

!!! Attention all NAAMES travelers receiving travel support through SSAI!!!

Please read this email and attachments completely to ensure your bookings go smoothly, reimbursements are processed without delay, and you take advantage of cost saving measures.

**Hotel information is also posted on the NAAMES website:
naames.larc.nasa.gov/planning-hotel.html**

LODGING

Comfort Suites – Reservation Deadline July 29, 2016

The Comfort Suites is not providing a hyperlink for the guest to make reservations. The guest will have to **call in to reserve their rooms at 541-753-4320**. Make sure you mention the group name to receive the special rate.

Call in Group Name: (**NAAMES**) 541-753-4320

Holiday Inn Express – Reservation Deadline July 2, 2016

Holiday Inn Express requires payment for 1 night at the time of reservation.

Online reservation link:

[Holiday Inn Express](#)

**Do you have lodging questions? Please call or email Diane Zeimet; 757-951-1674
diane.zeimet@ssaihq.com or diane.l.zeimet@nasa.gov**

Travel Support through SSAI – selected participants

CI Travel (see attached document): This is the SSAI travel vendor. You should contact CI Travel yourself. At the time airline reservations are made, SSAI will pay the airfare. Attached here you will find the contact information for CIAzumano Travel Agents. Nardy Tello is the primary designated Travel Agent. If Nardy is unavailable, other agents from the list are well qualified and very familiar with the SSAI purchase and billing process. Please try to work only with one of the listed agents. They will be able to book airline, rental car and some Amtrak reservations.

- Non-refundable coach airline tickets are purchased, at the lowest available rate on the day of purchase. If you have preferences, specific airlines, flight times or specific routes, do not assume you will automatically be able to have your preferred flights or airline. The ticket cost will determine if it will be possible to accommodate your preferences.

CIAzumano Travel needs to have 4 pieces of personal information from you. Please have this available when you first contact the agent.

1. The exact spelling of your name as it is on the gov't issued photo ID that you will present at TSA security screenings.
2. If you are traveling on a Passport, also required are: the ID number, the expiration date, the location where it was issued.
3. Your birth date
4. A cell phone number or other contact phone number.

Airport parking versus Taxi/Shuttle Service:

Do not be in violation of excessive parking fees at departure airports. This will be strictly enforced for everyone participating in the long term NAAMES events.

Regulation and NASA Policy:

Spring 2015, several Langley Civil Servant travelers were audited by the NSSC regarding the cost of parking their vehicles at the airport versus using a taxi for travel to and from the departure airport. The end result of the audit is that the NSSC determined travelers would not be reimbursed for the full cost of parking, as it exceeded the cost of using a taxi for travel to and from the airport.

In the past this has not been an issue that NSSC has addressed with travelers or the LaRC Travel Office. However, NASA Policy Requirement (NPR) 301-10.308 states:

§ 301-10.308: What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?

NASA may reimburse your parking fee as an allowable transportation expense not to exceed the cost of taxi fare to/from the terminal. As a prudent traveler, you should use satellite parking facilities rather than daily or valet parking facilities.

Therefore, to be in compliance with the travel requirements, when arranging travel for all phases of the NAAMES Field Mission Campaign, please prepare the cost comparison to determine which mode of travel (driving and parking vs taking a taxi to and from) would be more advantageous to the government. Whichever is more advantageous to the government should be the expense listed on the travel authorization and claimed on your expense report.

The NSSC primarily uses taxifarefinder.com when auditing vouchers. When comparing costs, please make sure the tip amount added to the fare estimate is 15%. The site shows three different estimated costs depending on traffic. NSSC always uses the highest estimate. If the city doesn't pull up, you should use the average US taxi rate.

For the mileage calculation, NSSC generally uses Rand McNally.

Rental Car Add-on Options: Loss & Damage, Personal Liability Insurances.

While on NAAMES business travel within the 48 contiguous states, you will be covered by a CNA Insurance policy held by SSAI. Policy Number and claim information will be provided upon request. All optional insurances purchased from the rental car companies will not be reimbursed.

Rental Car Add-on Options while in a Foreign Country: St. Johns, Newfoundland, Canada
While on NAAMES business travel in foreign countries, you are requested to purchase Loss & Damage Insurance. The expense will be fully reimbursed. If you elect to also purchase Personal Liability Insurance in a foreign country, it will be considered a personal expense and will not be reimbursed.

Rental Car Add-on Options: Pre-Paid Fuel

May 13, 2015 a restriction to rental car policy was added. Immediate enforcement was implemented. Be aware that you could become responsible for the full cost of Pre-Paid fuel should you choose to include it with your rental car agreement. SSAI will not reimburse the pre-paid expense. Always plan ahead to make sure you have sufficient time to re-fuel your car before returning it to the rental car company.

Subpart E—Special Conveyances

Rental Automobiles

§301-10.450 - (d) Travelers are not to be reimbursed for purchasing pre-paid refueling options for rental cars.

This is a very straight forward directive. Therefore, travelers should refuel prior to returning the rental vehicle to the drop-off location. No exceptions.

Rental Car Add-on Options: GPS Equipment, Roadside Assistance, Child Safety Restraints

These three optional add-ons offered by rental car companies, foreign countries and US Domestic, will not be reimbursed.

Travel Expense Reimbursement through SSAI

Your reimbursement will be paid by a live paper check. Be sure to put the correct address on the Expense Report form, line item # 1B. This will identify the address where you want your check to be delivered by the US Postal Service.

The **Expense Report** and the **Trip Report** forms will be posted on the NAAMES website (<http://naames.larc.nasa.gov/planning-hotel.html>) . SSAI Accounts Payable requires that both original paper forms be submitted at the same time as the original receipts. Please provide hand written signatures on the original forms (pen to paper). Mail/ship all original documents to me (Diane Zeimet) at the address below and in signature block.

Required Receipts:

- Airfare, if you purchased it yourself
- Train fare, if you purchased it yourself
- Baggage receipts (one checked bag, and or one carry-on)
- Hotel check-out Invoice. An electronic copy of your reservation confirmation is not sufficient. **You must provide a receipt showing the full breakdown of PAID hotel charges.**
- Minimal Parking fees at departure airport, or directly related to NAAMES work while on travel; if you were charged parking by a hotel it will be indicated on your check-out invoice. Long term parking at airports may not be reimbursed if other options are less expensive (taxi service).
- TOLL RECEIPTS or the best document that can be made available for the electronically collected toll fees.
- All ground transportation that is directly related to NAAMES work while on travel.
- Rental car, directly related to NAAMES work while on travel.
- Gas for the rental car, directly related to NAAMES work while on travel.
- Telephone charges only if directly related NAAMES work while on travel.
- Internet fees only if directly related to NAAMES work while on travel.

Allowances for Missing Receipts:

SSAI is a contractor to NASA and not eligible for the \$75 maximum amount for reimbursement without a receipt.

Without a receipt there will not be a reimbursement.

Two exceptions:

1. The maximum reimbursement of \$10.00 is paid for toll or parking expenses without receipt documentation.
2. The maximum reimbursement of \$15.00 is paid for Taxi/Shuttle expense without receipt documentation.

This does not mean you do not have to provide the taxi/toll/parking receipt. Obtain all receipts. Submitting it will document the eligible reimbursement.

A bank card statement is a satisfactory substitution for any expense that has been paid by credit or debit card. If you pay by cash, get and **RETAIN** the receipt.

Reimbursement Exclusions:

The expenses listed below cannot be claimed separately as miscellaneous, “Other” expenses.

- Gratuity (i.e. restaurants, hotel staff, airport baggage handlers) paid from \$5 Daily Incidental Allowance
- ATM Fees, paid from \$5 Daily Incidental Allowance
- Laundry/Dry Cleaning Fees, paid from \$5 Daily Incidental Allowance
- Pre-Paid fuel is no longer a reimbursable expense (FTR Bulletin May 13, 2015).

Taxi and Shuttle Service Gratuity can be included in the total expense for that item. For example you may claim a taxi fare of \$65 plus \$10 tip for a total expense of \$75. A receipt is required. This does not mean you don't have to provide the taxi/shuttle/bus/metro rail receipt. If you do not have this receipt, only up to the \$15 maximum will be reimbursed.

Trip Report Criteria:

This information is meant to be a guide and not limited to only these points. If you have other pertinent information that doesn't fit into one of these categories, do include it. This will not be critiqued in any technical fashion. The summary is meant to show the value of NASA's financial investment for your participation in all phases of the NAAMES Field Mission Campaign, foreign and domestic.

1. Purpose: Briefly state the reason for your trip. The report should answer the questions who, what, when, where, why, and how much, then provide recommendations and conclusions. Attach meeting minutes, an agenda or any other background documents that provide more detailed information, if available.
2. Traveler(s): Other members of your group/team also attending. Include first name or initial, and surname. Provide position titles if travelers are from different offices or organizations (e.g., NASA, NOAA, other company...etc.)
3. Itinerary: List location(s) visited, inclusive dates, and key personnel/individuals contacted.
4. Discussion: Base the amount of detailed information you include here at the general knowledge level. Information on your trip report is not intended for a technical researcher or subject matter expert. Always include the trip objective, problems encountered, findings, future commitments made and your contribution to the event.
5. Conclusions/Recommendations: Summarize your findings and/or recommended actions; and, how the results and efforts of this travel benefited NASA.

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This letter has a large amount of information. There are sure to be questions. Call or send email to me whenever you need assistance.

Sincerely,

Diane L. Zeimet
Travel Logistics
diane.zeimet@ssaihq.com

phone 757-951-1674
fax 757 951-1900

Science Systems and Applications, Inc.

1 Enterprise Parkway, Suite 200
Hampton, VA 23666