



National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS 39529-6000

Travel Receipt Cover Sheet

Fax To: (866) 779-6772 (866-779-NSSC)

DATE _____

PAGE _____ OF _____

COMPLETE FORM ONLINE. TYPE **(DO NOT HANDWRITE)** INFORMATION IN SPACES PROVIDED. USE DROP-DOWN MENUS WHERE INDICATED. PRINT COMPLETED FORM. ATTACH RECEIPTS & FAX TO **(866) 779-6772 (866-779-NSSC)**.

Employee Information

NASA CENTER TRAVEL AUTHORIZATION # - _____

TRAVEL TYPE COS or EXT TDY ONLY

EMPLOYEE LAST NAME _____ FIRST NAME _____ M.I. _____

EMPLOYEE PHONE NO. _____

Point of Contact Information

POINT OF CONTACT (If different than employee) _____ PHONE NO. _____

****WARNING****

A separate Travel Receipt Cover Sheet must be completed for each voucher.

COMMENTS