THIS TRAVEL." When requesting fund certification for the travel in accordance with local procedures, the requester shall inform the Financial Management Office that the order is for reimbursable travel and identify the specific arrangement.
- (5) Upon completion of the trip, the traveler shall submit an approved Travel Voucher (SF 1012) to the local Financial Management Office.

f. **POLICY AND PROCEDURES FOR REIMBURSABLE ARRANGEMENTS WHEN TRANSPORTATION, ACCOMMODATIONS, SUBSISTENCE, OR OTHER SERVICES ARE FURNISHED IN KIND**

- (1) Upon obtaining the required approval, a reimbursable arrangement shall be executed.
- (2) Since there will be no exchange of cash, the traveler is cautioned to pay particular attention to the conditions set forth in NHB 1900.1, as appropriate. Employees must avoid the acceptance of benefits which are, under prudent standards, extravagant or excessive in nature, and must comply with the terms of the reimbursable arrangement. Note: The 15 percent administrative charge is not applied to "in-kind" reimbursements.



- (3) A proper travel authorization (Form 372 for Domestic or Form 386 for Foreign) must be prepared and clearly labeled "A REIMBURSABLE IN KIND ARRANGEMENT HAS BEEN APPROVED FOR THIS TRAVEL." The authorizing official must pay particular attention to the terms of the arrangement. The arrangement must be clear whether NASA or the customer is responsible for miscellaneous costs such as transportation to the common carrier, parking, etc. The authorizing official should reference FMM 9742-8c, Reduction in Per Diem Allowance When Lodging and/or Meals are Furnished. The following must be furnished to the local Financial Management Offices:
 - (a) An authorized copy of a NASA Form 372 or 386, as appropriate.
 - (b) A copy of the executed reimbursable arrangement.
 - (c) An approved Travel Voucher (SF 1012) stating transportation, accommodations, subsistence expenses, or services received, including cost information if known.
- g. **POLICY AND PROCEDURES FOR REIMBURSABLE ARRANGEMENTS ON A COST-SHARING BASIS.** When reimbursable arrangements are executed containing cost-sharing agreements, the authorizing official should refer to FMM 9090 and FMM 9742-18 for specific policies and procedures. Policies and procedures set forth in subparagraphs e and f above should be followed. A proper travel authorization (NASA Form 372 for Domestic, or NASA Form 386 for Foreign) must be prepared and clearly labeled "A REIMBURSABLE COST-SHARING ARRANGEMENT HAS BEEN APPROVED FOR THIS TRAVEL."

9741-19 INVITATION TO TRAVEL FOR NON-NASA PERSONS

a. DEFINITION

Invitational Travel. Travel for individuals that are non-NASA employees, who are acting in a capacity directly related to, or in connection with official business of the NASA. Invitational travel is authorized by Officials-In- Charge of Headquarters Offices and Directors of Field Installations in accordance with the provisions of NMI 9710.1. This authority may be redelegated to only one subordinate employee without power of further redelegation. At Installations that have secondary locations, one other subordinate may also be redelegated this authority without power of further redelegation. Individuals performing invitational travel are authorized the same allowances for travel, transportation, and per diem that NASA employees receive incident to the performance of TDY travel.

b. INVITATIONAL TRAVEL ORDER

Invitational travel is authorized on either a NASA Form 372, Travel Request and Authorization for domestic travel or NASA Form 386, Overseas Travel Order for foreign travel by the applicable authorizing official. Invitational travel may be authorized when the following circumstances are involved:



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- (1) it is considered in the interest of an Installation to invite a college or university official or a representative of industry to visit an activity to observe the work performed or the operations of the activity;
- (2) an individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a NASA operation or program;
- (3) it is determined that attendance and participation of an individual at a conference or meeting will be in the best interest of NASA;
- (4) attendance of an individual at a major award ceremony (e.g., a Presidential award ceremony, an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization);
- (5) travel of one individual of the award recipient's choosing. That person can be any individual related by blood or affinity, whose close association with the employee is the equivalent of a family relationship. The following restrictions apply:
 - (a) travel must be directly to and from the site of the ceremony.
 - (b) travel reimbursement is intended to cover instances in which the award winner and his or her guest are both geographically distant from the site of the ceremony, rather than in instances in which the award winner's residence is in the same area as the ceremony. (For example, if the award winner and spouse live in Denver, Colorado and the ceremony is in Washington, DC, then travel may be authorized for both the winner and his or her spouse.) (See Comp. Gen. B-233607, dated October 26, 1989)
- (6) a handicapped individual on temporary duty may need an attendant to accompany them on official travel. Travel reimbursement for more than one individual may be considered in instances in which an award winner requires assistance because of a handicapping condition. (See FMM 9741-20 for policy details.)
- (7) attendance of an individual is for the purpose of serving as a sponsor or participant in an official ceremony which is directly related to NASA interests;
- (8) a decision is made by the NASA Contracting Officer that it is in the best interest of the NASA to allow travel of representatives and employees of contractors under contracts with NASA, including contractor technicians and field service representatives, with orders containing appropriate accounting classification and approval of the NASA Contracting Officer or his representative, provided that the travel involved is not the financial responsibility of the contractor.

c. **RESTRICTIONS**

Invitational travel at Government expense will not be authorized for:

- (1) nonappropriated fund officials traveling on nonappropriated fund business;
- (2) contractor employees (except as provided in subparagraph b(8), above).



d. REPORTING REQUIREMENTS

- (1) In accordance with NMI 9710.1_, all travel of persons other than NASA employees, including family members, for the official purpose of satisfying a Presidential Directive, for official representational or protocol purposes, to facilitate the participation by the scientific community in NASA's programs or for dissemination of information purposes, or to foster cooperation with other agencies or nations, may be approved by an Official-in-Charge of a Headquarters Office or a Director of a Field Installation.
- (2) Submit 2 copies of each travel order (either NASA Form 372 or 386) authorized under subparagraph d(1) above to NASA Headquarters, Code BFB. These orders shall be forwarded as soon as possible after they have been authorized.

9741-20 ADDITIONAL TRAVEL EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY

a. POLICY, APPLICABILITY, AND GENERAL RULES

- (1) **POLICY.** In accordance with the Rehabilitation Act of 1973, as amended, 29 U.S.C. 701 *et seq.* these provisions are intended to accommodate an employee with a disability by providing for reimbursement of necessary additional travel expenses incurred in the performance of official travel.
- (2) **APPLICABILITY.** This section applies to an employee with a disability as defined in subparagraph b of this section.
- (3) **GENERAL RULE.** Payment is authorized for the additional travel expenses listed in subparagraph c of this section which are necessarily incurred by an employee with a disability in the performance of official travel.

b. DEFINITIONS. For the purposes of this section, the following terms have the meaning indicated:

- (1) **EMPLOYEE WITH A DISABILITY.** The term "employee with a disability" means an employee who has a disability as defined in subparagraph b(2) of this section, and is otherwise generally covered under the Rehabilitation Act of 1973, as amended, 29 U.S.C. 701 *et seq.*
- (2) **DISABILITY.** The term "disability" with respect to an employee, means:
 - (a) Having a physical or mental impairment that substantially limits one or more major life activities;
 - (b) Having a record of such an impairment; or
 - (c) Being regarded as having such an impairment.
- (3) **PHYSICAL OR MENTAL IMPAIRMENT.** The term "physical or mental impairment" means:



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- (a) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardio-vascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or
- (b) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech, and hearing impairments.

- (4) **MAJOR LIFE ACTIVITIES.** The term "major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
 - (5) **SUBSTANTIALLY LIMITS.** The term "substantially limits" means the employee is unable to perform a major life activity that the average person in the general population can perform; or is significantly restricted as to the condition, manner, or duration under which he/she can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.
 - (6) **HAS A RECORD OF SUCH AN IMPAIRMENT.** The term "has a record of such an impairment" means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.
 - (7) **IS REGARDED AS HAVING SUCH AN IMPAIRMENT.** The term "is regarded as having such an impairment" means the employee:
 - (a) Has a physical or mental impairment that does not substantially limit major life activities, but the impairment is treated by NASA as constituting such a limitation;
 - (b) Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment, or
 - (c) Has none of the impairments defined in subparagraph b(3) of this section, but is treated by the employing agency as having a substantially limiting impairment.
- c. **ALLOWABLE EXPENSES.** The following expenses are allowable additional travel expenses payable to an employee with a disability:



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- (1) Authorized transportation and subsistence expenses that are incurred by an attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family, when the employee requires the assistance of an attendant;
- (2) Cost of specialized transportation for the employee to, from, and/or at the temporary duty location;
- (3) Cost of specialized services provided by a commercial carrier necessary to accommodate the employee's disability;
- (4) Costs incurred as a direct result of the employee's disability for baggage handling in connection with public transportation or at lodging facilities; and
- (5) Cost of renting and/or transporting a wheelchair.



FMM 9742 ALLOWANCES FOR TEMPORARY DUTY TRAVEL

9742-1 GENERAL PROVISIONS

The maximum CONUS locality per diem rates established by GSA, the foreign per diem allowances issued by the Department of State, and the nonforeign per diem allowances issued by the Department of Defense are to reimburse the employee for the allowable necessary costs of official travel. Limitations upon the amount of travel funds available will not be used as justification for reduction of allowances. When there is a shortage of travel funds, travel requirements shall be re-examined with a view towards reduction in travel rather than encouraging employees to bear costs of travel from personal funds.

9742-2 AUTHORITY FOR PRESCRIBING ALLOWANCES

The authority for prescribing allowances other than per diem for a particular set of travel conditions is vested in the official authorizing the travel (see NMI 9710.1_). Unless otherwise specifically provided for in these regulations, the per diem allowances prescribed herein are applicable as stated for all types of temporary duty and permanent duty travel.

9742-3 RESTRICTION IN ESTABLISHING OFFICIAL DUTY STATION

Responsible officials at NASA Installations will not fix the official duty station of employees at a place for the purpose of paying them per diem when most of their official duties are performed at another place (31 Comp. Gen. 289).

9742-4 PER DIEM FOR TRAINEES AT OFFICIAL DUTY STATION

- a. When a NASA employee is authorized to attend an approved training session which is held at the employee's official duty station and it is necessary for the employee to incur additional subsistence expenses, an appropriate allowance may be authorized or approved (39 Comp. Gen. 119). Such situations occur when a training session is held in a hotel located at the employee's official duty station and the employee must obtain meals and/or lodging at the hotel because the training sessions are held at night as well as during the day, or because of a "live-in" requirement. Since it is known at the time that the particular training is approved whether additional expenses (meals or lodging) will be required, such additional expenses will be included in the training document. Where travel is not involved, NASA Form 372 is not required.



- b. Except as provided in subparagraph a above, employees will not be authorized per diem allowances for travel or duty within the limits of the official duty station, or within the vicinity of their place of abode, except as in cases when a NASA Law Enforcement or investigator employee is in a life threatening situation (see FMM 9741-9).

9742-5 TEMPORARY DUTY AT NEARBY PLACES OUTSIDE THE PERMANENT DUTY STATION

Per diem will only be authorized when the temporary duty assignment is located more than 50 miles from both the employee's official duty station and place of abode.

9742-6 TEMPORARY DUTY PERFORMED AT PLACE OF FAMILY DOMICILE

Employees performing temporary duty at the place of the family domicile which is other than the place of abode, at the permanent duty station, may be authorized payment of per diem even though meals and lodgings are taken at such domicile. Authority will be for only such per diem as is justified by the circumstances and will not exceed the amount required to meet necessary allowable expenses. The travel authorizing official will be responsible for determining an appropriate reduction (35 Comp. Gen. 554).

9742-7 PARTICIPATION IN SPECIAL EVENTS

In those instances where a group rate has been negotiated, it is NASA policy that NASA travelers at such special events (national recruitment drives, procurement seminars etc.) be reimbursed for travel expenses on an equal basis in accordance with NASA Travel Regulations. Normally, a particular NASA Headquarters office will be responsible for coordinating arrangements at such special events, including logistical data such as the availability and cost of lodgings and meals. The Headquarters office responsible for logistics shall suggest to the participating NASA Installations an appropriate per diem rate. Officials authorizing travel are encouraged to follow the suggested per diem rate of reimbursement. The suggested per diem rate must be authorized in accordance with the reimbursement rules contained in FMM 9700. **NOTE: This paragraph does not allow circumvention of NASA's policy against paying a per diem at the permanent duty station.**



9742-8 LODGING PLUS PER DIEM SYSTEM

Except as provided in FMM 9743 (Extended Temporary Duty Work and Training Assignments) and FMM 9750 (Reimbursement of Actual Subsistence Expenses), the per diem allowances authorized and approved for all official travel, including enroute travel incident to a change of official station, shall be computed under the lodging plus per diem system. The lodging plus system authorizes the traveling employee a maximum daily allowance for lodging plus a prescribed fixed allowance for meals and incidental expenses (M&IE), the total is not to exceed the applicable maximum per diem rate for the location concerned. The rules provided in subparagraph a and b, below, and in FMM 9742-10 through FMM 9742-13 shall be applied in the specific situations covered.

- a. **MAXIMUM PER DIEM RATES.** Guidelines for determining the maximum per diem rates are as follows:
 - (1) **For Travel Within CONUS.** A listing of per diem rates by State and City are provided in FMM Appendix 9742-8A, the Standard CONUS rate of \$66 will be the maximum per diem rate authorized for travel for all CONUS locations not listed in FMM Appendix 9742-8A.
 - (2) **For Travel Outside CONUS.** A listing of foreign per diem rates issued by the Department of State is provided in FMM Appendix 9742-8C. A listing of nonforeign per diem rates issued by the Department of Defense is provided in FMM Appendix 9742-8D. The appendices for foreign and nonforeign per diem rates are not shown in this FMM, but instead are provided in hard copy form to Financial Management Officers and to the rest of the Agency through the NASA Headquarters Telemail system on a monthly basis. NASA employees and others authorized to travel on official business to foreign and nonforeign areas shall contact either the Installation: 1) Travel Office, 2) Transportation Officer, or 3) the Financial Management Officer to obtain current rates.
 - (3) **Maximum Rate Applicable to Change of Official Station Travel.** The Standard CONUS rate shall be the applicable maximum per diem rate for enroute travel performed in CONUS incident to a change of official station. Locality rates prescribed for locations outside CONUS will apply for enroute travel performed outside CONUS incident to a change of official station.
- b. **ELEMENTS OF PER DIEM ALLOWANCE.** The following elements comprise the maximum per diem allowance:
 - (1) **Maximum Lodging Expense Allowance.** The maximum per diem rates authorized under this system include a maximum that can be reimbursed for lodging. The employee will be reimbursed for actual lodging costs incurred up to the applicable maximum amounts. For a specific definition of the term lodging see FMM 9712-9 (lodging is listed under the definition of per diem allowance). Receipts for lodging are required.



(2) **Meals and Incidental Expenses (M&IE) Allowance.** The per diem rates authorized under this system include a fixed allowance for meals and incidental expenses (M&IE). The employee will be reimbursed the fixed allowance authorized for M&IE up to the applicable maximum amount listed by location. When the M&IE rate, or a fraction thereof, is authorized or approved, it is reimbursable to the traveler without itemization of the expenses incurred and receipts are not required. For partial days of travel, the M&IE rate shall be prorated as provided in FMM 9742-10.

c. **REDUCTION IN PER DIEM ALLOWANCES WHEN LODGING AND OR MEALS ARE FURNISHED.** The provisions of this paragraph are applicable to TDY assignments, training, attendance at meetings or symposia and any other circumstances when an item authorized under the per diem allowance is furnished at no cost to the employee.

- (1) When lodging is furnished at no cost to the employee, the authorized per diem rate shall be the applicable M&IE rate, to cover the daily cost of meals and incidental expenses.
- (2) When lodging is furnished at no cost to the employee through the use of a NASA purchase order, the actual cost of lodging procured can not exceed the maximum lodging expense allowance for the locality.
- (3) The applicable M&IE rate for CONUS locations, as shown below shall be the criteria used when making necessary deductions from the per diem allowance when meals are furnished at no cost to the employee for full or partial days in a travel status.

MEALS AND INCIDENTAL EXPENSE RATE (M&IE)

	<u>\$26</u>	<u>\$30</u>	<u>\$34</u>	<u>\$38</u>
BREAKFAST	\$ 5	\$ 6	\$ 7	\$ 8
LUNCH	5	6	7	8
DINNER	14	16	18	20
INCIDENTALS	2	2	2	2

(4) When lodging and all meals are furnished at no cost to the employee for full or partial days of travel or for travel of more than 10 hours and less than 24 hours, the total amount of the deductions shall not cause the employee to receive less than the amount allocated for incidental expenses.



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- (5) When some meals are provided at no cost for full or partial days of travel or for travel of more than 10 hours and less than 24 hours, the rate for such meals will be deducted from the allowable per diem. In all cases, the total amount of the deduction shall not cause the employee to receive less than the amount allocated for incidental expenses.

EXAMPLE: Employee travels to an area where the M&IE Rate is \$26. Employee begins travel from residence at 7:00 a.m. and ends travel at 9:00 p.m. Lunch was provided to employee at no cost.

Allowable Reimbursement: $3/4 \times \$26$ less \$5 for lunch.

$$\$19.50 - \$5.00 = \$14.50$$

- (6) The M&IE rates for localities in both nonforeign and foreign areas shall be reduced by the applicable dollar amount shown in FMM Appendix 9742-8B when meals are furnished at no cost to the employee for full or partial days in a travel status.

- d. **SPECIAL RATES METHOD.** The per diem for official travel applicable to the following paragraphs will be authorized by completing Block 13f of NASA Form 372:

FMM 9742-4	Per Diem for Trainees at Official Duty Station
FMM 9742-5	Temporary Duty at Nearby Places Outside the Permanent Duty Station
FMM 9742-6	Temporary Duty Performed at Place of Family Domicile
FMM 9742-7	Participation in Special Events
FMM 9742-8c	Reduction in Per Diem Allowances When Lodging and/or Meals are Furnished
FMM 9742-15d	Per Diem While Aboard a Government Vessel
FMM 9743	Extended Temporary Duty Work and Training Assignments

The authorizing official is responsible for insuring that the per diem rate is in accordance with the stated purpose of the official travel. Where a fixed rate of per diem is improperly authorized by completing Block 13f rather than Block 13a, the travel reimbursement shall be computed in accordance with the provisions of the lodging plus system.



9742-9 GENERAL RATES AFFECTING ENTITLEMENT TO PER DIEM

- a. **BEGINNING AND ENDING OF ENTITLEMENT.** For the purpose of computing per diem allowances, official travel begins at the time employees leave the place of abode, the office, or other authorized point of departure. The travel ends when employees return to the place of abode, the office, or other authorized point at the conclusion of the trips.
- b. **USE OF STANDARD TIME.** The hours of departure and arrival recorded on the travel voucher will be those of the standard time in effect at the place involved in the travel. (See 15 U.S.C. 262)
- c. **INTERNATIONAL DATE LINE.** In cases where the traveler crosses the international date line (180th meridian), the actual elapsed time shall be used to compute per diem rather than the calendar days.
- d. **10 HOURS OR LESS.** Per diem shall not be allowed for travel of 10 hours or less within the same calendar day. This prohibition is also applicable to travel incident to a change of official station.
- e. **EXCEPTION TO 10-HOUR RULE.** Per diem shall not be allowed for employees who qualify for per diem solely on the basis of working a non-standard workday (e.g., four 10-hour days, a first-forty-hour workweek, or other compressed or flexible schedule). In such instances, per diem shall not be allowed for travel periods less than or equal to the employee's scheduled workday hours plus 2 hours. When an employee works a non-standard schedule on the day of travel, the hours worked must be stated on the travel voucher and be approved by the cognizant official before payment can be certified.



9742-10 COMPUTATION RULES FOR TRAVEL OF MORE THAN 10 HOURS, BUT NOT EXCEEDING 24 HOURS

When the travel period (entire trip) for which per diem has been authorized is 24 hours or less, but more than 10 hours, the travel period will be prorated as shown below, starting with the quarter day in which travel begins and ending with the quarter day in which the traveler arrives at home, office, or other authorized point upon conclusion of the trip. In computing the per diem allowance for a partial day, the calendar day (midnight to midnight) shall be the used. For each 6-hour period (or fraction thereof at the beginning or end of a partial travel day) that the employee is in a travel status on that day, one-fourth of the applicable M&IE rate shall be allowed. A quarter day, although reflected here as beginning one minute after the hour, technically begins one second after the stated hour. (See Appendix 9742-10A)

First Quarter	12:01 a.m	-	06:00 a.m.
Second Quarter	06:01 a.m	-	12:00 noon
Third Quarter	12:01 p.m	-	06:00 p.m.
Fourth Quarter	06:01 p.m	-	12:00 midnight

The per diem allowance for the trip will be calculated as follows:

- a. **LODGING NOT REQUIRED.** If lodging is not required, the per diem allowable shall be one-fourth of the M&IE rate applicable to the location of the temporary duty assignment for each 6-hour period, or fraction thereof. If more than one temporary duty point is involved, the per diem allowance will be calculated using the highest of the M&IE rates prescribed for the locations where official business is performed.
- b. **LODGING REQUIRED.** If lodging is required, the rules for travel of more than 24 hours apply.

9742-11 COMPUTATION RULES FOR TRAVEL OF MORE THAN 24 HOURS

The applicable maximum per diem rate for each calendar day of travel shall be determined by the travel status and location of the employee at 12:00 midnight and whether lodging is required at such location. When lodging is required, the applicable maximum per diem rate shall be the maximum rate prescribed for the temporary duty location or a stopover point where the lodging is obtained while enroute to, from, or between TDY locations (see FMM 9742-12 for rules on lodging location and FMM 9742-8a(3) for travel incident to a change of official station). Only one maximum per diem rate will be applicable to a calendar day or a fraction thereof. The following rules shall be applied in calculating the allowable per diem for travel of more than 24 hours:



a. **DAY TRAVEL BEGINS**

- (1) Lodging Required. When lodging is required on the day travel begins (day of departure from the official station or other authorized point), the per diem allowable shall be the actual cost of lodging incurred by the employee, limited to the maximum applicable lodging allowance prescribed for the location of the lodgings, plus the applicable M&IE rate prescribed for the location of the lodging prorated as provided in FMM 9742-10.
- (2) Lodging Not Required. When lodging is not required on the day travel begins, the per diem allowable shall be the destination M&IE rate prorated as provided in FMM 9742-10.

b. **FULL CALENDAR DAYS OF TRAVEL**

- (1) Lodging Required. For each full calendar day that the employee is in a travel status and lodging is required (whether enroute or at a temporary duty location other than an extended TDY station), the per diem allowable shall be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the lodging, plus the applicable M&IE rate.
- (2) Lodging Not Required. For any full calendar day that the traveler is in a travel status and lodging is not required (such as when the traveler is en route overnight to the next TDY location), the per diem allowance shall be the destination M&IE rate.

c. **RETURNING FROM TRAVEL**

- (1) Lodging Required. For each full calendar day of travel when lodging is required at an en route location while the employee is returning to the official station, home, or other authorized point, the per diem allowable shall be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the lodging, plus the applicable M&IE rate.
- (2) Lodging Not Required. For any full calendar day of travel when lodging is not required while the traveler is en route overnight returning to the official station, home, or other authorized point, the per diem allowable shall be the M&IE rate applicable to the preceding calendar day.
- (3) Day Travel Ends. For the day travel ends (Day traveler returns to the official station, home, or other authorized point) the per diem allowable shall be the M&IE rate applicable to the preceding calendar day prorated as provided in FMM 9742-10.

d. **REST STOP WHEN TRAVEL OUTSIDE CONUS IS INVOLVED**

- e. Authorizing instructions for rest stops and rest periods incident to travel outside CONUS are provided in FMM 9731-8e and 9731-8f.



f. **TRAVEL INCIDENT TO A CHANGE OF OFFICIAL STATION**

(1) Enroute Travel To New Official Station. The rules set forth above in FMM 9742-11a, Day Travel Begins, and FMM 9742-11b, Full Calendar Days of Travel, apply when computing per diem allowances for enroute travel (24 hours or less and 24 hours or more) to a new official station (see FMM 9762, Part I). The M&IE rate applicable to the new official station on the day of arrival at that location, or the standard CONUS M&IE rate, as appropriate, will be prorated as provided in FMM 9742-10. When travel begins and ends on the same day, the rule in subparagraph FMM 9742-11a(2) (Day Travel Begins - Lodging Not Required) will apply and the M&IE rate applicable to the new official station, or the standard CONUS M&IE rate, as appropriate, will also be prorated as provided in FMM 9742-10.

(2) Travel To Seek Residence Quarters. The rules in FMM 9742-11a through 9742-11c apply when computing per diem for travel to seek residence quarters (see FMM 9762-5).

g. **LODGING OBTAINED AFTER MIDNIGHT.** Although per diem generally is based on the employee's location at midnight, there will be instances in which they are enroute and do not arrive at the lodging location (either the TDY location or enroute stopover point) until after midnight. In such cases, the lodging shall be claimed for the preceding calendar day and the applicable maximum per diem rate for the preceding day will be determined as if the employee had been at the lodging location at 12:00 midnight of that day.

h. **COMMERCIAL VESSEL.** For vessel travel, except for the day of arrival on board (day of embarkation) and the day of departure from the vessel (day of debarkation), the allowable per diem rate will be \$6 per day. When the \$6 rate is not sufficient to meet the traveler's per diem expenses, a per diem rate equal to the anticipated expenses, not to exceed \$9 per day, may be authorized or approved; except that the rate for travel by the Alaska Ferry System shall not exceed the standard M&IE rate for CONUS. Per diem will be computed under the lodgings-plus system on the days of embarkation and debarkation.

i. **SPECIAL PER DIEM RATE**

(1) When NASA employees are authorized to perform foreign travel in cooperation with other United States Government departments and agencies, special per diem arrangements are generally established.

(2) As the result of cooperative discussions, the suggested rate of per diem to be authorized NASA employees under this subparagraph shall be approved by the Director, Financial Management Division before the rate is authorized.

(3) Where military detailees to NASA are authorized to perform travel applicable to NASA under subparagraph h(1), above, the Director, Financial Management Division shall submit a request to the Per Diem and Allowance Committee, Department of Defense, requesting concurrence of the suggested per diem rate.



**9742-12 LODGING - LOCATION, RECEIPT REQUIREMENTS,
AND ALLOWABLE EXPENSES.**

a. LODGING LOCATION RULES

- (1) Lodging at Temporary Duty Location. It is presumed that the employee will obtain lodging at the temporary duty location. However, if the employee obtains lodging away from or outside the temporary duty location because of personal preference or convenience, the allowable per diem shall be limited to the maximum per diem rate prescribed for the TDY location.
- (2) Lodging Not Available at Temporary Duty Location. In certain circumstances, lodging accommodations may not be available at the TDY location and the employee must obtain lodging in an adjacent locality where the prescribed maximum per diem rate is higher than the maximum per diem rate for the location of the TDY point. In such instances if the lodging costs are excessive, the applicable authorizing official (see NMI 9710.1) may make an administrative determination on an individual case basis to either authorize or approve the higher maximum per diem rate. If the higher maximum per diem rate is not justified and authorized in advance, the employee must furnish a statement with the travel voucher satisfactorily explaining the circumstances that led to the purchase of lodging in an area other than at the TDY duty point designated in the travel authorization.

b. RECEIPT REQUIREMENTS

- (1) Receipts shall be required to support all lodging costs for which an allowance is claimed under the lodging-plus per diem system except that a statement instead of a receipt may be accepted for the fee or service charge incurred for the use of Government quarters. Receipts are not required when a specific or reduced rate has been authorized in advance of the travel as provided in subparagraph c(4), below.
- (2) Double Occupancy. If the lodging receipt shows a charge for double occupancy, such fact shall be shown on the travel voucher with the name and employing agency or office of the person sharing the room if such person is a Government employee on official travel. One-half of the double occupancy charge shall be allowable for each employee. If the person sharing the room is not another Government employee on official travel, identification of the person sharing the room is not required and the employee may be allowed the single room rate.
- (3) Receipts Lost or Impractical to Obtain. If receipts have been lost or destroyed or are impractical to obtain, a statement acceptable to the Financial Management Officer or designee can be approved. The statement explaining the circumstances shall be furnished with the travel voucher, and will include the name and address of the lodging facility, the dates the lodging was obtained, and the cost incurred. The financial management office may require employees to obtain copies of lost or destroyed receipts from the lodging establishment.



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- c. **ALLOWABLE LODGING EXPENSES.** As provided in FMM 9742-8b(1), the traveler will be reimbursed only for the actual cost of lodging up to the established maximum amount. Expenses incurred in the situations described below will be allowed as lodging expenses. Employees are expected to exercise prudence when procuring lodging (see FMM 9712-4c).
- (1) **Conventional Lodging.** When an employee uses conventional lodging facilities, (e.g., hotels, motels, and boarding houses), the allowable lodging expense will be based on the single room rate for the lodging used (for double occupancy, see subparagraph b(1), above) (see FMM 9742-15 for computing daily lodging expense when lodging is rented on a weekly or monthly basis).
 - (2) **Government Quarters.** A fee or service charge paid for the use of Government quarters is an allowable lodging expense.
 - (3) **Lodging With Friends or Relatives.** When the employee obtains lodging from friends or relatives (including members of the individual's family) with or without charge, no part of the per diem allowance will be allowed for lodging unless the host actually incurs additional costs in accommodating the traveler. In such instances, the additional costs substantiated by the employee and determined to be reasonable by the authorizing official and certified by the Financial Management Officer or designee will be allowed as a lodging expense. Neither costs based on room rates for comparable commercial lodging in the area nor flat "token" amounts will be considered as reasonable.
 - (4) **Lodging in Nonconventional Facilities.** When conventional lodging facilities are not present (e.g., in remote areas) or when there is a shortage of rooms because of an influx of attendees at a special event (e.g., world's fairs or Olympics), the cost of lodging obtained in nonconventional facilities may be allowed. Such facilities may include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public in the homes of area residents. In such cases lodging receipts are not required, but the traveler must provide an explanation of the circumstances which is acceptable to the authorizing official and the Financial Management Officer.
 - (5) **Use of Travel Trailer or Camping Vehicle For Lodgings.** A per diem allowance for lodging may be allowed when the travelers use a travel trailer or camping vehicle while on temporary duty assignments (see FMM 9742-15 for per diem computations in such situations.)



9742-13 DEVIATION FROM LODGING PLUS PER DIEM SYSTEM

An agency may determine that the lodging plus method as prescribed in FMM 9742-8 is not appropriate for certain travel assignment situations, such as when quarters or meals, or both, are provided at no cost or at a nominal cost by the Government or when for some other reason the per diem costs to be incurred by the employee can be determined in advance. In such instances a specific per diem rate may be established within the maximum per diem otherwise applicable to the travel situation and appropriate reductions made in accordance with FMM 9742-8. The reduction from the maximum lodging-plus per diem rate and the establishment of a specific per diem rate must be authorized in advance on the travel authorization by an appropriate official. (See NMI 9710.1.) Travel expenses do not have to be itemized or supported by receipts under this circumstance.

9742-14 "MIXED TRAVEL" REIMBURSEMENTS

"Mixed travel" occurs when travel days within a single trip are subject to payment of per diem under the lodging-plus system and an actual expense system allowance under the actual expense system. Reimbursement will be computed under only one system for each calendar day except when a situation arises that requires reimbursement for occasional meals and lodging (see FMM 9751-2b) or the traveler is authorized \$50 plus the applicable maximum per diem rate for travel outside CONUS (see FMM 9751-3a(2)). When actual expense reimbursement for certain travel days is intermittent with the per diem method, the rules in FMM 9751-6 govern the transition between systems.

9742-15 PER DIEM ALLOWANCE COMPUTATIONS FOR SPECIAL SITUATIONS

a. PER DIEM FOR WEEKLY OR MONTHLY RENTALS

- (1) Types Of Expenses Included In Lodging Costs. When an employee rents a room, apartment, house, or other lodging incident to a temporary duty assignment, the following expenses may be considered part of the lodging cost: 1) the rental cost; if unfurnished, 2) the rental cost of appropriate and necessary furniture and appliances, such as a stove, refrigerator, chairs, tables, bed, sofa, television, and vacuum cleaner; 3) the cost of connection, use, and disconnection of utilities; 4) the cost of reasonable maid fee and cleaning charges; 5) monthly telephone use fee (does not include installation and long distance calls; 6) and, if ordinarily included in the price of a hotel or motel room in the area concerned, the cost of special user fees, such as (a) cable TV charges and (b) plug-in charges for automobile head bolt heaters.



(2) **Computation Of Daily Lodging Costs.** When the employee obtains lodging on a weekly or monthly rental basis, the daily lodging cost shall be computed by dividing the total lodging cost for the expenses listed in (1), above, by the number of days the accommodations are actually occupied, provided that the employee acts prudently in renting by the week or month. For the purpose of the paragraph, prudently means the amount claimed does not exceed the average daily cost of renting conventional lodging normally available at the TDY location. Otherwise the daily lodging cost shall be computed by dividing by the number of days in the rental period (e.g., 7 or 30 days, as appropriate).

(3) **Per Diem Allowable**

- (a) Under the lodging-plus system, the allowable per diem consists of the daily lodging cost calculated under a(2), above, plus the applicable M&IE rate not to exceed the maximum per diem rate prescribed for the location involved.
- (b) When a reduced per diem rate is established for extended TDY travel (see FMM 9743) in advance of the travel, the daily lodging cost calculated in a(2), above, shall be added to the amount determined by the agency to be necessary for meals and incidental expenses.

b. **PER DIEM ALLOWANCES FOR USE OF A RECREATIONAL VEHICLE FOR LODGING.** The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

(1) **Privately-owned**

- (a) **Lodging Costs.** When an employee uses a privately- owned camping or recreational vehicle while on official travel, allowable expenses which may be considered lodging cost include parking fees; fees for connection, use, and disconnection of utilities (electricity, gas, water, and sewage); bath or shower fees; and dumping fees. Depreciation shall not be considered a lodging cost.
- (b) **Meals and Incidental Expenses.** The authorizing official shall determine an appropriate amount for meals and incidental expenses based on whether the type of recreational vehicle used by the employee has meal preparation facilities. The amount authorized shall not exceed the applicable M&IE rate.
- (c) **Per Diem Computation.** The daily lodging costs plus an appropriate rate for meals and incidental expenses determined under b(1)(b), above, shall be the per diem rate, limited to the applicable maximum rate prescribed for the locality involved. An authorizing official may authorize a reduced per diem rate within the applicable maximum per diem rates if the actual costs expected to be incurred can be determined in advance of the travel.



(2) **Rented Recreational Vehicle.** When the use of a rented recreational vehicle is authorized or approved as advantageous to the Government, the rental fee and the allowable expenses shown in b(1)(a), above, may be considered as lodging costs. Advantageous use might occur when the employee is on an extended temporary duty assignment in a remote area or where conventional lodging facilities are limited or not available. If use of a rented recreational vehicle is not authorized or approved as advantageous, only those expenses listed in b(1)(a), above, may be considered in the per diem allowance.

c. **PER DIEM COMPUTATIONS WHEN TEMPORARY DUTY IS CURTAILED, CANCELED, OR INTERRUPTED FOR OFFICIAL PURPOSES (SEE 59 Comp. Gen. 609 (1980), 59 Comp. Gen. 1612 (1980), 60 Comp. Gen. 630 (1981), AND CASES CITED THEREIN).** When an employee has made advance arrangements for lodging (such as those described in FMM 9742-15a or 9742-15b, above), with reasonable expectation of the travel assignment being completed as ordered or directed, and subsequently the temporary duty assignment is curtailed, canceled, or interrupted for official purposes, or for other reasons beyond the employee's control that are acceptable to the authorizing official and certified by the Financial Management Officer or designee, lodging costs may be calculated and paid as follows:

(1) **Travel Assignment Curtailed or Interrupted.** When the temporary duty assignment is curtailed or interrupted for the benefit of the Government or for other reasons beyond the employee's control and the employee is unable to obtain a refund of prepaid rent, expenses incurred for unused lodging may be reimbursed under the following conditions:

(a) **Determination of Reasonableness.** The authorizing official must determine that the employee acted reasonably and prudently in incurring allowable lodging expenses pursuant to temporary duty travel orders. Included in this determination should be a consideration of whether the employee sought to obtain a refund of the prepaid lodging cost or otherwise took steps to minimize the costs once the temporary duty was officially curtailed or interrupted.

(b) **Adjusted Calculation and Reimbursement of Lodging Costs.** If the authorizing official determines that the employee acted reasonably, the unused portion of the prepaid lodging cost may be reimbursed as follows:

1 The daily lodging costs for the period covered by the voucher shall be calculated by dividing the total cost for the rental period by the number of days of actual occupancy. The total of the lodging costs thus calculated plus the appropriate daily amount authorized for meals and incidental expenses may be reimbursed not to exceed the per diem rate authorized in the employee's travel orders for the days that the lodging was actually occupied.



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- 2 If the authorized per diem rate is insufficient for the days of occupancy, the daily lodging cost calculated in 1 plus the amount authorized for meals and incidental expenses may be reimbursed on an actual expense basis not to exceed the appropriate maximum daily rates determined as provided in FMM 9750.
 - 3 The excess amount (if any) of the unrefunded lodging cost not reimbursed under 2, above, may be paid as a miscellaneous travel expense incident to the travel assignment, if otherwise proper.
 - 4 In instances where the travel assignment was interrupted for official purposes (e.g., when the employee is directed to perform temporary duty at another location), allowable per diem expenses (if any) incurred during the interruption may be reimbursed separately from those reimbursements outlined in 1, 2, and 3, above, if otherwise proper, and in conformance with the provisions of this section.
- (2) **Travel Assignment Canceled.** When the employee incurs lodging expenses in reasonable expectation of a travel assignment being completed as ordered or directed, and due to a change in travel orders the travel assignment is canceled prior to its commencement, the prepaid lodging expenses may be reimbursed as a miscellaneous travel expense provided the amounts are reasonable and the conditions in c(1)(a), above, are met.
- (3) **Forfeited Rental Deposits.** If, in situations described in c(1) and c(2), above, the employee was required by the terms of a lease or rental agreement to pay a rental deposit and all or part of the deposit is forfeited to cover unpaid lodging costs, the amount of the forfeited deposit may be reimbursed as a miscellaneous travel expense provided the conditions in c(1)(a), above, are met. Reimbursement for deposits forfeited for damages to lodging accommodations shall not be allowed.
- d. **PER DIEM WHILE ABOARD A GOVERNMENT VESSEL.** For temporary duty aboard Government vessels where meals and lodgings are furnished at no cost, the authorizing official shall prescribe an appropriate per diem rate. The term Government vessel includes vessels owned and operated, leased and operated, or chartered by the Government.



- e. **REDUCTIONS IN MAXIMUM PER DIEM RATES WHEN APPROPRIATE.** Officials may authorize in individual cases or situations, a reduced per diem rate under certain circumstances, such as when lodgings and/or meals are obtained by the employee at a reduced cost or furnished to the employee at no cost or a nominal cost by the Government; or when for some other reason the per diem costs to be incurred by the employee can be determined in advance. When authorizing reductions, the official for the location should consider any known factors that will cause the traveler's per diem expenses in a specific situation to be less than the applicable maximum rates prescribed. If it can be determined in advance of the travel that such factors are present, the official should authorize a reduced rate that is commensurate with the known expense levels. The reduced rate authorized in the travel authorization shall be the maximum per diem rate payable on the travel voucher and will not require receipts and/or itemization by the employee. When reduced rate situations involve partial days, the authorizing official may either prorate the rate by quarters, prescribe a special reduced rate, or determine an amount under the lodging-plus system for the partial travel days. For specific guidelines for reducing rates, see FMM 9742-8c.

9742-16 GUIDELINES FOR PAYMENT OF TRAVEL ALLOWANCES FOR COOPERATIVE EDUCATION STUDENTS

- a. Cooperative Education Students must sign a NASA Continued Service Agreement prior to returning to school for continued study. Such signed Continuous Service Agreement covers the student's continuing periods of study while in the Co-op Program. The signing of the Continued Service Agreement is a statutory requirement under the Training Act.
- b. A travel authorization, authorizing the payment of travel and transportation between the employing Installation and the employee's place of study, must be prepared and signed prior to the commencement of the travel.
- c. The cost of travel, per diem and movement of household goods for the first trip from the place of study to the employing Installation is not payable unless the student qualifies and is appointed to a position in the manpower shortage category. However, should any payment be made for the first trip, further payment under paragraph f below is prohibited. (See FPM 308 subchapter 2-11, FPM 571-7 subchapter 2-1, and FMM 9763-1.)
- d. Payment of travel expenses between the place of study and the employing Installation may be authorized subsequent to the first trip to the Installation. An authorized travel order should be furnished prior to the student's return.
- e. Payment of travel expense for the student's last trip from the Installation to the place of study normally should not be paid unless the co-op is to be non competitively converted to a permanent position.



- f. Travel, per diem, and movement of household goods may be authorized for a graduating student from the place of training to their designated post of duty, subject to the limitations stated in paragraph c, above, (see FMM 9761-19).
- g. Where Cooperative Education Students receive payment of travel expenses from the employing Installation to the place of study, but voluntarily fail to return to the Installation for further employment as a Cooperative Education Student, they shall be liable for the repayment of such travel expenses. If it can be shown that the payment would be against equity and good conscience or against public interest, the payment may be waived by the appropriate Installation official (see FMM 9762-17a).
- h. Should the employing Installation, or another NASA Installation, fail to offer employment to a graduating cooperative student, the student may be deemed to have been involuntarily separated by NASA in which case all payments would be waived.

9742-17 EXTENDED ASSIGNMENTS

When travel assignments involve extended periods at temporary duty locations and travelers are able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals), the per diem rate should be reduced accordingly (see FMM 9743 for more details).

9742-18 TRAVEL ON COST-SHARING ARRANGEMENTS

No-cost travel or cost-sharing arrangements are not permitted for work-assignment travel performed under the provisions of 5 U.S.C. 5702. An employee on official duty work-assignment travel under Government orders pursuant to 5 U.S.C. 5702, is entitled to full reimbursement in accordance with the rules governing allowances as provided in this manual.

An employee and authorizing official may agree to a cost-sharing arrangement for travel pursuant to a training assignment under the Government Employees Training Act (5 U.S.C. 4109). Under these conditions, the travel order will include appropriate statements indicating that attendance is pursuant to 5 U.S.C. 4109, and that the travel is a cost-sharing arrangement. The cost sharing may be a variety of arrangements such as the employee paying for all travel and per diem expenses while NASA agrees to carry the employee in a duty status, or NASA may agree to pay all or some portion of the expense. Block 16 of the NASA Form 372 will contain the following statement:

"Permissive travel authorized under the training act, reimbursement on a cost-sharing basis has been agreed to as mutually advantageous to both parties."

(Signature of employee)



9742-19 ALLOWABLE PER DIEM TIME WHEN USING PRIVATELY-OWNED CONVEYANCE

- a. **USE OF PRIVATELY-OWNED CONVEYANCE ADVANTAGEOUS TO THE GOVERNMENT.** When the use of a privately-owned conveyance is authorized as advantageous to the Government in connection with temporary duty (TDY) travel, per diem at the applicable rate computed in accordance with FMM 9742-8 through 9742-14 will be allowed for the number of days required to complete travel. Travel shall be performed between the authorized points, by the most direct and usually traveled route between the points involved and without undue delays or stops for personal reasons while enroute. Reasonable travel time between distant duty points will be determined in accordance with paragraph FMM 9733-7.
- b. **USE OF PRIVATELY-OWNED CONVEYANCE NOT ADVANTAGEOUS TO THE GOVERNMENT.** When a privately-owned conveyance is used in connection with TDY travel and such use is not considered to be advantageous to the Government, per diem allowance reimbursement will be limited as prescribed in paragraph 9742-20c(1).

9742-20 REIMBURSEMENT FOR USE OF PRIVATELY-OWNED CONVEYANCE IN CONNECTION WITH TEMPORARY DUTY (TDY)

- a. **ADMINISTRATIVELY PRESCRIBED RATES.** The rate per mile for all TDY travel by privately-owned conveyance when determined to be advantageous to the Government shall be authorized or reimbursed at the following rates:
 - (1) 20 cents per mile for the use of a privately-owned motorcycle, effective October 5, 1980;
 - (2) 25 cents per mile for the use of a privately-owned automobile effective June 30, 1991; and
 - (3) 45 cents per mile for the use of a privately-owned airplane, effective October 5, 1980.

Parking fees, ferry fees, bridge, road, and tunnel costs, and airplane landing and tie-down fees will also be allowed within the continental United States.

- b. **REQUESTS FOR HIGHER MILEAGE RATES.** If NASA determines that any mileage rate is inadequate compensation for use of privately-owned conveyance, the Administrator of NASA may submit a request to GSA for establishment of a higher rate. Any new mileage rate approved by GSA for a particular area shall be the uniform rate payable to all Federal employees. The request to establish a higher rate shall be forwarded to the General Administration, Federal Supply and Services, Office of Transportation (FT), Washington, DC 20406. The request shall include the following information:



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- (1) A recommended mileage rate not exceeding the following statutory maximums:
 - (a) for use of a privately-owned motorcycle: 20 cents per mile;
 - (b) for use of a privately-owned automobile: 25 cents per mile; and
 - (c) for use of a privately-owned airplane: 45 cents per mile.
- (2) An analysis of the costs per mile of operating the privately-owned conveyance in a particular area shall include the data listed below. Expenses which are reimbursable as separate allowances, such as parking or toll fees, shall not be included as cost factors in this analysis.
 - (a) Size/type of conveyance to which the cost data apply.
 - (b) Fixed operating costs: Vehicle depreciation, insurance, taxes, and registration fees.
 - (c) Variable operating costs: Gasoline, motor oil, maintenance, repairs, and tires.
 - (d) Other related cost factors affecting vehicle operating costs which are peculiar to the area involved.

c. **WHEN USED ON A PERSONAL PREFERENCE BASIS**

- (1) **In lieu of Common Carrier.** Mileage may be allowed at the rate of 20 cents per mile for use of privately-owned motorcycle; and 25 cents per mile for use of privately-owned automobile, and 45 cents per mile for use of privately-owned airplane. Reimbursement shall not exceed the constructive cost of common carrier transportation and any related per diem computed in accordance with FMM 9733-8b(1) and 9733-8b(2)(c).
- (2) **In Lieu of Government-furnished Automobile**
 - (a) Effective June 19, 1983, mileage may be allowed at the rate of 18 cents per mile for use of a privately-owned automobile. Effective October 5, 1980, the mileage may be at the rate of 9 cents per mile for use of a privately-owned motorcycle. The above rates are authorized when such modes of transportation are used on an intermittent basis in lieu of authorized Government-furnished vehicle (see FMM 9733-9a.)
 - (b) Effective June 19, 1983, when an employee uses a privately-owned automobile in lieu of an available Government-furnished vehicle under the provisions of FMM 9733-9b, reimbursement will be at the rate of 9.5 cents per mile. Reimbursement under this subsection relates to the use of a privately-owned automobile on an extensive basis by a traveler in lieu of an available Government-furnished vehicle which was sanctioned for the traveler's use.



- d. **IN LIEU OF TAXICAB.** Effective June 30, 1991, mileage will be allowed at the rate of 25 cents per mile:
- (1) for round-trip mileage from either an employee's place of abode or place of business to a terminal, or from a terminal to either the employee's home or place of business;
 - (2) from an employee's place of abode or place of business to the common carrier or other terminal, and return to place of abode or business upon completion of TDY travel when the employee uses a privately-owned automobile and leaves it at the airport or other terminal;
 - (3) from an employee's place of abode to the office on the day of departure from the office on TDY requiring at least one night's lodging and from the office to place of abode on the day the employee returns to the office from such TDY; and
 - (4) when the privately-owned conveyance used by the employee for travel is also used to pick up and transport one or more additional employees traveling between home, office and common carrier terminals incident to a temporary duty assignment. Payment under these circumstances may be made without regard to the taxicab fare limitation. The names of the additional employees and the employing offices and/or agencies, shall be stated on the travel voucher in order to receive reimbursement for the additional miles traveled.

Reimbursement under this subparagraph (3) will be allowed provided the use of a taxicab was authorized in the travel authorization or approved on the traveler's voucher. (31 Comp. Gen. 424)

In addition to reimbursement for mileage, a traveler may be reimbursed for the cost of parking at or near the terminal and such ferry fares and bridge, road and tunnel tolls as are necessary for travel between the applicable points.

Total reimbursement for the round-trip travel under subparagraphs (1) and (3) above may not in either instance exceed a one-way taxicab fare, including tip, between the applicable points.

Total reimbursement under subparagraph (2) above may not exceed the usual taxicab or limousine fares, including tips, otherwise allowable to and from the terminal.

9742-21 REPORT OF MILEAGE TRAVELED

- a. **STANDARD HIGHWAY MILEAGE GUIDES.** When transportation by privately-owned automobile or motorcycle is authorized or approved, the distance between the points traveled as shown in the standard highway mileage guide will be used in computing mileage in the absence of odometer readings.
- (1) If rural and in-and-around travel cannot be checked by the official mileage guide, the mileage traveled must be shown for the places visited.



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- (2) Reimbursement shall be allowed on the basis of miles claimed when travel is between points where mileage can be checked by the standard highway mileage guide; however, any substantial deviations from the distances shown in the highway mileage guide and those actually traveled shall be explained on the traveler's voucher.
- (3) Substantial deviation shall be that mileage which is in excess of the standard highway mileage guide by 5 percent. Excess mileage may be allowable within the following guidelines:
 - (a) When the mileage claimed exceeds the mileage shown in the standard highway mileage guide by not more than 5 percent, the mileage claimed may be allowed without an explanation.
 - (b) When the mileage claimed exceeds the mileage shown in the standard highway guide by more than 5 percent, a satisfactory explanation of the excess mileage is required. In the absence of such explanation, the mileage allowed will be limited to the mileage shown in the standard highway mileage guide.

A flat percentage increase over the distances shown in the standard highway mileage guide is not allowable.

- (4) Claims for mileage for travel performed pursuant to paragraph FMM 9742-20c may be allowed for each trip, provided there is readily available a current record of the actual allowable mileage between the traveler's residence and the common carrier terminal and/or office by the usually traveled route.
- b. **PRIVATELY-OWNED AIRPLANE.** Statute miles shown on airway charts issued by the Environmental Science Services Administration, Department of Commerce, will be used to determine mileage for travel by a privately-owned airplane. Unusual elapsed flight time must be explained.
 - c. **PASSENGERS.** A civilian passenger accompanying a traveler who claims mileage is not entitled to any reimbursement for mileage. If per diem reimbursement is payable to the passenger, the per diem will be computed on the same basis as that of the traveler who claims the mileage.

9742-22 LOCAL TRAVEL

- a. Local travel is generally considered as travel to locations which one would normally expect to travel to on a round-trip basis to conduct official business during normal working hours. This travel would normally be within the metropolitan area of the permanent duty location or within the normal commuting area surrounding the permanent duty location, and also normally be the type of travel within this area requiring no per diem entitlement.
- b. The rate of reimbursement for the use of a POV on a personal preference basis in lieu of an available Government-furnished vehicle will be determined as follows:



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- (1) An employee who intermittently utilizes a Government-furnished vehicle as described in FMM 9733-9a, will be reimbursed at a rate of 18 cents per mile.
- (2) An employee who extensively utilizes a Government-furnished vehicle, and has committed to such use as described in FMM 9733-9b, will be reimbursed at a rate of 9.5 cents per mile.

In addition to the above rates, the cost of parking fees, fares, and tolls may be reimbursed provided these costs would have been incurred if a Government-furnished vehicle was used.

Each Installation will issue a policy that manages transportation based on availability and local conditions.

- c. The rate of reimbursement for the use of a POV when a Government-furnished vehicle is not available, is 25 cents per mile. In addition, the cost of parking fees, fares, and tolls is reimbursable.
- d. Effective June 30, 1991, when POV is used in lieu of a taxicab at the permanent duty station, the employee may be reimbursed mileage at the rate of 25 cents per mile, plus parking fee, not to exceed the cost of a taxicab, plus tip, when approved, as advantageous to the Government.
- e. Any variations in the above description of local travel by the various Installations must be concurred in by the Director, Financial Management Division, NASA Headquarters.

9742-23 MILEAGE RATES FOR MILITARY PERSONNEL USING PRIVATELY-OWNED VEHICLES (POV)

Military personnel on detail to NASA when authorized to use a POV while traveling under NASA travel authorizations, or military detailees authorized to accompany civilians on official business, will be allowed mileage at the rate provided in the Department of Defense Joint Travel Regulations, Volume I.

9742-24 PAYMENT OF PARKING FEES - PERMANENT DUTY STATION

The payment of parking fees incurred at an employee's permanent duty station may be paid when determined to be advantageous to, or for the convenience of, the Government. The employee who claims such fees for parking a POV at a permanent duty location must possess justification in writing for the circumstances which necessitated the parking charge and shall provide a receipt therewith. Approving officials shall give due consideration to the interest of both the Government and the employee when approving parking fees for the employee at a permanent duty location (see 47 Comp. Gen. 219).



9742-25 PAYMENT OF PARKING FEES - TEMPORARY DUTY TRAVEL

a. POV (PRIVATELY-OWNED VEHICLE)

- (1) An employee who is authorized to use a POV for the convenience of the Government may be reimbursed for the cost of parking fees, including parking meters, while on official travel (see 42 Comp. Gen. 181).
- (2) An employee who is authorized to use a POV as a matter of personal preference in the performance of official travel may not be reimbursed for parking fees incurred, including parking meter fees (see 34 Comp. Gen. 139).
- (3) An employee who uses a POV in lieu of a taxicab may be reimbursed the cost of parking fees, including parking meters, locally and at common carrier terminals or other parking areas while on official travel; provided, such cost plus allowable mileage rate to and from such place does not exceed the estimated cost for use of taxicabs or limousine service to and from such terminals or parking areas (see 31 Comp. Gen. 424).

b. GOVERNMENT-FURNISHED VEHICLE

- (1) **Private Parking.** When an employee is authorized to use a Government-furnished vehicle that is either marked or unmarked in the performance of official business, and is required to use a privately-operated parking lot due to the unavailability of street parking (including meters) or other free parking within a reasonable distance from the place of business, the employee shall be reimbursed for the cost of parking (see 41 Comp. Gen. 328.)
- (2) **Public Parking** for Marked and Unmarked Vehicles.
 - (a) An employee shall not be reimbursed for the cost of parking a Government-furnished vehicle on a street or in a public parking area when the vehicle has distinctive markings to identify that it is a Government vehicle (see 41 Comp. Gen. 328.)
 - (b) In instances when an employee is authorized to use a Government-furnished vehicle that does not bear distinctive markings to identify that it is Government property, the employee shall be reimbursed for the cost of parking meters, or public-operated parking lots. (See 41 Comp. Gen. 328.)

- c. SPECIAL CONVEYANCES.** When an employee is authorized to hire a special conveyance for the performance of official business while in travel status the employee shall be reimbursed the cost of parking fees, including parking meter fees (see 41 Comp. Gen. 328).



9742-26 AUTHORIZATION OF LONG DISTANCE TELEPHONE CALLS WHEN EMPLOYEES ARE PERFORMING TEMPORARY DUTY TRAVEL (TDY)

- a. **AUTHORITY.** In accordance with 41 CFR Part 201-38.007-1, employees performing regular TDY travel are authorized to make long distance telephone calls on a limited basis. This authorization does not apply to extended TDY or Permanent Change of Station travel. For purposes of these regulations, a calendar week is defined as any consecutive 7-day period, i.e., Sunday to Saturday, Wednesday to Tuesday, etc.
- b. **LIMITATION.** Government telephone systems are to be used for placement of long distance calls in lieu of commercial telephone systems to the maximum extent possible. Employees are authorized to make and be reimbursed for long distance calls. Note: The personal long distance calls authorized under this paragraph will **not** be charged to a Government telephone charge card. The following limitations apply:
 - (1) Brief calls within the United States (not to exceed a cost of \$4.00 per call) will be reimbursed when an employee is in a travel status overnight. The maximum number of calls that may be authorized is an average of 1 per calendar day and the reimbursement cannot exceed \$12 per calendar week.

In order to properly apply the above-stated policy and the maximums involved, the following questions should be answered:

- (a) How many days was the employee in travel status?
- (b) Were any of the individual phone calls in excess of \$4.00?
- (c) Is the total eligible amount of phone call expenses in excess of \$12 per calendar week?

Example: Employee is in travel status from Thursday, the 15th through Tuesday, the 20th. Employee calls home on Thursday, for \$3.91, Friday, for \$1.60 and \$5.75, Monday, for \$4.50. Employee is in travel status for 6 days and has made a total of 4 calls or less than one per day on average, even though 2 calls were made on Friday. Two of the calls were in excess of \$4.00, so the reimbursement is limited. The total eligible amount of phone calls (\$3.91 + 1.60 + 4.00 + 4.00) or \$13.51 is in excess of \$12 per calendar week. Therefore, the employee is reimbursed \$12.00.



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- (2) Brief calls outside the United States (not to exceed \$7.00 per call) will be reimbursed when an employee is in a travel status overnight. The maximum reimbursement that may be authorized is \$14 per calendar week.

In order to properly apply the above-stated policy and the maximums involved, the following questions should be answered:

- (a) How many days was the employee in travel status?
- (b) Were any of the individual phone calls in excess of \$7.00?
- (c) Is the total eligible amount of phone call expenses in excess of \$14 per calendar week?

c. **REQUIRED DOCUMENTATION**

- (1) The cost of authorized long distance calls made over commercial telephone systems will be reimbursed when claimed by employees on the travel voucher. All claimed long distance telephone calls must be authorized by the approving official in the travel voucher before employees can be reimbursed.
- (2) Claims for long distance calls from hotel/motels or coin-box telephones must be supported by a statement or receipt that indicates the cost of the claimed charges. Normally, long distance calls that are made from hotels/motels appear on the lodging receipt.



9742-8A *Per Diem Rates Applicable For Conus*

The rates are available through the internet, including the home pages of the NASA Chief Financial Officer (CFO), NASA Headquarters and various Centers.



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9742-8C *Per Diem Rates Applicable for Foreign Areas*

The rates are available through the internet, including the home pages of the NASA Chief Financial Officer (CFO), NASA Headquarters and various Centers.



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9742-8D *Per Diem Rates Applicable for Non-Foreign Areas*

The rates are available through the internet, including the home pages of the NASA Chief Financial Officer (CFO), NASA Headquarters and various Centers.



FMM 9743 EXTENDED TEMPORARY DUTY WORK AND TRAINING ASSIGNMENTS

9743-1 GENERAL

The provisions of this section apply to extended temporary duty (TDY) work and training assignments that are of a duration of more than 30 days as follows:

- a. **Short Term Extended TDY Work Assignments.** Authorized assignments of a duration between 31 and 120 days.
- b. **Long Term Extended TDY Work Assignments.** Authorized assignments of a duration of more than 120 days. (See FMM 9743-3 for assignments of more than 180 days.)
- c. **Extended TDY Training Assignments.** Authorized training assignments lasting more than 30 days.

Assignments are subject to the regulations as set forth in FMM 9742-8 through 9742-15. In those rare cases involving extended foreign travel assignments, the basic concepts set forth here should be applied as much as possible. It is recognized that the facilities available in some foreign countries do not compare to those in CONUS. Therefore, no predetermined percentage reduction is set forth here. Authorizing officials should look at such assignments on a case-by-case basis and use prudence in establishing a reduced per diem allowance. Travelers are encouraged to enter into long-term leasing agreements, thereby reducing the per diem allowance.

9743-2 AUTHORIZATION

- a. **Extended Temporary Duty Work Assignments.** In accordance with NMI 9710.1, Officials-in-Charge of Headquarters Offices and Directors of Field Installations may authorize extended work assignments which are performed under the authority of 5 U.S.C. 5702. This authority may be redelegated to only one subordinate employee without further redelegation. Included are career development and executive development mobility assignments. These continuous assignments are usually performed at NASA Headquarters and NASA Field Installations.



b. Extended Training Assignments

- (1) Officials-In-Charge of Headquarters Offices and Directors of Field Installations may authorize (in accord with NMI 9710.1) extended training assignments that are performed under the Government Employees Training Act, 5 U.S.C. 4109. This authority may be redelegated to only one subordinate employee (usually the appropriate training officer) without power of further redelegation. These continuous full-time training programs can be conducted at Government or non-Government colleges or universities, other academic institutions of higher learning, training facilities, and other locations.
- (2) Prior to authorization of the assignment, the authorizing official, shall: 1) determine whether the training assignment is in the best interest of the Government; and 2) develop a cost comparison to determine whether the assignment should be authorized as Extended TDY or Permanent Change of Station move (see FMM 9741-12). Upon completion, a copy of the cost comparison shall be submitted to the financial management officer along with a properly authorized NASA Form 372, Travel Request and Authorization. This data will be utilized to certify fund availability, and to process travel voucher claims.
- (3) 5 U.S.C. 4109 authorizes NASA to pay all or, if agreed to by the employee, a part of the per diem expense for a training assignment (see FMM 9742-18). The agreed upon rate will be effective at 12:01 a.m. on the day after arrival at the training location.

c. **AUTHORIZING PROCEDURES AND PER DIEM RATES FOR TDY AND EXTENDED TDY AND TRAINING ASSIGNMENTS**

Extended TDY work and training assignments lasting more than 30 days place employees in situations where lodging and meals can be purchased at reduced rates when compared to a TDY assignment of a lesser duration. The success of the reimbursement systems for TDY, and extended TDY work and training assignments described below is dependent upon the accuracy of the authorizations made by responsible management officials.

- (1) **TDY Work and Training Assignments - Duration of 30 Days or Less.** When the authorizing official initially determines that a TDY travel assignment will be of a duration of 30 days or less, the traveler shall be reimbursed in accordance with the lodging plus system up to the maximum per diem established by GSA for the location of the assignment (see FMM 9742-8 through 9742-14). Traveler must submit lodging receipts with each claim.



There will be occasions where legitimate unforeseen circumstances require the initial TDY assignment to be extended. If the extension is for less than 30 additional days, the traveler may continue to be reimbursed under the lodging plus system. Extensions must be authorized by the cognizant authorizing official. However, if the extension exceeds 30 days or an additional extension is requested, the traveler must be reimbursed at the rate prescribed either for the short or long term extended TDY assignment. The reimbursement rate change will be effective on the date the authorizing official makes the determination that an extension is required. The per diem rate will be determined based on the length of the extension. Extensions must not be authorized for the purpose of simply maintaining a higher per diem rate in view of the GSA requirement to establish a reduced per diem rate in extended TDY situations. (See Federal Travel Regulation Chapter 301-7.12b, entitled Extended Stays.)

- (2) **Short Term Extended TDY Work Assignments - Duration of 120 Days or Less.** When the authorizing official initially determines that a short term extended TDY assignment will be of a duration of more than 30 days and not more than 120 days, the traveler will be reimbursed 65 percent of the maximum per diem rate established by GSA for that location, rounded to the nearest dollar. This rate of reimbursement will commence on 12:01 a.m. on the day after arrival at the extended TDY location.

Reimbursement will be based on a flat rate system. Travelers are required to submit receipts for lodging, furniture rental, utilities, and any other expenses over \$25 with each claim.

In instances when a short term extended TDY travel assignment will last more than 120 days, the traveler will automatically be reimbursed at the rate prescribed for long term TDY travel assignments in subparagraph (3) below. If, during the assignment, management decides that the duration of the assignment will exceed 120 days, the reimbursement rate change will be effective on the date the authorizing official makes the determination that an extension is required.

- (3) **Long Term Extended TDY Assignments - Duration of More Than 120 Days.** When the authorizing official determines that a long term extended TDY assignment will be of a duration of more than 120 days, the traveler will be reimbursed 55 percent of the maximum per diem rate established by GSA for that location, rounded to the nearest dollar. This rate of reimbursement will commence at 12:01 a.m. on the day after arrival at the extended TDY location.

Reimbursement will be based on a flat rate system. Travelers are required to submit receipts for leases with the initial claim and in any instances when another is obtained. Receipts must also be submitted with each claim for furniture rental, utilities, and other expenses over \$25.



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- (4) **Adjustments in Authorized Per Diem Rates.** If the Director, Financial Management Division, Code BF, NASA Headquarters, or the applicable Installation Financial Management Officer determines that authorizations have been manipulated for the purpose of providing the employee with a higher per diem rate, the following adjustment will be made based on the length of the assignment.
- (a) If the total length of the assignment is over 30 days, but does not exceed 120 days and subsequent weekly, biweekly, or monthly authorizations or combination of these have been issued solely for the reason of providing a higher per diem rate, the traveler will be reimbursed from 12:01 a.m. on the day after arrival at the extended TDY location at 65 percent of the maximum per diem established by GSA.
 - (b) If the total length of the assignment is over 120 days and subsequent weekly, biweekly or monthly or short term TDY authorizations or a combination of any of these have been issued solely for the reason of providing a higher per diem rate, the traveler will be reimbursed from 12:01 a.m. on the day after arrival at the extended TDY location at 55 percent of the maximum per diem established by GSA.
 - (c) All adjustments will be recovered by either:
 - 1 Reducing future reimbursement claims the traveler submits;
 - 2 Billing and collecting from the traveler for any differential, if necessary; or
 - 3 Collecting outstanding amounts due the Government from the traveler via salary setoff procedures.
- All adjustments must be authorized by the Director, Financial Management Division, Code BF, NASA, Headquarters.
- (5) **Extended TDY Training Assignments.** When the authorizing official determines that a training assignment will be of a duration of more than 30 days, the traveler will be reimbursed 55 percent of the maximum per diem rate established by GSA for that location, rounded to the nearest dollar. This rate of reimbursement will commence on 12:01 a.m. on the day after arrival at the extended TDY training location.



(6) **Extended TDY Work and Training Assignments for Spouses.** In instances when two spouses are performing an extended TDY work or training assignment during the same timeframe at the same location, the following entitlement will be authorized: One spouse will be authorized either 55 percent or 65 percent of the maximum per diem rate established by GSA for the location. The rate is dependent on whether the assignment is a short term or long term extended TDY assignment. The accompanying spouse will be authorized 75 percent of the Meals and Incidental Expense Allowance (M&IE) established by GSA for the location rounded to the nearest dollar. The additional M&IE entitlement will not be authorized for assignments of convenience. The decision whether to authorize the M&IE entitlement in the above situations must be determined by the cognizant Official-In-Charge of Headquarters Office or Director of Field Installation. This authority may be redelegated to one subordinate employee without power of further redelegation.

(7) **Entitlements Covered by Extended TDY Per Diem Rates.** The Agency will authorize the traveler a per diem rate that provides:

- (a) an efficiency or one bedroom furnished apartment;
- (b) or if not available, an unfurnished efficiency or one bedroom apartment, plus the rental of appropriate and necessary furniture; and
- (c) The following expenses are also included in the lodging and for computing a daily lodging rate when purchased on a weekly or monthly basis:
 - 1 the cost of connection, use and disconnection of utilities,
 - 2 monthly telephone use fee (does not include installation and long distance calls),
 - 3 basic cable TV service
 - 4 cost of reasonable maid service and cleaning charges.
- (d) the cost of prepared meals; breakfast, lunch and dinner. Menus from area restaurants and fast food chains shall be utilized in the establishment of the rate to be authorized for meals.

d. **OTHER CONSIDERATIONS FOR EXTENDED WORK AND TRAINING ASSIGNMENTS**

(1) **Authorized Travel Between The Extended TDY Location and The Employee's Permanent Duty Station.** Travelers are not authorized per diem for official travel at the permanent duty station during the extended TDY work or training assignment. However, when official travel is performed at the permanent duty station, it is proper to recover the average daily fixed costs incurred at extended TDY work or training location.



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FIXED COSTS are those entitlements other than meals authorized in the extended TDY per diem rate. The following items are included when computing fixed costs. The cost of a suitable efficiency or one bedroom furnished apartment, if not available, an unfurnished efficiency or one bedroom apartment, plus an allowance to rent suitable furniture.

The average daily cost of utilities and basic cable TV service.

In order to establish the amount of the entitlement, the traveler must provide the applicable Financial Management Office with a signed statement itemizing and describing the fixed costs that will be claimed. Receipts for lodging, furniture rental, utilities, and cable TV must be furnished with the statement if not previously submitted. All lodging cost claims must be supported by a lease or other written agreement.

The traveler will be reimbursed for the average daily fixed cost for each day in official travel status.

NASA employees on military leave will be reimbursed for fixed lodging costs while on extended TDY provided the employee acted reasonably and prudently in incurring allowable expenses.

- (2) **Authorized Travel Between The Extended TDY Location And Other TDY Destinations.** When travelers perform TDY travel at locations other than the permanent duty station during the extended TDY assignment, the authorized per diem rate shall be suspended. The employee will be reimbursed at a rate that will cover the average daily fixed cost at the extended TDY location plus the expenses related to the TDY travel.

If the standard authorized M&IE allowance is authorized for the TDY travel, the employee will not be required to itemize the cost of meals (see FMM 9751 for Actual Expense Travel). The average daily fixed cost will be reimbursed in accordance with the provisions of subparagraph (1), above.

- e. **REQUEST FOR EXCEPTION TO ESTABLISHED PER DIEM RATES.** In instances when the prescribed per diem rate for an extended TDY work or training assignment will not cover the continuing cost of the assignment, a request for adjustment should be made to the Director, Personnel Division (Code FP). Concurrence by Code BF is also required. All requests must be submitted in writing and authorized by the senior authorizing official of the requesting organization.



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- (1) **Required Documentation.** Each request for an exception to established extended TDY per diem rates shall contain the following information:
 - (a) Whether the exception is for an individual employee or a group of employees assigned to the same extended TDY location.
 - (b) The portion of the per diem rate for which the exception is requested, (i.e., lodging, meals, etc.). The specific items covered by the extended TDY per diem rate are listed in subparagraph c(7) of this section.
 - (c) A cost survey supporting the requested exception. The cost shall be collected from business entities within a reasonable proximity (i.e., 20 mile radius) of the extended TDY location. The commuting circumstances within the area of the assignment will also be considered.
- (2) **Group Assignments.** In cases when NASA assigns a group of employees to the same location, authorization of allowances shall be based on a survey of the actual subsistence expenses within a reasonable proximity (i.e., 20 mile radius) of the extended temporary duty station. This procedure will ensure that all employees are authorized the same rate when working or training in a single area. The reimbursement cannot exceed the maximum per diem rate established by GSA for the locality (see FMM Appendix 9742-8A). Rates will be established as necessary by the Director, Personnel Division (Code FP) and concurred on by Code BF. In order to keep allowances equitable and current, a revalidation of actual subsistence expenses for an area shall be conducted annually.
- (3) All employees and authorizing or approving officials involved in extended TDY orders for either work or training assignments should be knowledgeable of the annual leave impact on per diem (reference FMM 9741-3.)
- (4) For authorization to return to the official duty station on nonworkdays, see FMM 9741-6c.

f. REIMBURSEMENT OF TRAVEL EXPENSES

- (1) In instances when an exception to the established per diem rate is authorized, the employee will be reimbursed on an actual expense basis.
- (2) **Itemization of Actual Expenses.** The employee is required to itemize each expense claimed on the travel voucher.
 - (a) Meals must be itemized separately; i.e., breakfast, lunch, and dinner.
 - (b) Incidental Expenses.

NOTE: Unless specifically authorized, the maximum daily reimbursement for items (a) and (b) above cannot exceed 75 percent of the meals and incidental expense allowance established by GSA for the applicable extended TDY location.

- (c) Lodging



- (d) Furniture Rental
- (e) Utilities
- (f) Basic Cable TV
- (g) Maid or Cleaning Services

Receipts are required in accordance with subparagraph g(4) of this section.

g. TRAVEL ADVANCES

- (1) **Initial Authorization.** Employees performing an extended TDY work or training assignment will be authorized a travel advance to cover the lesser of the length of travel or 45 days of per diem. For extended travel assignments to isolated or remote localities, a travel advance may be issued based upon the total number of days stated on the NASA travel authorization. The 80 percent limitation still applies in these situations.
- (2) **Liquidation of Travel Advances.** Employees will liquidate the portion of the travel advance in excess of 30 days beginning with the third monthly voucher that is submitted. Employees authorized a travel advance of 45 days will liquidate the excess in equal installments from the third through the fifth month of the assignment. The remaining 30 days of the travel advance shall be liquidated at the end of the assignment. In cases when the assignment is terminated earlier than anticipated, the employee shall submit all travel voucher claims within 5 work days of the notification. Any remaining travel advances will be liquidated at the time the travel claims are submitted. Travel advances that are not liquidated and become delinquent, will be recovered by the FMO via the salary set off procedures.
- (3) **Voucher Submission.** Employees performing extended TDY work and training assignments shall submit travel vouchers on a monthly basis.
- (4) **Receipts.** Receipts shall be submitted for the following items:
 - (a) **Lodging.** The receipt must indicate the amount paid and the specific size of the lodging (efficiency, one bedroom, etc.). A copy of a lease, if applicable, should be submitted with the initial claim. In cases when the employee changes the place of lodging, a new lease, if applicable, should be submitted with the next claim. The lease, at a minimum, should indicate the price and the specific size of the lodging, whether or not it is furnished and the amount of deposit required. Receipts for furniture rentals shall also be submitted.
 - (b) **Meals.** Receipts are required for any meal claimed over \$25.
 - (c) **Miscellaneous.** Receipts are required for any item over \$25 and any of the miscellaneous items listed in FMM 9772-5b, regardless of the amount.



9743-3 EXTENDED TEMPORARY DUTY VERSUS PERMANENT CHANGE OF STATION

The following applies to extended TDY assignments of more than 180 days:

- a. Prior to authorization of the travel, a cost comparison shall be made on a case-by-case basis by the authorizing official, in consultation with the Personnel Office and the Financial Management Office, to determine whether such travel is in the best interest of the Government to establish the assignment as extended TDY or permanent change of station.
- b. A properly authorized NASA Form 372 supported by a cost comparison shall then be submitted by the authorizing official to the Financial Management Office to be utilized in the certification of funds and disbursement approval processes.
- c. **INCOME TAXATION OF REIMBURSABLE EXTENDED TDY EXPENSES.** Employees must be made fully aware of their potential income tax liability if their TDY assignment is for a year or more. Internal Revenue Service (IRS) Ruling 83-82-1983 1 CB 45 states the following:
 - (1) a work assignment of a year or more is presumed to be permanent in nature so any TDY reimbursements received by the employee are taxable income;
 - (2) the IRS presumption of permanence can be rebutted for TDY assignments up to 2 years, but only if the employee can meet very specific criteria; and
 - (3) the IRS has determined that an assignment of 2 years or more is always permanent for taxation purposes.

9743-4 SUBSISTENCE ALLOWANCES FOR EXTENDED TEMPORARY DUTY (TDY) ASSIGNMENTS

- a. **PER DIEM ALLOWANCES FOR TRAVEL TO AND FROM THE EXTENDED TDY STATION.** Employees performing extended work or training assignments will be authorized per diem allowances for travel between the permanent official duty station and the extended TDY station. The following per diem allowances will be authorized in accordance with FMM 9742-8 through 9742-15.
 - (1) **Day Travel Begins**
 - (a) **Lodging Required.** When lodging is required on the day travel begins, (day of departure from the official station or other authorized point), the per diem allowable shall be the actual cost of lodging incurred by the employee, limited to the applicable maximum lodging allowance prescribed in FMM Appendix 9742-8A for the location of the lodgings, plus the applicable M&IE rate prorated as provided in FMM 9742-10.



- (b) **Lodging Not Required.** When lodging is not required on the day travel begins, the per diem allowable shall be the destination M&IE rate prorated as provided in FMM 9742-10.

(2) Full Calendar Days of Enroute Travel

- (a) **Lodging Required.** For each full calendar day the employee is in a travel status and lodging is required (whether enroute or at a temporary duty location other than an extended TDY station), the per diem allowable shall be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed in FMM Appendix 9742-8A, for the location of the lodging, plus the applicable M&IE rate.
- (b) **Lodging Not Required.** For each full calendar day that the traveler is in a travel status and lodging is not required, (such as when the traveler is en route overnight to the next TDY location), the per diem allowance shall be the destination M&IE rate.
- (c) **Day of Arrival at the Extended TDY Station.** For the day of arrival at the extended TDY station, the per diem allowable will be the same as a full calendar day of enroute travel (see subparagraph (2)(a), above).

(3) Returning From Travel

- (a) **Lodging Required.** For each full calendar day of travel when lodging is required at an en route location while the employee is returning to the official station, home, or other authorized point, the per diem allowable shall be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the lodging, plus the applicable M&IE rate.
- (b) **Lodging Not Required.** For any full calendar day of travel when lodging is not required while the traveler is en route overnight returning to the official station, home, or other authorized point, the per diem allowable shall be the M&IE rate applicable to the preceding calendar day.
- (c) **Day Travel Ends.** For the day travel ends (day traveler returns to the official station, home, or other authorized point) the per diem allowable shall be the M&IE rate applicable to the preceding calendar day prorated as provided in FMM 9742-10.



9743-5 TRANSPORTATION ALLOWANCES FOR ENROUTE TRAVEL TO, FROM, AND AT THE EXTENDED TDY STATION

- a. **General.** Transportation allowances authorized for extended TDY shall be authorized in accordance with FMM 9730.
 - (1) Prior to authorization of enroute transportation allowances, a determination shall be made by the authorizing official to ascertain what local transportation is available at the particular extended TDY station. For selection of the mode of transportation, see FMM 9731-5.
 - (2) The authorized modes of transportation in order of preference for travel to and from the permanent duty station to the extended TDY station are:
 - (a) Common carrier,
 - (b) Privately-owned conveyance (POC) and, as a last resort,
 - (c) Rental car.
- b. **Privately-owned Conveyance (POC).** Authorization for the use of a POC can be determined to be either on a personal preference basis or as advantageous to the Government.
 - (1) If common carrier transportation is available to the extended TDY point and local transportation is available at the extended TDY point, the traveler may be authorized a POC allowance on a personal preference basis (see FMM 9733-3 through 9733-8).
 - (2) If common carrier transportation is available to the extended TDY station but local transportation is not available, a cost comparison shall be made using the factors contained in FMM 9733-6 to determine if the use of a POC for enroute and local travel should be authorized as advantageous to the Government. If the traveler is authorized use of a POC as advantageous to the Government, the traveler shall be expected to travel an average of 300 miles per day for the travel between the permanent official duty station and the extended TDY station (see FMM 9733-7).
 - (3) If common carrier transportation is not available to the extended TDY station and local transportation is not available at the extended TDY location, the use of a POC for enroute and local travel shall be authorized as advantageous to the Government.
 - (4) Employees authorized the use of POC as advantageous to the Government for extended TDY work or training assignments, may be authorized reimbursement for the round-trip travel from the place of lodging to the work station or training location. Each authorization shall be supported by a cost comparison that must indicate that the approval of such expenses is warranted.



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- (5) When employees are authorized use of POC on a personal basis for extended TDY work or training assignments, there will be no reimbursement for the daily round-trip travel from the place of lodging to the work station or training location.

c. Common Carrier

- (1) Normally common carrier is presumed to be the most advantageous mode of transportation (see FMM 9731-5). Common carrier transportation shall be authorized in accordance with FMM 9731-6. For conditions which govern travel by Government aircraft, see FMM 9731-7.
- (2) Prior to authorization of common carrier transportation, a cost comparison shall be made considering all of the factors involved for the duration of the extended TDY assignment, such as:
 - (a) available local transportation;
 - (b) work schedule of the individual person;
 - (c) will rental car be required; and
 - (d) is use of a POC required.
- (3) If, after analyzing all of the available facts that concern the extended TDY work or training assignment, the authorizing official arrives at the determination that the use of common carrier is not advantageous to the Government, then consideration shall be given to other modes of transportation, such as POC and NASA aircraft.

d. Rental Cars

- (1) The use of rental cars shall be authorized only after all other modes of transportation are deemed not to be available at the extended TDY duty station. Each authorization shall be supported by a justification that indicates that management has exhausted all other available possibilities prior to authorizing the use of a rental car. When authorized, the employee shall use the rental car for travel between the place of lodging, business, and, when necessary, to procure suitable meals. Employees are responsible for all expenses that are related to personal use of the rental car. The reimbursement shall be limited to the cost of a subcompact vehicle rental. An employee who has been authorized use of POC on a personal preference basis or as advantageous to the Government for travel to or at the extended TDY station can be authorized the use of a rental car if it is proven to be advantageous to the Government and not merely a personal convenience. This applies to both the extended TDY site and when the employee returns to the permanent duty station on official business.
- (2) In instances where there are groups of NASA employees at the same extended TDY station and all are using rental cars, the authorizing officials shall require individuals to share the use of the rental car to the maximum extent possible.*



FMM 9744 INTER-GOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM

9744-1 GENERAL

The Intergovernmental Personnel Act (IPA) Mobility Program (5 U.S.C. 3371-3376) provides the authority for temporary assignment of personnel other than non-career and excepted appointees, between the Federal, state and local governments, institutions of higher education, Indian tribal governments, and other eligible organizations, to perform assignments mutually beneficial to the organization involved. The Office of Personnel Management (OPM) has been vested the authority to administer the IPA Mobility Program; regulations are in Chapter 334 of the Federal Personnel Manual. NASA policies and responsibilities are governed by NMI 3334.1.

9744-2 REQUIREMENTS AND AGREEMENTS

- a. Under the IPA Mobility Program, assignments are authorized up to 2 years with a possible 2-year extension. Assignments solely for training purposes are not authorized under the mobility program. It is NASA policy to utilize the IPA program when the assignment serves a sound mutual public purpose and is not solely for the employees benefit.
- b. Before an IPA assignment can be made and any reimbursable expenses can be incurred, NASA and the state or local government, Indian tribal government, institution of higher education, or other eligible organizations, and the assigned employee, shall enter into a written agreement which records the obligations and responsibilities of the parties involved. This is accomplished by the proper execution of OPM Optional Form 69, entitled, "Assignment Agreement, Title IV of the IPA of 1970."

9744-3 TRAVEL AND TRANSPORTATION ALLOWANCE

Generally, the cost of travel and transportation of household goods, to the point of temporary assignment, will be shared. However, the law permits full reimbursement by either party to the agreement. Since an IPA assignment is temporary in nature, no real estate transactions will be authorized. As with other expenses inherent in temporary assignments, details and cost-sharing are negotiated. When NASA pays more than 50 percent of the cost of the assignment, and the period of the assignment exceeds 6 months, documentation of the cost-sharing arrangement must be included in the agreement. Employees traveling on IPA assignments may receive either per diem in lieu of subsistence, or the change of station allowances authorized in these travel regulations, but not both. (See 53 Comp. Gen. Decision 81, dated August 6, 1973.)



9744-4 REIMBURSEMENT OF FRINGE BENEFITS

IPA mobility assignments, of non-Federal Government employees to NASA, may be arranged on either a detail or appointment basis. Whenever the detail arrangement is used, NASA is authorized under 5 U.S.C. 3374(c) to reimburse the assignee's employer for their pay, including portions of the costs of employee retirement, and life insurance. (See 54 Comptroller General decision 210.)

9744-5 FINANCIAL MANAGEMENT OF IPA REIMBURSABLE AGREEMENTS

The Director, Financial Management Division, and installation financial management officers, are responsible for insuring that the following financial terms, and accounting functions of all IPA agreements are completed:

- a. That adequate financial safeguards are included in the terms of all agreements.
- b. That the financial terms are adhered to by all parties.
- c. That the systematic billing, recording of accounts receivable or accounts payable, disbursing or collecting of all IPA agreements are properly and timely disclosed within the NASA financial system.
- d. Advising the appropriate authority of any violation of financial terms considered to be of such a serious nature that termination of the IPA appears to be warranted. (See NMI 334.1, paragraph 6a.)



FMM 9745 TRAVEL TO FOREIGN COUNTRIES

9745-1 GENERAL

Foreign travel as defined in FMM 9712-9 is monitored by the International Relations Division, Office of Policy Coordination and International Relations, NASA Headquarters. This includes coordination with the Department of State in conduct of NASA or NASA-sponsored research in foreign areas which involves the area or its people, residence or travel in foreign countries (other than travel specified in these regulations) and communications with foreign nationals as outlined in NMI 1360.1 or as revised. For specific per diem allowances related to travel to foreign countries, refer to the appropriate paragraph in sections FMM 9741, 9742, and 9743.

9745-2 PROGRAM AND NONPROGRAM TRAVEL

- a. **FOREIGN PROGRAM TRAVEL.** NASA Form 386, Overseas Travel Order, will be prepared and submitted to the appropriate authorizing official within NASA Headquarters or the applicable Field Installation. Installation Passport Officers or the Travel Unit, NASA Headquarters Operations, are available for any information relative to the requirements imposed on Foreign Travel.

(1) Special Requirements

- (a) Program travel that involves any foreign area studies of a political, programmatic or sociological nature, as well as (1) site surveys, (2) geological surveys, or (3) collection of natural specimens or trips of a similar nature must be cleared with the International Relations Division in the manner set forth below before the travel is commenced.
- (b) Six months prior to the date of the proposed travel, a Memorandum will be forwarded to the International Relations Division which has the responsibility of obtaining the necessary clearances through the Department of State from the foreign government concerned. The information required to be submitted for the types of program travel in subparagraph (a) above is in addition to the information required for travel to the countries specified in subparagraph FMM 9745-2d. The information to be submitted is as follows:
- 1 Name of traveler, title and office;
 - 2 Date of travel;
 - 3 Specific places and areas to be visited in the host country;
 - 4 Purpose, including identification of the NASA program the travel will support;



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- 5 Justification, including identification of the features or facilities to be observed in the host country which do not exist in the U.S.;
- 6 Equipment, if any, to be imported from the host country; and
- 7 List of items expected to be exported from the host country;
- 8 Names and affiliation of personnel to be contacted while in host country.

Visas for all proposed travel of the types specified in subparagraph (a) above will not be requested by the responsible NASA Travel Office until the above information has been received and acted upon by the International Affairs Division, NASA Headquarters.

b. FOREIGN NONPROGRAM TRAVEL

(1) Officials-in-Charge of Headquarters Offices and Directors of Field Installations proposing to send an employee to a foreign outside meeting or to perform other foreign nonprogram travel shall advise the International Relations Division, the cognizant Headquarters Program Office and, where applicable, the NASA Coordinator for AGARD of the planned trip as soon as possible after such invitation, if any, is received but in no instance less than 20 workdays prior to the date of the planned trip unless otherwise provided, using NASA Form 1167, in accordance with the criteria outlined in NMI 9710.1_ or as revised. Request will include:

- (a) Name of traveler;
- (b) Dates of travel;
- (c) Name of the organization sponsoring the meeting;
- (d) Location and dates of the meeting;
- (e) Participating role of the traveler;
- (f) Dates and purpose of visiting other locations.
- (g) Fund source, and
- (h) RTOP Numbers for Aeronautics Installations only.

Requests involving speaking engagements or presentation of papers will be received in NASA Headquarters a minimum of 4 weeks prior to the beginning of travel or submission of abstracts in order to provide sufficient time for review of the request. Where participation merely requires attendance, the minimum 20-workday advance notice may be followed.

NOTE: Non-reimbursable foreign travel for the sole purpose of attending professional meetings does not require the concurrence of Code IR on NASA Form 1167.



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- (2) Approval will normally be given only for attendance at professional meetings of a bona fide international character or sponsored by recognized international organizations or associations. Attendance at meetings abroad of a purely national local character or other miscellaneous nonprogram travel will normally be approved only if the NASA employee is to be in, or traveling through, the geographic area on other approved official business or if positive evidence is presented that attendance will result in significant benefits to NASA. Employees authorized to perform foreign program travel desiring to attend such meetings, or perform other nonprogram activity during the trip, are required to submit a request for authorization of nonprogram travel as set forth in subparagraph b(1), above.
- (3) The International Affairs Division will coordinate proposals to attend any foreign outside meeting and other foreign nonprogram travel, except as noted above in (1), with the cognizant Headquarters program office. Nonconcurrence of the proposed foreign nonprogram travel by either the cognizant program office or the International Relations Division will be noted on NASA Form 1167 within 20 workdays after receipt of the request in NASA Headquarters. It is the responsibility of the International Affairs Division to formally notify the requesting official of such nonconcurrence as well as the NASA Headquarters Travel Unit.
- (4) Where a formal nonconcurrence is not received by the requesting official by the close of business of the 10th workday after submitting NASA Form 1167, revised, to the International Affairs Division, the requesting official may assume that the request is approved. However, where new and/or revalidated passports will be required, the provisions of FMM 9745-6b concerning the timing for submitting completed NASA Form 386 will be followed. Distribution of the signed NASA Form 386 will be in accordance with subparagraph FMM 9745-2e, below.
- (5) NASA employees who receive an invitation to speak, make an appearance, or present a paper involving space or space-related matters, while traveling abroad on leave, are required to secure the approval of the Official-in-Charge of the cognizant Headquarters Office or Director of the cognizant Field Installations, as appropriate, as far in advance of the meeting date as possible. The cognizant official mentioned above shall request the approval of the International Affairs Division. Where time permits, the NASA Form 1167 will be used by the requesting official in the same manner as set forth in subparagraph (1) above. Where time does not permit for the submission and review of NASA Form 1167 to be made in the normal manner, the request may be made by Facsimile transmission to the International Affairs Division, NASA Headquarters. Where the request to accept an invitation to attend a foreign nonprogram meeting is made pursuant to the provisions of this subparagraph (5), the approval to accept such invitation shall be communicated to the employee by the International Affairs Division via the cognizant requesting official. Such approval may be communicated by telegram, or similar means.



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Employees authorized to accept such an invitation and who attend the meeting or function will be considered to be in a duty status during such time. Such approval will be confirmed by preparation of NASA Form 386 in accordance with established procedure. Distribution of the signed NASA Form 386 will be made in accordance with subparagraph FMM 9745-2e.

- (6) **Foreign Training.** Officials-in-Charge of Headquarters Offices and Directors of Field Installations requesting approval of training (instruction, education, or a structured developmental experience) for NASA employees provided by foreign institutions or facilities located within or outside the United States and its possessions, should first establish the availability of NASA funds for both the foreign training and the travel. All foreign training requests, regardless of how they are funded, must be approved. Requests must be submitted to the Director, Personnel Programs Division, 6 months prior to the proposed date of departure. An original and two copies of NASA Form 1167 should be prepared in accordance with the following procedures:
- (a) Information to be included on NASA Form 1167 with necessary attachments:
- 1 Name of traveler.
 - 2 Names and address of the foreign training facility.
 - 3 Location and dates of proposed training.
 - 4 Detailed description of proposed training, pre or post doctoral research, or study. Attach correspondence, training brochures, programs, etc.
 - 5 Purpose of training.
 - 6 Total cost analysis, including all proposed financial (in cash or in kind) arrangements from both NASA and non-NASA sources. (Law and regulation allow the payment of tuition, books, and related fees, per diem and travel expenses, as well as salary continuation. However, in many cases, installations provide financial support for considerably less than the allowable maximum because of local policy and individual assessment of the relative degree of benefit and return to the installation/agency.)
 - 7 Itinerary of all official and personal travel giving dates of departure and return.
 - 8 Specific justification including: the extent and nature of the efforts that were made to determine the availability of equivalent domestic training; the cost advantage and/or other reasons to justify the request for foreign training, if comparable domestic training is available; and, the benefits that will accrue to the Agency and the attendee.



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- (b) Approvals required in the following sequence:
- 1 Officials-in-Charge of Headquarters Offices, for Headquarters employees, or the Director of a field installation, for installation employees, must recommend approval on NASA Form 1167.
 - 2 Director, Personnel Programs Division, Office of Management Operations, Headquarters, will review all foreign training requests to insure Agencywide compliance with statutory and regulatory requirements and forward approved requests to the International Affairs Division.
 - 3 The Director, International Affairs Division, Headquarters, will confirm the eligibility of the training facility with the Department of State and determine whether the proposed training request is compatible with current foreign policy objectives.
 - 4 The Associate Administrator for External Relations is the final authority for approval or disapproval of the foreign training request. This approval means that expenditures for nonprogram travel funds are granted and that the foreign training facility is eligible to provide the training.
- (c) Upon approval by the Associate Administrator for External Relations, the training request package will be returned to the Director, Personnel Programs Division, who will forward the approved request to the installation or the Headquarters Training Office. When the NASA Travel Form 386 is processed, the NASA Form 1167 should be removed from the foreign training package and attached to Form 386 to show that the foreign training has been approved by the Associate Administrator for External Relations.

c. **ADVANCE NOTICE REQUIREMENTS OF CERTAIN COUNTRIES**

- (1) NASA personnel and detailed military personnel who intend to visit Government organizations or classified installations in Australia, Canada, France, or the United Kingdom, must furnish advance information to the International Affairs Division in accordance with subparagraph (2), below. The International Affairs Division will notify the appropriate American Embassy and, for travel to Australia, the Department of Supply.



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- (2) Advance notice will be prepared in memorandum form in accordance with correspondence procedures and will include the information required in subparagraphs FMM 9745-2a through 9745-2d. These memoranda must be submitted in accordance with the following established requirements:
- (a) **Travel to Australia.** Submit memorandum 3 weeks prior to date of travel. Travel to Woomera from Adelaide is by Australian government plane only, which is scheduled Monday through Friday. Only Australian government quarters are available at Woomera. Information required:
- 1 Name (in full)
 - 2 Installation
 - 3 Place of Birth
 - 4 Date of Birth
 - 5 Security Clearance
 - 6 Clearance Office (normally installation security office)
 - 7 Purpose of Visit
 - 8 Places to be Visited
 - 9 Date of Visit and Length of Stay
- (b) **Travel to Canada.** Submit memorandum 3 weeks prior to date of travel. For travel to the Defense Research Establishment Valcartier (DREV), Defense Research Board (DRB), Communications Research Center, Department of Transportation (CRC), and commercial contractors, the following information is required:
- 1 Name (in full)
 - 2 Installation
 - 3 Place of Birth
 - 4 Date of Birth
 - 5 Position Title
 - 6 Purpose of Visit
 - 7 Security of Clearance
 - 8 Citizen (Country)
 - 9 Date of Visit and Length of Stay



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(c) **Travel to France.** Submit memorandum 4 weeks prior to date of travel. For visits to governmental and industrial establishments, the following information is required:

- 1 Name (in full)
- 2 Installation
- 3 Position Title
- 4 Place of Birth
- 5 Date of Birth
- 6 Passport Number
- 7 Purpose of Visit
- 8 Security Clearance
- 9 Persons and/or organizations to be visited and proposed dates
- 10 Copies of letters written requesting appointments with persons to be visited at each agency.

(d) **Travel to the United Kingdom.** Submit memorandum 6 weeks prior to date of travel. For visits to governmental and industrial establishments, the following information is required:

- 1 Full name of visitor(s)
- 2 Nationality
- 3 Position held and organization
- 4 Detailed description of subjects to be discussed and information required.
- 5 Reason why information needed
- 6 Persons and/or organizations to be visited and proposed dates
- 7 Details of prior arrangements made with persons/organizations given above
- 8 Passport number of visitor(s)
- 9 Level of security clearance of visitor(s)

d. **OFFICIAL VISITS TO COMMUNIST COUNTRIES OR AREAS**

- (1) Official visits to Communist countries or areas, for whatever purpose, shall be approved by the Deputy Administrator or designee before travel may be authorized. Countries where official travel may and may not be authorized are contained in subparagraphs (7) and (8), below.
- (2) Requests to visit Communist countries or areas shall be addressed to the Deputy Administrator via the cognizant Headquarters Program or Staff Office and the International Affairs Division with a copy to the installation security office. No copy need be furnished the installation security office when Yugoslavia is the only Communist country involved.



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- (3) Final coordination by the International Affairs Division shall include a security assessment by the Security Division, NASA Headquarters, except when Yugoslavia is the only Communist country involved. Where determined appropriate by the Director of Security, this assessment may be furnished directly to the Deputy Administrator. When such action is taken, the Security Division will immediately advise the International Affairs Division to ensure that the recommendation of that office is not unduly delayed.
- (4) Notification of the determinations made by the Deputy Administrator or designee concerning the travel will be furnished by the International Affairs Division to the requesting official, the Security Division, NASA Headquarters, and the Travel Unit, Administration Division, NASA Headquarters, for appropriate action.
- (5) Upon receipt of documentation indicating the approval of the Deputy Administrator, the appropriate authorizing official may authorize travel on NASA Form 386, as appropriate. Distribution of the signed NASA Form 386 will be made in accordance with subparagraph FMM 9745-2e. A copy of the approved authorization will be forwarded to the Installation Security Office simultaneously with the required distribution to NASA Headquarters.
- (6) Where the time element is an important factor, the completed NASA Form 386 may be forwarded to the NASA Headquarters Travel Unit in accordance with subparagraph f, below, concurrent with the submission of the travel proposal to the International Affairs Division. Upon receipt of the documentation indicated in subparagraph d(4), above, the NASA Headquarters Travel Unit will notify the appropriate installation travel office of such approval.

e. **NASA Travel Restricted Foreign Destinations (In effect as of May 11, 1992)**

(1) **All Travel Suspended - No U.S. Diplomatic Presence**

Afghanistan	Cuba	Iran
Iraq	Kampuchea	Libya
North Korea	Vietnam	

(2) **All Travel Restricted - Travel Advisory in Effect/Security Concerns**

Algeria	Armenia	Azerbaijan
Boliva	Burma (Myanmar)	
Colombia	Djibouti	El Salvador
Georgia	Greece	Guatemala
Haiti	Lebanon	Moldova
Mozambique	Peru	Philippines
Rwanda	Serra Leone	Somalia
Sudan	Tajikistan	Turkey
Yemen	Yugoslavia	



(3) All Travel Restricted - Requires State Department Approval

Taiwan

- f. **DISTRIBUTION OF NASA FORM 386.** After NASA Form 386 has been signed by the installation authorizing official, three copies will be forwarded to the NASA Headquarters Travel Unit for distribution as follows:

<u>Copies</u>	<u>To</u>
1	Security Division, NASA Headquarters
1	International Affairs Division, NASA Headquarters
1	Retained by Travel Unit, Administration Division, NASA Headquarters

Before initiating requests for passports, the Headquarters Travel Unit will secure clearance from the International Affairs Division for foreign travel except for:

- (1) Shipment of household goods and personal effects.
 - (2) Overseas program travel connected with down-range operations of the Eastern and Western Test Range and Wallops Flight Center.
- g. **MULTIPLE PURPOSE TRAVEL.** In instances where overseas program travel is performed in conjunction with nonprogram travel, the restrictions applicable to the nonprogram travel will govern the authorizing of travel.

9745-3 RELEASE OF CLASSIFIED INFORMATION TO FOREIGN GOVERNMENTS

If the authorized travel involves a release of classified information to a foreign government, NASA Form 386A entitled (Release of/Access to Classified Material) will be submitted in an original and three copies to the appropriate releasing official (see NHB 1620.3, Chapter 19). The releasing official is required to: (1) conduct an appropriate technical review of the information to be released in accordance with NMI 2220.2 entitled "Approval for Presentation and Publication of Scientific and Technical Papers and Reports," and (2) comply with Chapter 19 of NHB 1620.3. The releasing official will then submit a copy of the NASA Form 386A to the International Affairs Division, NASA Headquarters for concurrence. After notification of concurrence by the International Affairs Division, a copy will be retained by the releasing official, a copy will be given to the traveler (through the initiating office), and another copy will be forwarded to the installation security office. The security office copy should be received in sufficient time to comply with the briefing requirements contained in FMM 9745-5.



9745-4 ACCESS TO CLASSIFIED INFORMATION

If the proposed travel involves known access to or acquisition of classified information, NASA Form 386A will be prepared in an original and three copies and submitted to the authorizing official for approval. Once this is accomplished, the approving office will distribute the forms as indicated in FMM 9745-3.

9745-5 BRIEFINGS

- a. When determined appropriate and requested by the Director of Security, installation security officers will ensure that travelers receive a defensive briefing prior to departure for, and a post-travel interview upon return from, a Communist country or area, except Yugoslavia, or an area designated by the Director of Security as one where security is a major consideration.
- b. Installation security officers will ensure that a traveler receives a security briefing prior to departure when the traveler is to release to or receive classified documents or material from a foreign government.
- c. When considered necessary, the International Affairs Division, NASA Headquarters, will arrange for other briefings for travelers prior to departure.

9745-6 PASSPORT REQUIREMENTS

- a. **GENERAL.** Department of State regulations require that official travel to overseas areas be performed on official passports; except when authorized in accordance with paragraph b. below. Official passports are issued for 5 years and must be reissued at the end of that period. Official passports are issued by the Department of State, Washington, DC to the NASA Headquarters Travel Unit for all of NASA, except where special authority has been delegated to a NASA installation by the Department of State to receive passports for personnel of that installation. The requirements contained in subparagraphs c through f, below, are applicable throughout NASA. When, an employee is traveling with a family member to an overseas duty station, travel of such member must be on an official passport. However, if a member of the traveler's family will travel to points in addition to the traveler's official duty station, such member must obtain a regular passport rather than an official passport.



- b. **AUTHORIZATION AND REIMBURSEMENT FOR USE OF PERSONAL PASSPORTS IN CONNECTION WITH OFFICIAL FOREIGN TRAVEL.** Officials responsible for authorizing foreign travel may authorize employees to purchase personal passports and be reimbursed for the cost thereof when traveling abroad on official Government business. The authorizing official may determine that the purchase of a personal passport is warranted when the employee's safety may be in jeopardy due to the possession of an official Government passport or when terrorist activities exist within the geographical areas that the employee is required to travel. This authority also applies to members of the employee's immediate family that are stationed outside of the United States. (See Comptroller General Decision B-221736 dated February 25, 1986.)
- c. **TIME FOR SUBMISSION.** In order to ensure that new or revalidated passports are received when required, requests for overseas travel will be submitted in accordance with the following schedule:
- (1) For travel involving the issuance of a new passport, 4 weeks prior to the date of travel;
 - (2) For travel involving revalidation of a passport, 2 weeks prior to the date of travel.
- d. **NEW PASSPORTS.** Except when special authority has been delegated by the Department of State, the Travel Unit, Administration Division, NASA Headquarters, will forward to the traveler a copy of the transmittal to the Department of State requesting the issuance of a new official passport and will furnish specific instructions as to the procedures to be followed in making formal application for the passport. NASA Installations with delegated authority will follow the same procedures.
- e. **REVALIDATE PASSPORTS.** Passports must be revalidated for each official trip. The Travel Unit, Administration Division, NASA Headquarters, and NASA Installations with delegated authority will request such revalidation from the Department of State.
- f. **DELIVERY AND MAINTENANCE OF OFFICIAL PASSPORTS.** All new or revalidated official passports will be transmitted or delivered to the traveler concerned by the Travel Unit, Administration Division, NASA Headquarters, or by designated officials of an installation having delegated authority. Upon completion of travel, the employee will maintain possession of the passport. NASA travel offices will establish and maintain in current status, a list of installation employees issued official U.S. Government passports. The list shall reflect employee name, passport number, and expiration date. Employees will be officially informed of the responsibility to safeguard the passport, and are to be used only in connection with official travel. NASA travel offices will alert passport holders of the need for renewal well in advance of the expiration date in order to meet submission requirements in subparagraph c, above.
- g. **VISA REQUIREMENTS**



(1) **Responsibility for Obtaining Visas.** The Travel Unit, Administration Division, NASA Headquarters, or an Installation with delegated authority, is responsible for securing visas for official travelers when the location of the travel requires a visa, in addition to a passport. Information on visa requirements may be obtained from local travel offices.

(2) **Procedures**

(a) When a visa is required in connection with foreign travel, the requesting office will prepare and submit, via the local travel office, the original of the Information for Official Visa Applications (NASA Form 827) with four passport size (2 1/2" x 2 1/2") photographs (matte finished) to the Headquarters Travel Unit or to the official of an Installation having delegated authority. This form should be submitted with NASA Form 386 or subsequent thereto. The responsible office will prepare the necessary embassy visa application.

(b) It takes at least 3 days to process each visa. Therefore, NASA Form 827 should be submitted in advance of travel to allow sufficient time for preparation of necessary visa applications and for issuance of visas by the embassy concerned.

9745-7 TRIP REPORTS

a. Copies of trip reports covering overseas nonprogram travel assignments will be forwarded to the International Affairs Division, NASA Headquarters. Trip reports shall be prepared in the format suggested in subparagraph b, of this section.

b. The following trip report format is suggested:

To: (Supervisor of office the traveler normally reports)

From: (Name of traveler, title and office)

Subject: Trip Report (title, date(s) and place of meeting or facility visited)

(1) Purpose of Attendance. (An officer of the organization, a session chairman, present a paper, discuss a particular problem at a facility, etc.)

(2) General information on the organization and content of the meeting.

(3) Evaluation of outstanding presentations made by scientists from other countries, or description of work done or problem solved at the facility visited.

(4) Summary of important discussions with foreign scientists and engineers, identifying the individual by name, title and affiliation. Of particular interest is the possible application of the work described and the types of questions asked.

(5) When available, attach agenda, list of attendees, and copies of non-NASA papers of particular interest.



- c. When access to or receipt of classified information occurred and NASA Form 386A was not previously submitted, the trip report will include such data that would normally have been included in NASA Form 386A.

9745-8 PAYMENT OF CUSTOMS DUTY ON ARTICLES ACQUIRED ABROAD BY NASA OFFICIALS ON SPECIAL MISSIONS

a. GENERAL

- (1) The Customs Regulations, 19 CFR 10.29(d), briefly stated, permit "high officials" of the Government returning from special missions abroad to request duty-free admission of purchases made abroad (subject to the prescribed limitations for proprietary items).
- (2) The heads of Government Departments and Agencies have been requested by the Secretary of the Treasury in a letter, dated April 25, 1963, to refrain from requesting the duty-free privilege for any officer or official of a Government department or agency.
- (3) NASA officials leaving on a special mission assignment (or other) and contemplating taking items of foreign-make with them, such as cameras, should register such items with the customs officials at the port of debarkation before boarding the plane or boat. Failure to do so may cause some delay and possible payment of duty upon return to the United States.

b. DEFINITIONS. For the purpose of this paragraph, the following definitions will apply:

- (1) Special Missions are temporary duty assignments in foreign countries for periods of less than 140 days.
- (2) Courtesy of the Port is a practice whereby an official is given priority treatment in passing through customs. This special treatment does not exempt the official either from inspection of baggage or payment of duty on articles purchased abroad which exceed the normal exemption provided by law for all travelers in comparable circumstances.

c. PURCHASES MADE AND GIFTS RECEIVED ABROAD

- (1) **Purchases Made Abroad.** In compliance with the request of the Secretary of the Treasury, NASA officials shall not request the privilege of claiming duty-free entry of purchases made abroad when returning from special missions abroad. However, NASA officials may avail themselves of the "courtesy of the port" when there is a genuine need to request such assistance.



(2) Gifts Received From Foreign Governments of Officials

- (a) The privilege of claiming duty free entry for gifts bestowed abroad by foreign governments or by the officials of such governments may be exercised provided the Commissioner of Customs is advised, in writing, by the NASA Administrator, claiming the privilege on behalf of the NASA official and stating that: The gift, which shall be specifically identified, was not accepted in violation of law; and

All legal requirements relating to its possession or disposition have been or will be carried out.

- (b) NASA officials who receive gifts from a foreign government or its officials and who desire to bring such gifts into the United States duty-free shall request the Administrator, in writing, to claim the privilege on their behalf. Such request shall specifically identify the gift and the circumstances pertaining thereto.
- (c) When either the keeping or disposing of gifts received from a foreign government or its officials is a matter of legality, the Office of Counsel will be consulted.

9745-9 TRAVEL TO EASTERN TEST RANGE

- a. Travel to down-range ETR stations will be accomplished by using MAC aircraft from Patrick Air Force Base, Florida. All travelers must have reservations at all down-range stations for meals and lodging.
- b. It is the responsibility of the Passenger Travel Section, Transportation Office, John F. Kennedy Space Center, to coordinate all arrangements and have the Air Force authorities issue Invitational Travel Orders for all NASA personnel traveling to ETR down-range stations. The Air Force currently requires that requests for invitational travel orders be submitted 10 days in advance of date of travel. The Air Force also requires that persons traveling via MAC check into Patrick Air Force Base at least 2 hours prior to departure.
- c. To facilitate travel to ETR down-range stations, the Transportation Office, John F. Kennedy Space Center (Code AP-SAT-22B), must be furnished one copy of the completed Overseas Travel Order, NASA Form 386, at the time the travel is authorized.



- d. When completing the Overseas Travel order for ETR down-range travel via MAC, special attention will be given to the following information:
- (1) Show exact dates of travel (Block 4),
 - (2) Give travelers official title (Block 7),
 - (3) Show travelers official address for billing purposes (Block 11),
 - (4) Show travelers GS rating or WB equivalent (Block 13,)
 - (5) State purpose of travel clearly (Block 16),
 - (6) Give travelers next of kin (Block 17).

9745-10 USE OF EXCESS AND NEAR EXCESS FOREIGN CURRENCIES FOR TRANSPORTATION AND TRAVEL EXPENSES

- a. **POLICY.** The Secretary of the Treasury is required to determine annually whether foreign currencies held by the U.S. Government exceed the normal needs of the U.S. agencies in other countries. Excess currencies have been used to fund special foreign currency programs, but amounts in excess have declined sharply over the last several years. Because of diminishing amounts, the excess foreign currency program is being phased out as of November 16, 1991.
- b. **EXCESS CURRENCIES.** For fiscal years 1992 and 1993, no supplies of currency are in excess of the U.S. Government's normal requirements.
- c. **NEAR-EXCESS CURRENCIES.** For fiscal year 1992, only supplies of the currency of Burma are above immediate U.S. Government needs, but are not sufficiently above these needs to be declared in excess.



FMM 9746 EVACUATION AND ADVERSE CONDITIONS TRAVEL

9746-1 EMERGENCY EVACUATION

- a. **AUTHORITY.** NASA has adopted the governing provisions of Chapter 600 "Advance Payments and Evacuation Payments" prescribed in the Standardized Regulations (Government Civilians, Foreign Areas) by the Department of State with respect to foreign countries, including the Trust Territory of the Pacific Islands. The Office of Personnel Management Regulations, Federal Personnel Manual Supplement 990-1, Book III, Section 550.401 apply for evacuation within the 50 states, District of Columbia, the Commonwealth of the Northern Marina Islands, the former Canal Zone area (i.e., areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in section 3(a) of the Panama Canal Act of 1979)) and any territory or possession of the United States, but excluding the Trust Territory of the Pacific Islands.
- b. **GENERAL PROVISIONS.** The general provisions applicable to emergency evacuation covers the employee and members of his immediate family who may be evacuated from the permanent duty location to a "safe-haven post" when ordered for military reasons or other reasons which create imminent danger to the life or lives of the employee or members of his immediate family.
- c. **RESPONSIBILITY FOR DETERMINATION**
 - (1) **Overseas Areas.** The determination that evacuation from an overseas permanent duty station is necessary will usually be made by the ranking official having such authority in the area. Travel order provisions, including allowances, will be in accordance with the emergency evacuation instructions contained in Department of State regulations referenced above.
 - (2) **United States Areas.** The determination that evacuation from a permanent duty station in the continental United States to a safe location elsewhere in the continental United States for military reasons or other reasons which create imminent danger to the life or lives of a NASA employee or members of his immediate family will be made by the Director of the NASA installation concerned. The determination to order emergency evacuation will be made after appropriate consultation with State and local officials as to the desirability of such evacuations. Emergency evacuation travel may be undertaken on verbal orders given by proper officials but such verbal orders shall be confirmed in writing within 48 hours.



9746-2 ADVERSE CONDITIONS

- a. **AUTHORITY.** 5 USC 5725 provides for the transportation at Government expense of members of immediate family and household goods to an alternate location when a NASA employee is on duty, or is transferred or assigned to duty, at a place designated by the Administrator as inside a zone:

- (1) From which the employee's immediate family should be evacuated; or
- (2) To which they are not permitted to accompany him because of adverse living conditions which seriously effect the health, safety, or accommodation of the immediate family or for military reasons which create imminent danger to life or property.

b. **ALLOWABLE TRAVEL AND TRANSPORTATION**

- (1) When members of immediate family are not allowed to accompany an employee to an overseas permanent duty station to which he is assigned or transferred, transportation of members of the immediate family and household goods may be authorized to an alternate destination point designated by the employee concerned or by the members of family where it is impracticable to secure the employee's designation.
- (2) The members of the immediate family and household goods may be moved later from the alternate point to the employee's duty station when the restriction is lifted or to an unrestricted duty station to which the employee is subsequently assigned or transferred. Except as otherwise provided in this section, transportation of members of family or household goods to duty stations outside the United States will not be authorized under this subparagraph unless at least 1 year remains in the employee's tour of duty at the station on the date of scheduled arrival of the members of family at the employee's duty station; or the employee agrees to serve one year after arrival of dependents in the overseas area.

- c. **TRANSPORTATION ENTITLEMENT.** Travel and transportation allowances under adverse conditions will be in accordance with the limitations contained in FMM 9760.