

**MPR 9710.1
REVISION B**

**EFFECTIVE DATE: September 10, 2004
EXPIRATION DATE: September 10, 2009**

MARSHALL PROCEDURAL REQUIREMENTS

RS01

TRAVEL PROCESS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/2/00	
Revision	A	3/10/03	Updated URL in footers. Revision due to changes in Travel System and organizational changes within RS.
Revision	B	9/10/2004	Changes per HQ Rules Review Action. Changed font, changed MPG to MPR.

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PREFACE

P.1 PURPOSE

This Directive establishes the responsibilities and procedures for preparation, recording, and processing of travel authorizations and travel vouchers, and any travel-related transactions recorded by MSFC Chief Financial Officer (CFO) personnel.

P.2 APPLICABILITY

This MPR applies to all MSFC organizational elements.

P.3 AUTHORITY

- a. NPD 9710.1, "Delegation of Authority--To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters"
- b. MPD 1280.1, "Marshall Management Manual"

P.4 APPLICABLE DOCUMENTS

- a. Financial Management Manual (FMM) 9700, "NASA Federal Travel Regulation (NFTRS) Supplement Chapter 301".
- b. NPR 1441.1, "NASA Records Retention Schedules"

P.5 REFERENCES

NFTRS, "NASA Federal Travel Regulation Supplement"

P.6 CANCELLATION

MPG 9710.1A dated March 10, 2003

Original signed by
Robin N. Henderson for

David A. King
Director

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DOCUMENT CONTENT

1. DEFINITIONS

Complete definitions of travel-related terms are given in the NASA Financial Management Manual, at <http://www.hq.nasa.gov/fmm/9700/9700.pdf>

2. RESPONSIBILITIES

2.1 The traveler's office shall:

2.1.1 Determine the type of travel.

2.1.2 Determine if travel funds are available.

2.1.3 Obtain a Document Name for the travel order.

2.1.4 Obtain the Financial Classification Code (FCS) from the MSFC organization requesting the travel.

2.1.5 Contact the onsite travel services contractor for flight arrangements, rental car, and hotel reservations and determine cost.

2.1.6 Complete the travel authorization using the Agency electronic travel system, Travel Manager. Permanent Change of Station (PCS) and First Duty Station (FDS) travel will continue to be processed manually using SF 1450.

2.1.7 Provide additional forms if required by the type of travel, i.e., conference, training, permanent change of station (PCS). The flow diagrams provide a complete listing of the forms.

2.1.8 Obtain appropriate concurrences/signatures/approvals.

2.1.9 Prepare travel voucher and verify that expense information is documented correctly.

2.1.10 Submit travel voucher to RS25/Financial Travel Office.

2.2 The Financial Travel Office shall:

2.2.1 Electronically receive travel authorizations and review for complete and accurate travel information.

2.2.2 Electronically approve travel authorizations and vouchers to data link accounting information to the accounting system.

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2.2.3 Review the travel voucher for accuracy. Ensure correction of discrepancies.

2.2.4 Notify accounts receivable if any funds are due from a traveler.

2.2.5 Notify the MSFC Payroll Office to initiate payroll deduction process if funds from traveler are not received in a timely manner.

2.2.6 Post the collection to the accounting system.

2.2.7 Ensure that the accounting system entries accurately update the General Ledger.

2.3 The MSFC Collection Agent shall:

2.3.1 Receive the check or cash payment from the traveler. Issue a receipt. Forward a receipt notification to the Financial Travel Office.

2.3.2 Prepare a collection voucher.

2.3.3 Receive a check from the U. S. Treasury if funds are collected via payroll deduction.

2.3.4 Distribute collection schedules.

3. PROCEDURE

The travel process includes 2 sub-processes, i.e., pre-travel and post-travel. The detailed sequence of both sub-processes is given in the flow diagrams, Appendix A. The flow diagrams depict the travel process requirements as given in paragraph 2 above.

4. RECORDS

Employee travel vouchers are the records resulting from this process. The official copies of travel vouchers shall be retained, by the Financial Travel Office, for 6 years in accordance with NPR 1441.1 Schedule 9.

5. FLOW DIAGRAM

See Appendix A, detailed flow diagrams.

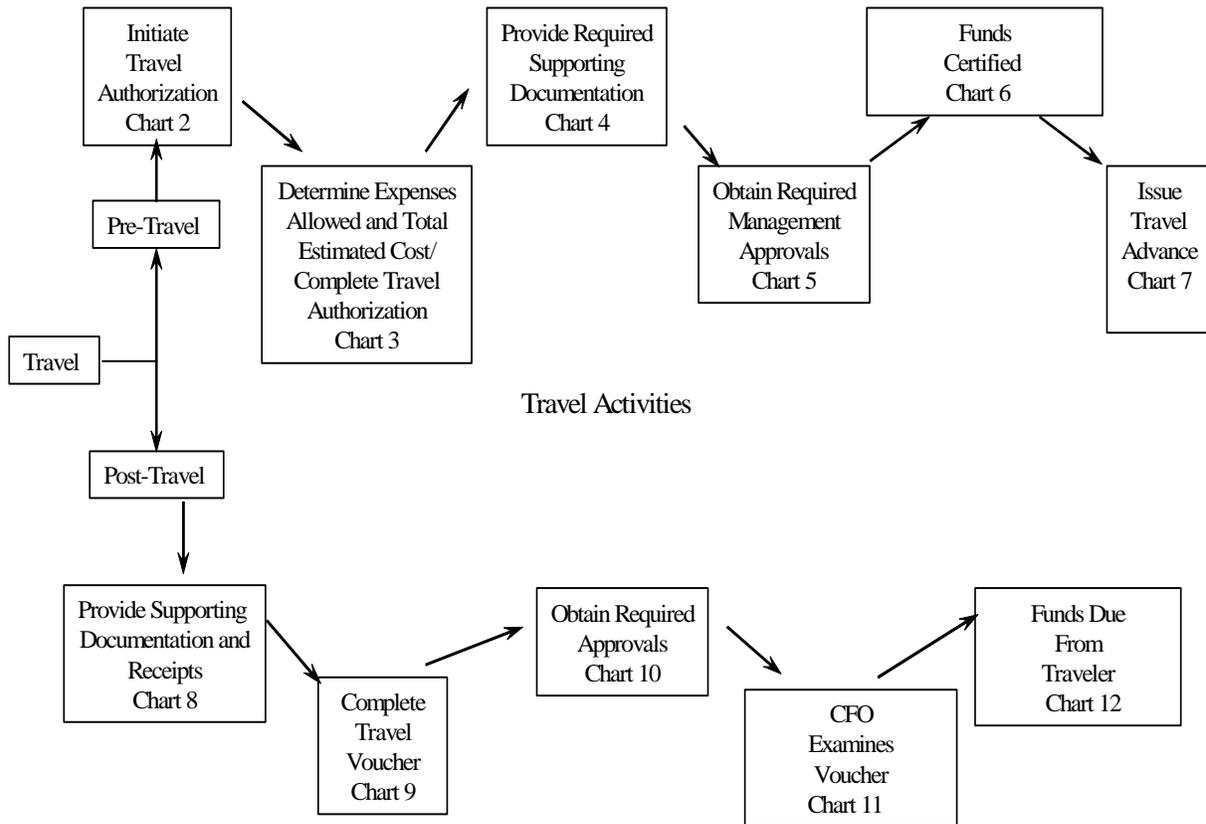
Appendix A contains 12 charts. Chart 1 depicts the overall travel process used at MSFC. Charts 2-7 show the pre-travel sub-process. This process describes initiation and completion of the travel authorization, including obtaining supporting documentation, obtaining required approvals, fund certification, and issuance of the travel advance. Charts 8-12 show the post-travel sub-process. This sub-process involves gathering supporting documentation and receipts required for completion and approval of the travel voucher. CFO review of the voucher and

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obtaining funds due from the traveler are also part of the post-travel sub-process. The process steps depicted in these diagrams are requirements of the travel process, as given in paragraph 2 of this MPR.

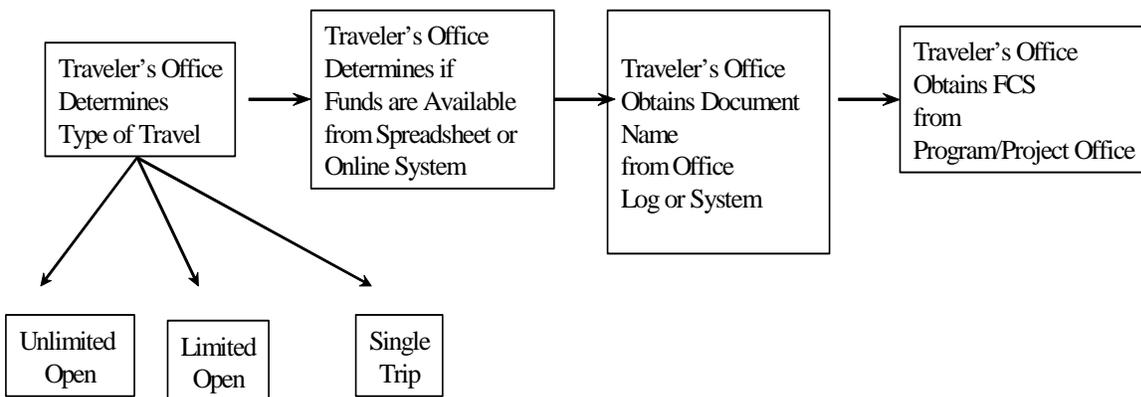
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APPENDIX A
MSFC Current Travel Processing



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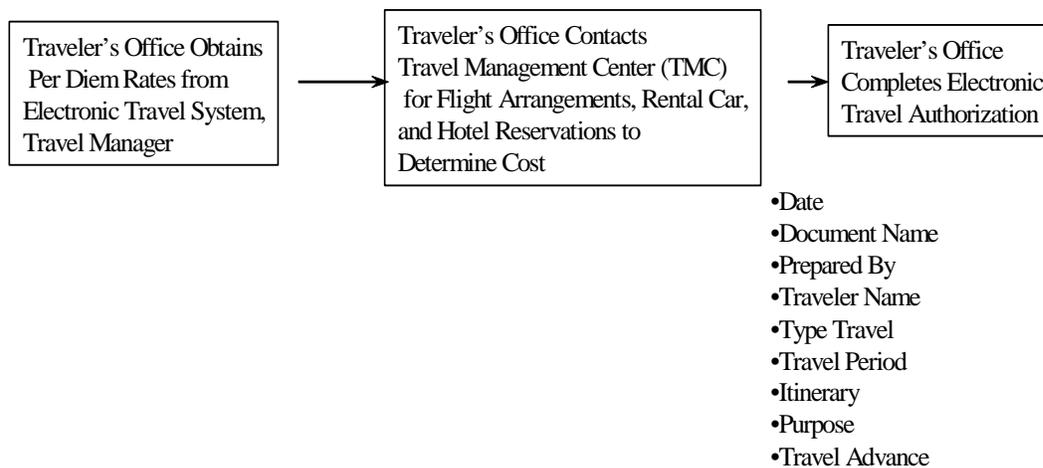
Pre-Travel Subprocess Initiate Travel Authorization



- Additional Forms:
- Conference MSFC Form 1265
- Training MSFC Form 59
- PCS/FDS Standard Form 1450

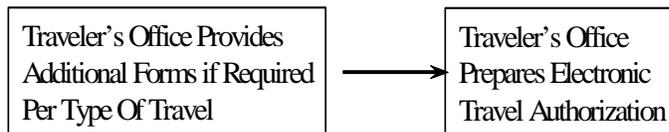
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Pre-Travel Subprocess
Determine Expenses Allowed And Total Estimated Cost
Complete Travel Authorization



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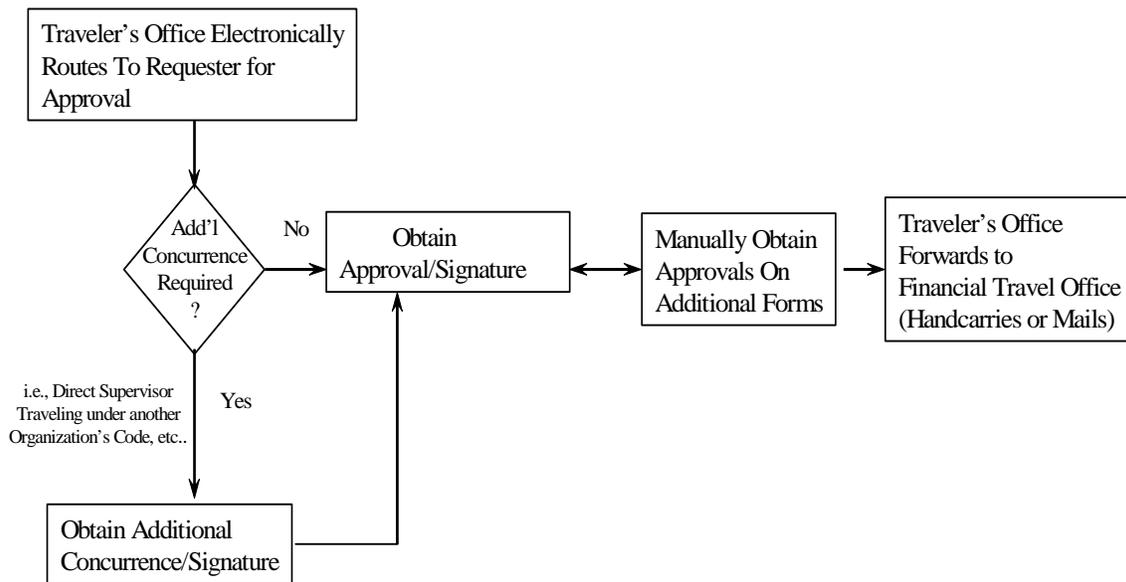
Pre-Travel Subprocess Provide Required Supporting Documentation



- Conference MSFC Form 1265
- Training MSFC Form 59
- PCS
 - Standard Form 1337 Service Agreement
 - Standard Form 1338 Real Estate
 - Standard Form 1500 Temporary Quarters
 - Standard Form 1632 RITA (Relocation Income Tax Allowance)
 - Standard Form 4782 Moving Expense

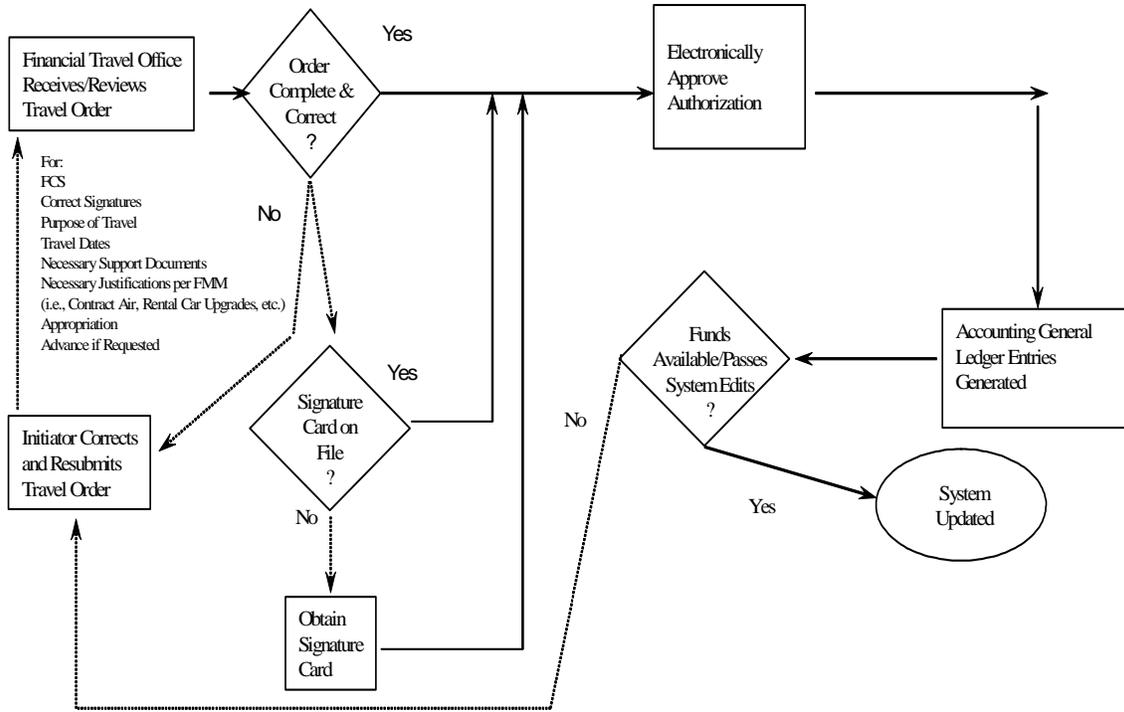
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Pre-Travel Subprocess Obtain Required Management Approvals



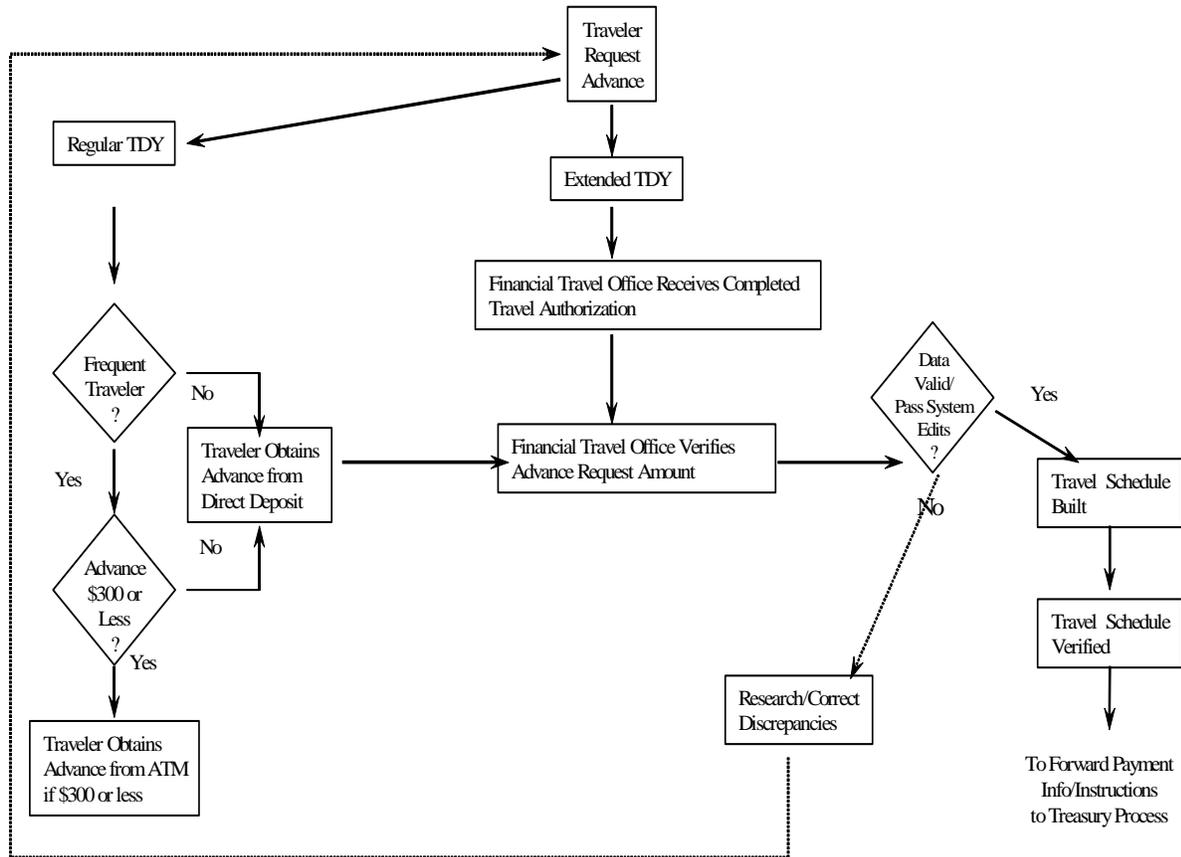
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Pre-Travel Subprocess Funds Certified



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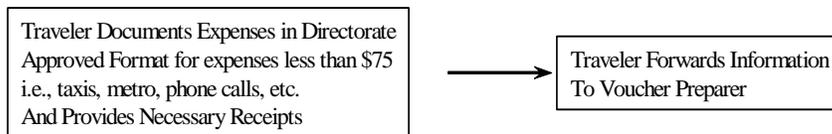
Pre-Travel Subprocess Issue Travel Advance



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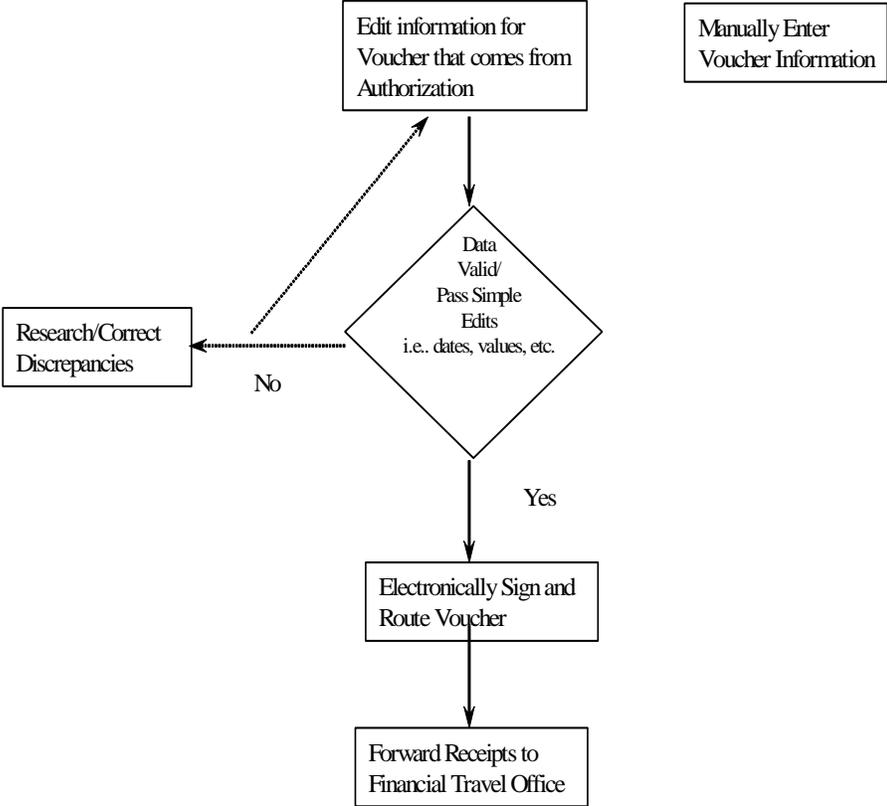
Post-Travel Subprocess

Provide Supporting Documentation And Receipts



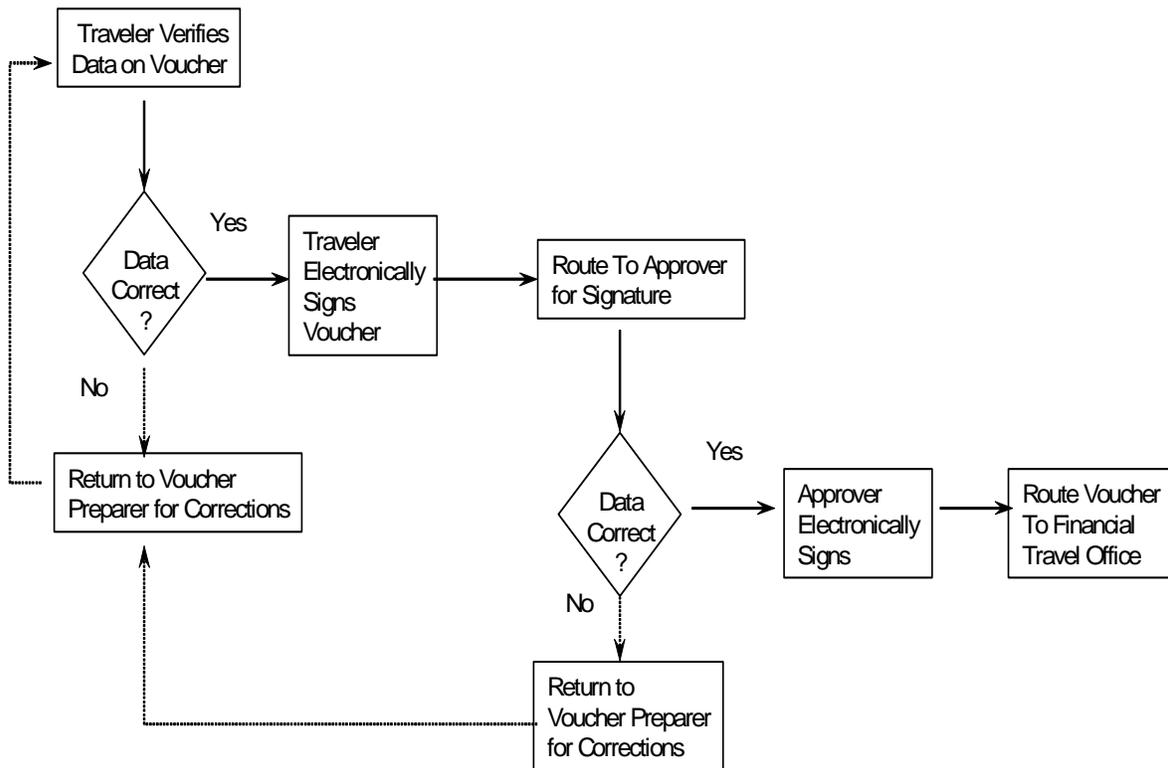
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Post-Travel Subprocess Complete Travel Voucher



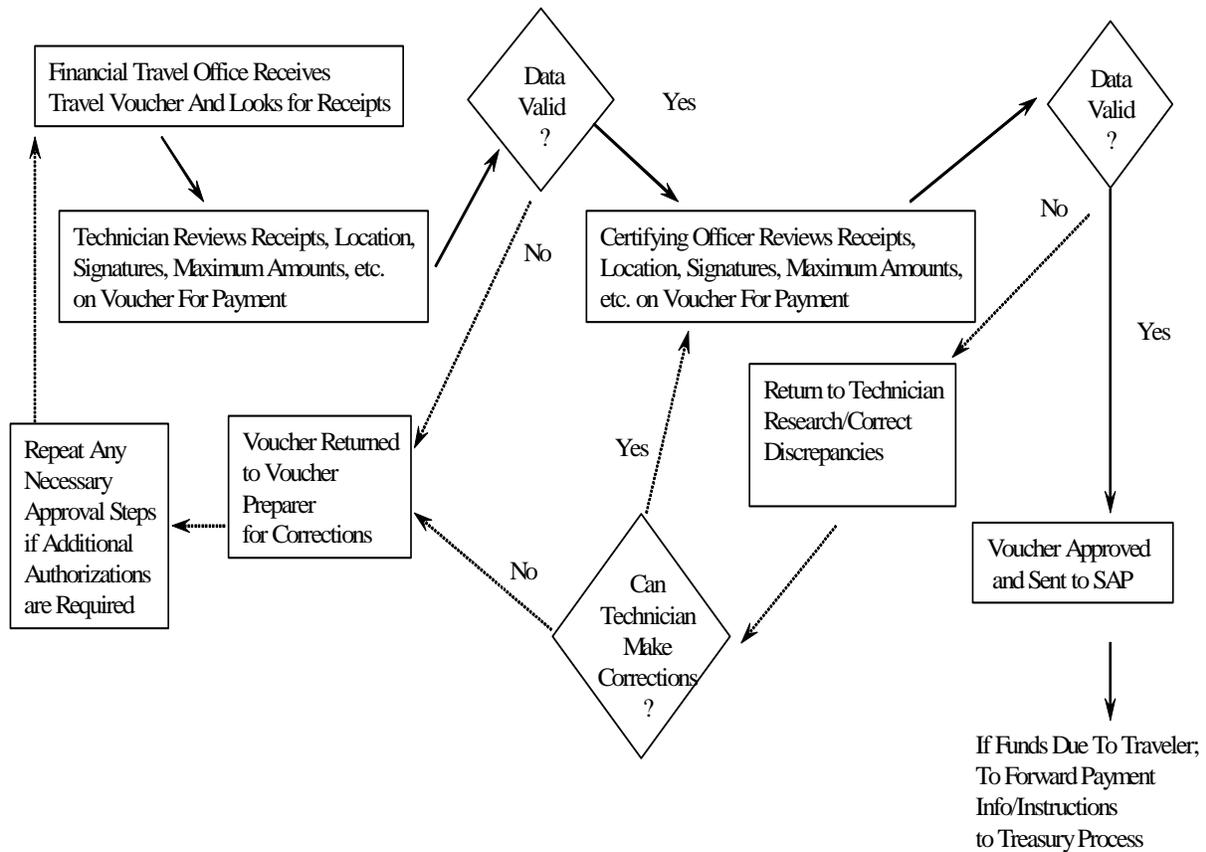
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Post-Travel Subprocess Obtain Required Approvals



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Post-Travel Subprocess CFO Examines Voucher



Post-Travel Subprocess Funds Due From Traveler

