This information is pertinent to those non-government travelers receiving travel expense support through SSAI. Government employees will maintain the standard policy and practices established for Civil Servant travel covered by NASA Travel Policy and Federal Joint Travel Regulations.

**AIRFARE – Long Distance Travel**

**Round trip airfare** will be paid by SSAI at the time the reservations are booked. The vendor is CIAzumano Travel and the contact details are attached. Please only work with one of the agents listed. They are the most knowledgeable of the SSAI purchasing and authorization process.

**CIAzumano Travel:**  This is the SSAI travel vendor.  You should contact CIAzumano Travel yourself.  At the time airline reservations are made, SSAI will pay the airfare.  Attached here you will find the contact information for CI Travel Agents.   Nardy Tello is the primary SSAI 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 possibly some Amtrak reservations.

Non-refundable 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.

US Carriers will be flown when all possible, specifically to and from Seoul. Once in Korea if it becomes necessary for KORUS-AQ *required* travel, a Korean airline will become the authorized choice for in-country only.

CI 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.

**Visa requirements**: Each traveler is fully responsible to identify if he/she is required to obtain a Visa for travel to South Korea. SSAI does not offer assistance to obtain a Visa. Upon request CIAzumano Travel does have contact information for secondary vendors that do provide this service.

**For reimbursement payments:** SSAI Accounts Payable requires the original paper forms with handwritten signatures and all original hard copy receipts must be submitted. This means mailing or shipping all documents to me. This is the address for the SSAI Hampton VA office:

Diane L. Zeimet

SSAI, Travel Logistics

1 Enterprise Parkway, Ste 200

Hampton, VA 23666

**The SSAI Trip Report** form must be included with all receipts when submitting for travel expense reimbursement. SSAI Accounts Payable will not issue your reimbursement payment until the Trip Report form is received.

**Trip Report Criteria:**

This specific 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 report 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 KORUS-AQ 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.

**Expense Report Claims:** The current version of the SSAI Expense Report Form is posted with these instructions.

**South Korean Won versus US Dollars**

KORUS-AQ Expense Reimbursements will be paid in US Dollars. All expenses must be reported on the SSAI Expense Report form in US Dollars. This means conversion to US Dollars is required of all expenses paid in South Korean Won (KRW). The official conversion tool is found on the following Website. Print the page showing the converted rate for each expense. This will provide the proof you will need for the USD reimbursement.

<http://www.oanda.com/currency/converter/>

If you prefer to provide your bank or credit card statement, using that one document will have the converted rate you were actually charged for all of your expense claims. Currency Conversion Transaction fees charged by your bank will be shown on that same statement. These fees can be claimed as “Other”, line item# 22 on the Expense Report form.

**TRAVELER’S Mailing Address**: **This is critical to a successful reimbursement**.

The reimbursement will be paid to by live check. It is vital that you provide the exact address where you want your reimbursement check delivered by US Postal Service. The appropriate line for your address is 1B, just under your name at the top of the form.

**Airfare purchased by SSAI**:  The invoice for airfare purchased by SSAI from CIAzumano 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 (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.
* Toll receipts for the best document that can be made available for the electronically collected toll fees.
* Minimal parking fees at the departure and return airports. Long term parking of any length will be seriously scrutinized. You are strongly urged to use Taxi or shuttle services where all possible. See the separate, posted document regarding parking and taxi expenses.
* All ground transportation that is directly related to SSAI or KORUS work while on travel.
* Telephone charges only if directly related SSAI or KORUS work while on travel.
* Internet fees only if directly related to SSAI or KORUS work while on travel.

**Reimbursement Exclusions**:

**Gratuity** cannot be included as part of the full expense (such as airport baggage handlers, meals, and hotel housekeeping), Nor can it be claimed as a separate, miscellaneous line item.

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

**No rental vehicles** will be authorized for reimbursement during KORUS-AQ deployment in Korea. If you plan a personal tourist excursion, you will be fully responsible for the full cost of all personal rental vehicles. This includes all insurance, gas, tolls and parking. Zero reimbursement. No exceptions will be made.

**Additional Recent Restrictions**: See the separate document covering airport parking vs taxi shuttle services.

**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.  One exception: The maximum reimbursement of $15.00 is paid for Taxi/Shuttle expense without receipt documentation.   A bank card statement is a satisfactory substitution for any expense that has been paid by credit or debit card.

**Lodging and Meals & Incidental Expenses:** The US State Department prevailing room rate allowances are below.

Osan Airfare Base will be considered within the “Other” category. For the hotels found a few blocks from the Osan Airforce Base front entrance, the reimbursement rate is considered within the city of Pyongtaek.

 Lodging M&I E Daily Total

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| KOREA | Pyongtaek | 79 | 61 | 140 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| KOREA | Other | 74 | 49 | 123 |

Only for the rarest circumstances will you be reimbursed for more than the prevailing lodging allowance rate. If this is a concern for you, a variance authorization or exception must be obtained prior to your departure. Contact Diane Zeimet.

**Receipts are not required for Meal reimbursement**. The prevailing Meal & Incidental Expense Allowances are established with the purpose of the flat rate reimbursement. You can spend whatever you want to, but you will only be reimbursed the flat rate allowance.

**Need more information?** All questions or requests for further assistance should be directed to Diane Zeimet at SSAI: diane.zeimet@ssaihq.com; diane.l.zeimet@nasa.gov; 757-951-1674. Standard work hours 9 am to 6 pm US-Eastern Time Zone.