

**NASA FINANCIAL MANAGEMENT MANUAL  
FMM 9700 - NASA FEDERAL TRAVEL REGULATION SUPPLEMENT (NFTRS)  
TRANSMITTAL NOTICE NO. 9700-06**

Date: May 20, 2002

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/ Appendix</u></b>	<b><u>Page(s)</u></b>	<b><u>Change(s)</u></b>
301-2.1 through 301-2.24	10-13	This section has been added to the FTR to include general rules for travel.
301-11.25	22	This paragraph was added.
301-11.27	22	This paragraph was added.
301-52.4	33	This paragraph was modified to emphasize that employees must retain receipts for lodging taxes if such taxes are claimed.
301-53.1	34	Benefits or materials received from a travel provider in connection with official travel may be retained for personal use.
301-53.5	34	Frequent travel benefits may be used for upgrades, but the agency cannot pay for any upgrades unless employees meet one of the exceptions.

***Original Signed By***

Philip T. Smith  
Acting Director, Financial Management Division