



Travel FAQs

Is travel booked on my behalf?

The traveler is responsible for booking all travel related expenses. The only exception to this rule is if the traveler is requesting lodging to be booked at the Holiday Inn Greenbelt, which is an option to request on the SURA online travel request form.

How can I receive the government per diem rate when lodging at hotels?

Please contact the hotel directly for what is required to receive the government per diem rate. Often, this will require a government ID or travel orders.

Can I be reimbursed for a flight that I did not take?

Travelers cannot be reimbursed for flights that were not taken. The traveler should contact the airline directly for reimbursement. Flight points qualify as a form of reimbursement.

Can I book a reimbursable flight ticket?

Yes, travelers may book a reimbursable flight ticket.

Can I book an Airbnb as my lodging?

Yes, Airbnb can be booked for lodging if the cost is at or below the per diem rates.

Can I split the cost of lodging or transportation with another traveler?

Travelers must request this in advance of travel with the [CRESST II Special Programs Manager](#) and must provide receipts to show the split of cost.

Can a traveler upgrade the flight if the remaining cost is paid out of pocket?

Yes, but the additional cost is at the responsibility of the traveler to cover.

Can a traveler be reimbursed for flights that are leaving from a different destination from the business travel?

Yes, but travelers must show proof that the returning flight is at the same cost or below the amount that a returning flight from the business destination would have been.

How soon before travel must a travel request be received?

Travel requests should be received a minimum of five business days before travel.

Can I request additional travel support if business travel costs are higher than expected?

The CRESST II Special Programs Manager must request permission from the traveler's sponsor to approve any additional travel support.

How long does it take to receive reimbursement?

Reimbursement may take up to one month after the voucher has been completed with all necessary information. Individual bank institutions and holiday delays may affect this timing.

Can I be reimbursed for tips?

Please refer to the [SURA Travel Policies](#) for allowable and unallowable expenses.

Can I be reimbursed for taxes?

Please refer to the SURA Travel Policies for allowable and unallowable expenses.

For additional questions, please contact CRESST II Special Programs Manager, Aaliyah Kerr at aaliyah.kerr@nasa.gov.