

	<p>National Aeronautics and Space Administration Goddard Space Flight Center</p>	<p>NO. 98-46 DATE 7/01/98 DISTRIBUTION GREENBELT ONLY WALLOPS ONLY GSFC CONTRACTORS</p> <p style="text-align: right;">A</p>
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ANNOUNCEMENT

SUBJECT: International and Change of Duty Station Travel Vouchers

Effective July 20, 1998 all international (overseas), permanent change of station (PCS) and temporary change of station (TCS) travel vouchers will be processed by the Johnson Space Center (JSC). NASA Headquarters has named JSC as the Centralized Travel Office (CTO) for processing all **international, PCS and TCS travel vouchers** for the Agency; each Center will continue to process their travel orders. This consolidation is consistent with the current emphasis on downsizing and streamlining processes in the financial management area. It is important for you to understand the things that are changing so that we can make a smooth transition.

In addition to the changes in procedure for processing international and PCS/TCS travel vouchers, this announcement serves as notification that all travel reimbursements are new payments and **MUST** be paid via electronic funds transfer in compliance with the Debt Collection Improvement Act of 1996. If you need to set up a direct deposit account or make changes to your account for travel reimbursements; please contact the GSFC Travel Office. The phone numbers are listed below.

New Procedures for Processing Vouchers

- The CTO will process all international vouchers for travel ending after July 20, 1998.
- The CTO will process all PCS and TICS vouchers for entitlements that you claim against your permanent or temporary change of station move authorization after July 20, 1998. For example, if you completed your PCS move in February 1998 and you submit a voucher for purchasing a home in August 1998, the CTO will process that claim.
- The CTO will forward a copy of the travel voucher with payment information and an explanation of claim adjustments, as necessary, to the traveler once the travel voucher is processed.
- The CTO will address questions you have regarding your international, PCS, and TCS travel claim and adjustments.

Once the consolidation has been completed, the GSFC travel office will still be available to help you with any travel issues that you have. You may, however, contact the CTO directly if you have questions regarding your travel voucher or reimbursement claim. The contacts are as follows:

PCS or TCS Vouchers	Johnetta Thomas (team leader) (281) 483-6274
	Debbie Miller 281-483-9788
	Trisha Gordon (281) 244-6317

International Vouchers	Ledetria Beaudoin (team leader) (281) 483-2146
	Eddie McGinnis (281) 244-6302

We appreciate your cooperation during this transition period, and we will be available to provide assistance. If you have any questions, please contact your GSFC Travel Office, Barbara Prather at Greenbelt on 6-8322 or Linda Layton at Wallops on 7-1561.



Curtis Johnson
Chief, Financial Management Division

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