

Procedures for Sponsored Travel

Instructions to the Traveler

1. Contact Graciela Derry in the Travel Office to start the process.
2. The Chief Counsel's Office should receive the following documents
 - i. A copy of the travel orders,
 - ii. The NF 1167, completed
 - iii. KSC Form 50-321 - Approval Sponsored Travel Determination From Non-Federal Sources, completed and signed by Traveler,
 - iv. A copy of the invitation, and
 - v. Any other information about the trip.
3. Forward the package to the [Office of the Chief Counsel \(CC\)](#). Once CC concurs on the package, you will be called for pickup or emailed (if submitted electronically) to take to your supervisor and Director for approval and then to the [travel office](#).

NOTE: The NF 1167 does not support electronic signatures – so ink signatures are needed but can be scanned in with the other documents and submitted electronically.

Hard Copy Preparation - Prepare a Folder

Routing Slip

On the left hand side of the folder:

Completed NF1167

Approval Sponsored Travel Determination From Non-Federal Sources ([KSC Form 50-321](#))

On the right hand side of the folder:

The invite letter or the email

Any other information about the trip – registration documentation, CDR, travel orders, etc.

Electronic Preparation

To CC at KSC-Ethics-Advisor@mail.nasa.gov

To Travel at KSC-Travel-Request@mail.nasa.gov

Submit one PDF file containing:

1. NF 1167
2. KSC Form 50-321
3. Invitation Letter
4. Travel Orders
5. Other information

Contacts

Travel Questions:

Graciela Derry
Phone: 321-867-3204

Nancy Knobbs
321-867-3715

Ethics Questions:

KSC Ethics Advisor at KSC-Ethics-Advisor@mail.nasa.gov -
Phone: 321-867-9223