

**NASA FINANCIAL MANAGEMENT MANUAL  
FMM 9700 - NASA FEDERAL TRAVEL REGULATION SUPPLEMENT (NFTRS)  
TRANSMITTAL NOTICE NO. 9700-05**

Date: August 22, 2001

1. This transmittal notice forwards this change to FMM 9700 NASA Federal Travel Regulation Supplement (NFTRS).
2. The change is effective upon receipt.
3. To view this updated document, please access our FMM website at "[www.hq.nasa.gov/fmm](http://www.hq.nasa.gov/fmm)".

**DIGEST OF MAJOR CHANGES, ADDITIONS, AND REVISIONS**

| <b><u>Paragraph/<br/>Appendix</u></b> | <b><u>Page(s)</u></b> | <b><u>Change(s)</u></b>  |
|---------------------------------------|-----------------------|--|
| 301-10.14                             | 10                    | Updated to align NASA's policy on reimbursement of transportation expenses from leave status point to TDY site with the FTR.       |
| 301-10.454                            | 16                    | Added policy that allows reimbursement of expenses for damages to a rental car while on TDY.                                       |
| 301-10.455                            | 16                    | This policy was added to allow partial reimbursement of expenses for damages to a POV while on TDY.                                |
| 301-11.1                              | 16                    | Revised to include policy that allows payment of per diem for travel during a non-standard workday.                                |
| 301-11.25                             | 18                    | This paragraph was deleted. This information can be found in the FTR.  |
| 301-11.225(4)                         | 26                    | Updated policy on unaccompanied baggage to allow reimbursement of expenses that are incurred in the most cost-effective manner.    |
| 301-11.300                            | 26                    | This paragraph was deleted. The dollar amount limitation on actual expenses is no longer required before authorization is allowed. |
| 301-52.17                             | 30                    | Revised NASA's goal of processing travel claims to 5 days.   |
| 304-1.9                               | 46                    | Added form to report payments received by the agency from non-federal sources.   |

***Original Signed By***

Philip T. Smith  
Acting Director, Financial Management Division