

Sign all pages of the Expense Report form, not just the first or last page. The Trip Report form is required to accompany the Expense Report at the same time as reimbursement submission. Sign the Trip Report form before you send it to me.

**For reimbursement payments, SSAI accounts payable requires the hard copy, original signed forms and receipts. Please send all hard-copy original documents to me at the address found in the signature block of this email.**

Your reimbursement will be paid by a live, hard-copy check and will be mailed to you. Please make sure that your correct address is clearly printed on the Expense Report form. If you have more than one mailing address, make sure you provide the specific address where you want the check to be delivered by the United States Postal Service.

#### 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 the SEAC4RS Field Mission Campaign.

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.

**Airfare purchased by SSAI:** The invoice for your airfare purchased by SSAI from CI Travel has already been received at SSAI and stored in your travel folder. A second copy is not necessary.

#### Required Receipts:

- Airfare, if you purchased it yourself
- Baggage receipts
- 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.

- Parking at departure airport, or directly related to field mission work while on travel; If you were charged parking by a hotel it will be indicated on your check-out invoice.
- All ground transportation that is directly related to field mission work while on travel.
- Rental car, directly related to field mission work while on travel.
- Gas for the rental car, directly related to field mission work while on travel.
- Telephone charges only if directly related to field mission work while on travel.
- Internet fees only if directly related to field mission work while on travel.

**Reimbursement Exclusions:**

The three expenses listed below are to be included within the Meal & Incidental Per Diem. These cannot be claimed separately as miscellaneous, "Other" expenses. Gratuity cannot be included as part of the full expense (such as airport baggage handlers, meals, and hotel housekeeping).

\*\* Only Taxi and Shuttle Service gratuity can be claimed.

- 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

**Missing Receipts:** SSAI is a contractor to NASA and not eligible for the \$75 maximum amount for reimbursement without a receipt. The maximum reimbursement of \$5.00 will be paid for toll or parking expenses without receipt documentation. For a missing gas receipt, \$10.00 is the maximum reimbursement. For all other expenses that are missing receipts, a bank card statement is a satisfactory substitution for any expense paid by credit or debit card. If no documentation for proof of purchase is available, the expense will not be reimbursed.

**Meals & Incidental Per Diem** is paid on the established GSA allowances. This is a flat rate and meal receipts are not required for reimbursement.

- **Palmdale:** \$53.25 for the two travel days and \$71 for the full days spent in Palmdale, includes \$5 daily for Incidentals.
- **Wallops Island/Chincoteague Virginia:** \$42.00 for the two travel days, and \$56 on the full days spent at WFF, includes \$5 daily for Incidentals.
- **Houston:** \$53.25 for the two travel days and \$71 for the full days spent in Houston includes \$5 daily for Incidentals.
- **Ellington Field:** is within the incorporated Houston city limits. \$53.25 for the two travel days, and \$71 for the full days spent in Houston, includes \$5 daily for Incidentals.
- **Smith Point** is an unincorporated area in Chambers County. This will fall under the National Standard GSA Allowance: \$34.50 for the two travel days, and \$46 for the full days spent in Smith Point, includes \$5 daily for Incidentals.
- **Spokane Washington:** We are only concerned with the one full day of Per Diem, **\$61.00**, for Spokane Washington.
- Meals & Incidental Expense (M&IE) Breakdown
  - The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The M&IE rate for your location

will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

- The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers), as well as the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

<b>M&amp;IE Total</b>	\$46	\$51	\$56	\$61	\$66	\$71
<b>Continental Breakfast/ Breakfast</b>	\$7	\$8	\$9	\$10	\$11	\$12
<b>Lunch</b>	\$11	\$12	\$13	\$15	\$16	\$18
<b>Dinner</b>	\$23	\$26	\$29	\$31	\$34	\$36
<b>Incidentals</b>	\$5	\$5	\$5	\$5	\$5	\$5
<b>First &amp; Last Day of Travel</b>	\$34.50	\$38.25	\$42	\$45.75	\$49.50	\$53.25

**Smith Point**

**WFF Spokane**

**Houston and Palmdale**

#### **LODGING**

GSA posted room rate allowance for Lodging are per night. Taxes are not included in the room rate allowances. A separate line item is available on the expense report for hotel taxes.

- **Palmdale:** \$125.00 per night, plus taxes.
- **Wallops Island/Chincoteague Virginia:** June \$85.00; July \$127.00; August \$127.00; September \$85.00 per night, plus taxes.
- **Houston:** \$109.00 per night, plus taxes.
- **Smith Point** is an unincorporated area in Chambers County. This will fall under the National Standard GSA Allowance: \$77 per night per night, plus taxes.

Should you have other questions or require help as you work through either form you should contact me, Diane Zeimet, at your earliest convenience.