

Travel Requests

- All reservations (flight, hotel, etc.) will be made by the DEVELOP NPO; do not book your own travel unless directed otherwise.
- Travel requests must be completed and **mailed with your original signature** for approval at least **two weeks prior** to the requested travel event.
- If airline reservations will be needed, the lead-time is at least **three weeks prior** to date of travel.
- To prevent any issues, please list the name for your ticket exactly as it is listed your driver's license (or whatever ID you will be traveling with).
- Always fill in where you are traveling from and to, regardless if flight reservations are necessary.
- The departure times listed on the travel request should be your preferred earliest departure time (ie: physically seated on the plane).
- If driving, you will need to do a cost estimate of the difference between driving your personally owned vehicle (POV) and being reimbursed at the mileage rate or renting a vehicle and paying for the rental and fuel.
- Fax or email a signed copy of your travel request before mailing to the original. Once the travel request has been completed, **sign and date it and fax/email it to DEVELOP NPO** for approval. Then, **mail** the original to NPO.
- Approval through SSAI must be completed before any of your travel arrangements can be made. It is better to get one in if you think you might be going on travel, than to turn it in last minute.
- If times/dates change after submitting a travel request, email the change to Karen Allsbrook at Karen.N.Allsbrook@nasa.gov. You will not have to resubmit the request.
- There are limits to the reimbursable amounts for travel. Original receipts **MUST** be submitted in order to be reimbursed. **Participants are responsible for researching the per diem rates before they go on travel.** Per diem rates can be found here: <http://www.gsa.gov/portal/content/110007>
- Please note that the meal per diem is reduced to 75% during the first and last day of travel.
- For day trips, your travel must be 8+ hours in order for meals to be reimbursable.
- Contact Karen Allsbrook at Karen.N.Allsbrook@nasa.gov or 757.864.1276 if you have any questions. For any problems that occur after hours while you are on travel, call Karen's cell phone at 757.532.1093.

Mail to:
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