



National
Aeronautics and
Space
Administration

Request for Approval of Foreign Training, Non-Program Travel or Gifts of Travel From Non-Federal Sources

1. CENTER					
2. EMPLOYEE:		3. ACCOMPANYING SPOUSE (If applicable):			
NAME _____		NAME _____			
POSITION _____		POSITION _____			
TRAVEL DATES:		TRAVEL DATES:			
FROM _____ TO _____		FROM _____ TO _____			
4. EVENT/PURPOSE OF TRAVEL					
5. SPONSOR OF EVENT		6. LOCATION OF EVENT/TRAVEL			
7. DATES OF EVENT/TRAVEL:		8. NATURE OF EVENT/TRAVEL			
FROM _____					
TO _____					
9. NON-FEDERAL SOURCES OF PAYMENT (Identify all non-Federal sources from which payment will be accepted under 31 U.S.C. 1353 for this employee and/or accompanying spouse in connection with this event)					
10. NATURE OF REIMBURSABLE PAYMENTS (Itemize amount for each entitlement under the appropriate heading for the employee and spouse)					
EMPLOYEE		SPOUSE (If applicable)			
a. AIRFARE _____	c. MISCELLANEOUS _____	a. AIRFARE _____	c. MISCELLANEOUS _____		
b. PER DIEM _____	d. TRANSPORTATION _____	b. PER DIEM _____	d. TRANSPORTATION _____		
TOTAL PAYMENTS BY CHECK/EFT _____		TOTAL PAYMENTS IN KIND _____			
11. REMARKS (If applicable)					
12. CENTER DIRECTOR (Or designee)		APPROVE	DISAPPROVE	SEE ATTACHED REMARKS	DATE
13. OFFICE OF CHIEF COUNSEL (Travel arrangements accepted under 31 U.S.C. 1353)		APPROVE	DISAPPROVE	SEE ATTACHED REMARKS	DATE
14. OFFICE OF GENERAL COUNSEL, NASA HQ (Travel arrangements accepted under 31 U.S.C. 1353)		APPROVE	DISAPPROVE	SEE ATTACHED REMARKS	DATE
15. OFFICE OF HUMAN RESOURCES AND EDUCATION, NASA HQ (Personnel programs, training only)		APPROVE	DISAPPROVE	SEE ATTACHED REMARKS	DATE
16. OFFICE OF EXTERNAL RELATIONS, NASA HQ (Travel arrangements involving foreign travel)		APPROVE	DISAPPROVE	SEE ATTACHED REMARKS	DATE
17. DIRECTOR, FINANCIAL MANAGEMENT DIVISION (Travel Office)		APPROVE	DISAPPROVE	SEE ATTACHED REMARKS	DATE