MARSHALL PROCEDURAL REQUIREMENTS

RS01

TRAVEL PROCESS
## DOCUMENT HISTORY LOG

<table>
<thead>
<tr>
<th>Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)</th>
<th>Document Revision/ Change</th>
<th>Effective Date</th>
<th>Description</th>
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<tr>
<td>Baseline</td>
<td></td>
<td>5/2/00</td>
<td>Updated URL in footers. Revision due to changes in Travel System and organizational changes within RS.</td>
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<tr>
<td>Revision A</td>
<td></td>
<td>3/10/03</td>
<td>Changes per HQ Rules Review Action. Changed font, changed MPG to MPR.</td>
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<tr>
<td>Revision B</td>
<td></td>
<td>9/10/2004</td>
<td>Revision per the MSFC Transformation Review. Changed the URL reference in par 1, Definitions. In par P.4., Applicable Documents, replaced FMM with FMR. Added “and receipts” in par. 2.1.10. Modified flow diagrams 2, 3, 6, and 7 to reflect changes recommended by the Process Reengineering Team.</td>
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<tr>
<td>Revision C</td>
<td></td>
<td>7/19/2005</td>
<td>Revision to reflect changes as a result of process transition to the NASA Shared Services Center (NSSC).</td>
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<tr>
<td>Revision D</td>
<td></td>
<td>8/24/2007</td>
<td>Revised 2. Applicability statement to reflect transition of MAF from GOCO to GOGO.</td>
</tr>
<tr>
<td>Revision F</td>
<td></td>
<td>9/2/2010</td>
<td>Revision to reflect process changes due to reduced staffing. Changed Purpose statement and made other editorial changes. Added paragraph c. and d. under Applicability. Added 2.5.1, 3.1.4.1, and 3.2.5.1 in accordance with Center Director’s letter. Added “invitational” travel in 2.2.1 and 2.5. Replaced “FedTraveler” with “electronic travel system” in narrative and flow diagrams. Updated paragraph numbering in flow diagrams. Moved references to Appendix A.</td>
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<tr>
<td>Change 1</td>
<td></td>
<td>3/10/2015</td>
<td>On 3/10/15, at the request of the OPRD, administrative changes were made in accordance with travel system implemented in 2014 changing “expense reports” to “travel vouchers” and “preparer” to “arranger.”</td>
</tr>
<tr>
<td>Change 2</td>
<td></td>
<td>3/21/2016</td>
<td>On 3/21/16, at the request of the OPRD, an administrative change was made changing NPR 1441.1 citations to NRRS 1441.1.</td>
</tr>
<tr>
<td>Revalidation G-2</td>
<td></td>
<td>1/27/17</td>
<td>Updated to new template. Changes made to 2.1.4.1 to removed “May 12, 2014”, updated Flow chart 2 to deleted “travel Web site” and add ‘RS25 Travel Explornet page’, updated Flow chart 5 to deleted “Reject travel authorization” and add “Reject and return”, and updated Flow chart 9 to replace “Fax PDF receipts to electronic travel system vendor. Print fax cover sheet with barcode.” with “Fax or directly download PDF receipts to electronic travel system vendor. Print fax cover sheet to fax documents.”</td>
</tr>
<tr>
<td>Change 3</td>
<td></td>
<td>3/16/2017</td>
<td>On 3/16/17, at the request of the OPRD, administrative changes made as follows: moved section 1.2.8. to 1.5.8, added the word “constructive” to sections 1.5.5 and 1.2.1, page 9, deleted Nov. 20, 2015 and added Jan.24, 2017, plus updated the link, added sections 2.1.6 and 2.1.7, and added the word “be” to sections D.1.1 and D.1.2.</td>
</tr>
<tr>
<td>Change 4</td>
<td></td>
<td>8/8/2019</td>
<td>On 8/8/19, at the request of the OPRD, two administrative changes are being made to the following “Document Revision/Change” numbers in the Document History Log to ensure quality control and improve clarity: (1) changing the “Revalidation” change number recorded 1/27/17 from “G” to G-2; and (2) changing “Change 1” recorded 3/16/2017 from “1” to “3.”</td>
</tr>
<tr>
<td>Revision H</td>
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<td>9/25/2020</td>
<td>Updated process to include the use of the electronic travel system.</td>
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PREFACE

P.1 PURPOSE

This MPR establishes Center-specific responsibilities and requirements from the Federal Travel Regulations and NPD 9710.1 for preparation, recording, and processing of travel authorizations and travel vouchers.

P.2 APPLICABILITY

a. This MPR applies to the Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)

b. This MPR applies to the Michoud Assembly Facility.

c. This MPR applies the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended, but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.

d. This MPR applies the following: all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

a. NPD 9710.1, Delegation of Authority-To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters

P.4 APPLICABLE DOCUMENTS AND FORMS

a. NID 9700.2, NASA Interim Directive for Travel

b. NRSS 1441.1, NASA Records Retention Schedules

c. NASA Shared Services Center (NSSC) Service Delivery Guides, https://www.nssc.nasa.gov/abs

d. NASA Form 1850, NASA Pre-Travel Request for Authorization and Travel Voucher Worksheet
P.5 MEASUREMENT/VERIFICATION

NONE

P.6 CANCELLATION


STEVEN MILEY

Steven C. Miley for
Jody Singer
Director
CHAPTER 1. RESPONSIBILITIES

1.1 The traveler or traveler’s office shall (Appendix E Chart 1):

1.1.1 Determine the type of travel.

1.1.2 Determine if travel funds are available.

1.1.3 Obtain the funding code from the organization requesting the travel.

1.1.4 Forward a completed travel request (NASA Form NF1850) and any other required documents for foreign, extended, invitational, or sponsored travel to the MSFC Financial Travel Office (MSFC-TravelOffice@mail.nasa.gov) for preparation of the travel authorization (see 1.5). If the travel is for a NASA reportable conference, the NASA Conference Tracking System (NCTS) number is to be used, in accordance with NID 9700.2.

1.1.5 Collect, maintain and submit to the MSFC Financial Travel Office (MSFC-TravelOffice@mail.nasa.gov) any travel receipts needed to support the travel voucher or for audit purposes.

1.1.6 In the event of an audit, the traveler shall be responsible for producing any travel receipts needed to support the travel voucher (reference Federal Travel Regulation (FTR) 301-11.25).

1.2 The MSFC Travel Office arranger shall (Appendix E Chart 2 and 3):

1.2.1 Provide the traveler instructions for submitting required foreign, invitational and sponsored documentation. Ensure all required documentation is complete before the travel authorization is created and routed for approval.

1.2.1.1 For sponsored (reimbursable, in-kind) travel, additional documentation and MSFC Legal Office approval are required. The MSFC Travel Office will provide the traveler a checklist with instructions for submitting the required documentation.

1.2.1.2 For foreign travel, an official passport, country clearance and potential visa are required before travel can be approved along with a medical pre-screening.

1.2.1.3 Invitational travelers will provide information to the Travel Office for creation of an SAP (Systems Applications and Products in Data Processing software) vendor record (for reimbursement) before the travel authorization can be created.

1.2.2 Prepare the travel authorization including the online booking of airfare, hotel, and rental car arrangements using the Agency-selected electronic travel system to determine the estimated trip cost.

1.2.3 Submit the travel authorization electronically for all required approvals.
1.2.4 Obtain appropriate concurrences/signatures/approvals. If foreign travel, notify Export Control and Counterintelligence.

1.2.5 Prepare the travel voucher, electronically attach required receipts, and verify that expense information is documented correctly.

1.2.6 Contact the traveler to submit the travel voucher electronically for approval.

1.3 The funds certifier (resource analyst) shall (Appendix E Chart 4):

1.3.1 Receive the travel authorization via the electronic travel system.

1.3.2 Verify that funding information on the travel authorization is correct and funds are available for the travel.

1.3.3 Certify funds availability.

1.3.4 Receive the travel voucher from the traveler via the electronic travel system.

1.3.5 Verify that funding information on the travel voucher is correct and funds are available for the reimbursement.

1.4 The traveler’s supervisor or designee shall (Appendix E Chart 5):

1.4.1 Approve travel authorizations via the electronic travel system only when necessary to meet mission requirements in an effective and economical manner, consistent with good management practices.

1.4.2 Approve any requests for annual leave while the traveler is on official travel.

1.4.3 Review travel voucher prepared for the traveler via the electronic travel system.

1.4.3.1 Review attached supporting documentation, such as receipts for the travel voucher.

1.4.4 Approve travel voucher via the electronic travel system and initiate electronic routing to the NSSC for payment.

1.5 The MSFC Financial Travel Office shall (Appendix E Chart 6):

1.5.1 Perform the management approval function for both travel authorizations and travel voucher of MSFC Direct Reports in accordance with the Center Director’s letter “Delegation of Authority for Travel Approvals,” dated June 15, 2020. (Appendix F.3)

1.5.2 Receive electronic travel authorizations and review for complete and accurate travel information.
1.5.3 Approve electronically, the travel authorizations to data link accounting information to the accounting system.

1.5.4 Return unapproved travel authorizations to the traveler. Reasons for refusing approval would include incomplete information and lack of funds availability.

1.5.5 Maintain all MSFC account access and approver mapping for the electronic travel system.

1.5.6 Ensure that the accounting entries accurately update the accounting system (SAP).

1.5.7 Prepare negative amended travel voucher for any overpayments realized or reported by the NSSC.

1.6 According to NSSDG-9700-0001, the NSSC is tasked with:

1.6.1 Processing all travel reimbursements.

1.6.2 Returning any unapproved travel voucher to the traveler.

1.6.3 Processing PCS (Permanent Change of Station) and First Duty Station travel.

1.6.3.1 PCS and First Duty Station travel are manual processes and are not part of the electronic travel system.

1.6.4 Processing extended TDY authorizations and vouchers.

1.6.4.1 Counseling travelers concerning extended TDY.

1.7 The MSFC collection agent shall:

1.7.1 Receive any check or cash payments from the traveler and issue a receipt.

1.7.2 Receive a check from the United Stated Treasury if funds are collected via payroll deduction.

1.7.3 Forward collections to the NSSC for deposit.

1.7.4 Forward all collections and required backup to the NSSC for posting into SAP.
CHAPTER 2. PROCEDURES

2.1 Travel Authorization (Appendix E Charts 1-6)

2.1.1 Traveler or traveler’s office identifies the need for travel and obtains a funding code. Submits travel request with any required documents to MSFC-Travel Office@mail.nasa.gov.

2.1.2 Travel Office arranger prepares the travel authorization via the electronic travel system.

2.1.3 Funds certifier receives the travel authorization via the electronic travel system and verifies fund availability and correct financial classification.

2.1.4 Traveler’s supervisor receives the travel authorization from the funds certifier via the electronic travel system and reviews the travel authorization along with any leave requests associated with the travel.

2.1.4.1 For travel of MSFC Direct Reports, the travel authorization is routed to the MSFC Financial Travel Office for approval in accordance with the Center’s Director letter “Delegation of Authority for Travel Approvals,” dated June 15, 2020; reference 1.5.1.

2.1.5 MSFC Financial Travel Office receives the approved travel authorization from the traveler’s supervisor via the electronic travel system and completes processing of the travel authorization.

2.1.6 Funds are obligated in SAP (Appendix E, Chart 6).

2.1.7 AdTRAV (NASA’s Travel Management Coordinator) issues airline ticket and sends itinerary with e-ticket to traveler. (Appendix E, Chart 6)

2.2 Travel Voucher (Appendix E Charts 7-12)

2.2.1 Traveler submits a travel voucher worksheet (NASA Form NF 1850) with required travel receipts to the Travel Office arranger, upon completion of the travel.

2.2.2 Travel Office arranger completes a travel voucher in the electronic travel system and places on hold in the system pending the traveler’s review.

2.2.3 Traveler reviews and submits the travel voucher for approval via the electronic travel system.

2.2.4 Funds certifier receives the travel voucher via the electronic travel system and verifies financial data and fund availability.

2.2.5 Traveler’s supervisor receives the travel voucher routed via the electronic travel system and reviews for approval.
2.2.5.1 For travel of MSFC Direct Reports, the travel voucher is routed to the MSFC Financial Travel Office for approval in accordance with the Center Director’s letter “Delegation of Authority for Travel Approvals,” dated June 15, 2020; reference 1.5.1. (Appendix F.3)

2.2.6 Traveler’s supervisor routes the approved travel vouchers via the electronic travel system to the NSSC for processing of the travel payment.
Appendix A (Reserved for Definitions)

NONE
Appendix B (Reserved for Acronyms)

NONE
Appendix C  (Reserved for Verification Matrix)

NONE
Appendix D Records

D.1 Employee travel vouchers and receipts (e.g., lodging, rental car, airfare, or any other expense of $75 or greater for expenses) are the records resulting from this process. They will be retained for 6 years after final payment or cancellation, and then destroyed/deleted per NRRS 1441.1, Schedule 9/19/A, [Agency Filing Scheme (AFS) #9630].

D.1.1 Travel vouchers are to be maintained in the electronic travel system.

D.1.2 Receipts are to be maintained by the traveler or traveler’s office.

   NOTE: The responsibility for producing the receipts in the event of an audit still lies with the traveler regardless of who actually maintains them (reference: 1.1.4.1).
Appendix E  Flowcharts

Chart 1
Travel Authorization Process

Process Overview

Traveler
(1.1)

Travel Office
Arranger
(1.2)

Funds
Certifier
(1.3)

Traveler’s
Supervisor
(1.4)

Conditional
Approvals
(if required)

MSFC Financial
Travel Office
(1.5)
Chart 2
Travel Authorization Process

Traveler

START
(1.1)

Identify need for Travel.

Download Pretravel Worksheet from RS25 Travel Page

Complete Pretravel Worksheet.

Email Pretravel Worksheet to Travel Office Arranger.

(Chart 3)
Chart 3
Travel Authorization Process

Travel Office
Arranger

Review Pretravel Worksheet. (1.2)

Conference?
Yes
Ensure NCTS number is used.

No

Is worksheet complete?
Yes
Obtain correct information from traveler, as needed. (from Chart 3)

No

Input data in electronic travel system.

Make reservations.

Review itinerary and ticket information.

Complete Authorization.

Submit travel authorization to Fund Certifier.

(to Chart 4)
Chart 4
Travel Authorization Process

Funds Certifier

Receive travel authorization from Travel Office Arranger.

Verify correct financial data and fund availability on travel authorization.

Correct Work Breakdown Structure (WBS) Object Class.

Correct?

Fixed?

Yes

Approve and route travel authorization to traveler’s supervisor.

Yes

No

Reject and return to Travel Office Arranger for correction.

Reject and return to Travel Office Arranger for correction.

Directives is uncontrolled when printed.
Verify current version before use at https://dml.msfc.nasa.gov/directives
Verify travel requirements/
Leave request and financial data.

D
(from Chart)

No

Conditional Approval
(if required)
(1.2.5)

Yes

Approve travel authorization and route.

Approved?

Yes

Approve travel authorization and route.

No

Reject and return.

End

Chart 5
Travel Authorization Process

Traveler’s Supervisor

Review Authorization (1.4)

Verify travel requirements/
Leave request and financial data.

Approved?

Yes

Approved? (Note 1)

(to Chart 6)

No

Note 1: Conditional Approvals:
- Actual expenses.
- Noncontract airfare.
- Business/first class airfare.
- Foreign travel.
- Sponsored travel.
Chart 6
Travel Authorization Process

MSFC Financial Travel Office

E

Receive approved travel authorization.

(1.5)

Perform final quality check on travel authorization.

No

Reject travel authorization.

Passed quality check?

Yes

Approve travel authorization.

Passed funds available system edit?

No

Return authorization to traveler/Travel Office Arranger.

End

Yes

Notify traveler of final approval.

AdTRAVA

Process tickets/reservations.

Update SAP

AdTRAVA

Notify traveler and preparer via email of final itinerary and eticket.

End

Print travel Authorization and itinerary.
Chart 7
Travel Voucher Process

Process Overview

Traveler (1.1)

Travel Office Arranger (1.2)

Traveler (1.2.7)

Funds Certifier (1.3)

Traveler’s Supervisor (1.4)

Conditional Approvals (if required) (1.2.5)

NSSC (1.6)

MSFC Collection Agent (if required) (1.7)
Chart 8
Travel Voucher Process

Traveler

START
(1.1)

Complete travel.

Complete expense report worksheet.

Submit travel voucher and receipts to Travel Office Arranger.

A

(to Chart 9)

Travel Voucher Worksheet/receipts
Chart 9
Travel Voucher Process

Traveler/Travel
Office Arranger

A

Complete travel voucher in electronic travel system.

Electronically attach all required receipts in the travel system.

Place travel voucher on hold in electronic travel system.

Notify traveler to review and submit travel voucher for approval.

Review and submit travel voucher in electronic travel system.

B

(from Chart 8)

(from Chart 10, 11, or 12)

(to Chart 10)
Chart 10
Travel Voucher Process

Funds Certifier

B
Receive travel voucher in electronic travel system.

Verify correct financial data and funds availability on travel voucher.

Correct?

Yes

Approve and route to traveler’s supervisor.

C
(to Chart 11)

No

Correct WBS object class

Yes

Fixed

D
(to Chart 9)

No

Reject and return to Travel Office Arranger.

(from Chart 9)
Chart 11
Travel Voucher Process

Traveler’s Supervisor

C

Review Travel voucher. (1.4)

(from Chart 10)

No

Approved?

Yes

Conditional Approval (if required) (1.2.5)

Approved? (Note 1)

Yes E

(to Chart 12)

No

Approve Travel voucher and route for payment.

Reject travel voucher.

D

(to Chart 9)

Note 1 Conditional Approvals:
- Actual expenses.
- Noncontract airfare.
- Business/first class airfare.
- Foreign travel.
- Sponsored travel.
Chart 12
Travel Voucher Process

NSSC

E  →  Process payment (1.6)

(from Chart 11)

Approved?

No  →  Reject and return to Travel Office Arranger.

Yes  →  Update SAP

→  Traveler receives payment.

D  (to Chart 9)
Appendix F References


F.3 Center Director’s letter, Delegation of Authority for Travel Approvals, dated June 15, 2020.