

**NASA FINANCIAL MANAGEMENT MANUAL
FMM 9700 - NASA FEDERAL TRAVEL REGULATION SUPPLEMENT (NFTRS)
TRANSMITTAL NOTICE NO. 9700-07**

Date: July 18, 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".

DIGEST OF MAJOR CHANGES, ADDITIONS, AND REVISIONS

<u>Paragraph/ Appendix</u>	<u>Page(s)</u>	<u>Change(s)</u>
301-2.14	10	This paragraph was revised to change from two to three weeks for denial of a foreign travel request.
301-10.312	18	This paragraph was modified to indicate that rental car expenses are allowed in a constructive voucher.
301-52.4	34	This paragraph was changed to emphasize that employees must submit a copy of the voucher and all required receipts to the organization office responsible for preparing the travel authorization. Copies will be retained for 6 years and 3 months.

Original Signed By

David P. Moede
Acting Director, Financial Management Division