

Number	Questions	SRNS Responses
1	Are we to provide a copy of said lease every month with the invoice or some other form of documentation?	No, not monthly. The lease is required with initial invoice along with receipt documentation. If the lease agreement is revised or if there is a new lease, a copy of the revision or new lease is required along with receipt documentation. Receipt documentation can consist of cashed checks, credit card receipts.
2	If I have a rental washer and dryer in my unfurnished apartment is this a covered lodging expense (as long as I have receipts) ?	Yes, the rental must be included in the \$54 lodging portion of the per diem
3	I have purchased several items of furniture for my unfurnished apartment. Is there a mechanism in place to turn these receipts in for reimbursement versus "rental receipts"?	No, only rental furniture is reimbursable. Reference Federal Travel Regulations (FTR) 301-11.15
4	We have an employee that has a permanent residence in North Carolina and his temporary residence in Georgia. Since he has been temporarily residing in Georgia he has gotten a Georgia license because he did not want to hassle with the NC requirement of vehicle inspections. Since he does not have a NC drivers' license with his NC address on it will that make him not eligible for per diem?	No, other documentation can be used and is acceptable to establish a permanent North Carolina residency.
5	The 54 dollars a day, is the maximum allowed or is that a flat rate? If not a flat rate, people that rent apts should be able to also submit utility bills, etc. for the Aiken residence to meet the \$54 max per day. Correct?	\$54 per day is the maximum allowed for lodging portion of the per diem. Utility, basic cable bills, furniture rentals can be submitted. Monthly receipts are required. Reference FTR 301-11.15 and Travel Compensation Schedule.
6	When someone goes home on the weekend, for their one weekend trip - and they do not fly. What is the mileage reimbursement rate that will be given?	\$0.50 per mile as governed in sections §301-10.303 and 301-10.304 of the Federal Travel Regulations.
7	Does the one trip home per month start in Oct since we are halfway through the month, or does that start in Nov?	1-Oct-10
8	If someone maintains an apt and a rental storage space here in Aiken, it appears that rental storage space receipt could be used to meet the 54/day lodging per diem - correct?	No, the rental storage unit is not allowed to be charged under the \$54 per day per diem rate. FTR 301-11.15 does not include storage facilities.

9	The same for rental furniture? All of the people have an apt that is say 900/month plus they pay extra for rental furniture as they are not buying all new stuff for Aiken.	Rental furniture can be submitted under the \$54 per day lodging per diem. See SRNS response to Question # 2.
10	I see that travel is paid for a once a month trip home. If I get a motel room for \$54 a night and stay there, for example, for 27 days out of a 30 day month. would I get $\$20 \times 27 = \540 plus $\$54 \times 27 = \$1,458$ plus $.50/\text{mile} \times 250 \text{ miles} = \125 (once a month round trip home) for a total of \$2,123.	Yes, you are correct
11	When and how will you be modifying the existing subcontracts to conform to the revision?	Modifications should begin by 10/29/10. Modifications will include Revision 2 of the SRNS Travel Compensation Schedule.
12	How long do you anticipate the approval process to take for the per diem eligibility certificate packages? We'd like to make offers to prospective employees, but not prior to approval of certification.	Initially, to get through the resubmittal of all per diem certificates, we expect it to take at least two (2) weeks. After the initial surge the time should decrease dramatically depending on the number received per week.
13	With regard to per diem, does the \$54 lodging allowance include cost of utilities?	Yes. See FTR 301-11.15
14	In item 6 on Attachment 1 of the Per Diem Eligibility Certification and Documentation Form, can you please clarify what you mean by "business trips"? Has there been an issue with people characterizing trips home as "business trips"?	The Per Diem Certification Form Question #6 is referring to a Business Trip(as defined under Business Travel in the Travel Compensation Schedule) back to the permanent residence, not a monthly trip home.
15	Also, on the Travel Comp Schedule Per Diem Certification Form. It states in #6 that they are not eligible for trips back home, but I thought they were allowed reimbursement for one trip back home? How do I instruct my employees to complete this?	See SRNS's response to Question Number 14

<p>16</p>	<p>I have reviewed the new Travel Compensation Schedule for Subcontracts; I am concerned that I may no longer qualify for Per Diem based on the new criteria qualifying a Permanent Residence. Under the definition of Permanent Residence it states that a dwelling does not qualify as a Permanent Residence if it was used as a rental property in the past and it was not occupied by the individual for 60 continuous days prior to acceptance of a position with SRNS. My permanent residence was used as rental house in the past prior to making it my permanent residence (Oct 2009) and moving my belongings into this house. A portion of my belongings reside in the house, but I did not occupy it for 60 continuous days prior to acceptance of my current position with SRNS. How should we handle this one. Should he fill out the per diem certification, or wait for a definitive determination from you that his primary residence qualifies?</p>	<p>Fill out the per diem certification and submit it with an explanation of his situation.</p>
<p>17</p>	<p>After reading Rev 2 of the Travel Compensation Schedule for Subcontracts, I noticed that a change had been made that may relieve us of the tax burden related to per diem. <input type="checkbox"/> <input type="checkbox"/> Section III.D of Rev 2 says that Reimbursement for per diem shall be limited to one (1) year for subcontractor personnel on temporary assignment, unless otherwise approved by the SRNS Procurement Representative. However, each extension of a temporary assignment beyond one (1) year shall constitute a separate assignment; thereby, allowing reimbursement of per diem for not more than one (1) year per each additional assignment."</p>	<p>No, the SRNS Travel Compensation Schedule does not relieve you of your tax responsibility. Taxing your per diem in the second year of working at SRNS is the responsibility of the Staff Augmentation provider company.</p>

18	The highlighted portion of this paragraph says that 'assignments extended beyond one year become taxable...' Since Rev 2 of the Travel Compensation Schedule says that extension of a temporary agreement constitutes a new, separate assignment, then per diem on this new assignment should not be taxed for a year." Do you concur?	See SRNS's response to Question Number 17.
19	What are the specific rules regarding trips home. How far in advance to book a flight? Any rules regarding which flight to book, etc? What is covered under "travel"? Airport Parking, Mileage to airport?	See: The Federal Travel Regulations - Chapter 301—Temporary Duty (TDY) Travel Allowances Subchapter A—Introduction, Subchapter B - Allowable Travel Expenses Part 301- 10 Transportation Expenses Receipts are required consistent with the Travel Compensation Schedule
20	What specifically is covered under the "lodging" item.	See FTR 301-11.15 for further explanation.
21	Is there any appeal process when a claim for per diem is denied?	Appeals must be via the Subcontractor Provider and then to SRNS Procurement Policy and Compliance Manager
22	What safeguards are in place to protect personally identifiable information?	SRNS has a policy for protection of Personally Identifiable Information (PII) as should the Subcontract Providers.
23	What about flights that have already been booked? Can we claim the expense for the time the flight is used? What kind of payment proof is sufficient to prove airline travel? EG Credit card statement?	See: The Federal Travel Regulations - Chapter 301—Temporary Duty (TDY) Travel Allowances Subchapter A—Introduction, Subchapter B - Allowable Travel Expenses Part 301-10 Transportation Expenses Receipts are required consistent with the Travel Compensation Schedule for direction on Return Trip Home
24	When is per diem going to be reimbursed? Weekly, monthly?	Monthly
25	I have been using Postal Money to pay my rent. It will take another 2 weeks to get proof it has been cashed. Do I need to submit that proof or can I get a signed receipt from the landlord as proof?	Submit a cancelled check, money order, or credit card receipt as proof of lodging payments.

26	<p>Specifically, at our last meeting - Item 6 of Rev 2 of the per diem certification form states: Do you understand that you are not entitled to claim or be paid per diem for business trips back to the Permanent Residence? (Will or will not)</p> <p>*Be reimbursed for travel expenses (mileage or airfare) for monthly trips home?</p> <p>*Be reimbursed for the M & IE portion (\$20 / day) of the per diem compensation?</p> <p>*Be reimbursed for the lodging portion (\$54 / day) of the per diem compensation?</p> <p>*Be reimbursed for all of per diem compensation (\$74 / day)?</p>	<p>#6 of the Per Diem Certificate is referring to a Business Trip(as defined under Business Travel in the Travel Compensation Schedule) back to the permanent residence, not a monthly trip home. The other questions in this section below relate to monthly trips home (Responses are Will or Will Not):</p> <p>*Be reimbursed for travel expenses (mileage or airfare) for monthly trips home? SRNS will reimburse for travel expenses for those eligible individuals under Per Diem for Temporary Assignment. *Be reimbursed for the M & IE portion (\$20 / day) of the per diem compensation? SRNS will reimburse those eligible individuals under Per Diem for Temporary Assignment for M & IE when individual qualify for the (\$74/day). SRNS Will be reduced to a maximum of \$54.00 (Less \$20.00 M & IE) for lodging (including taxes and with receipts) for each day he/she is on a return trip home, provided he/she maintains their SRS temporary assignment residence during this absence.as noted on Travel Compensation Schedule Section III B 3. *Be reimbursed for the lodging portion (\$54 / day) of the per diem compensation?</p> <p>SRNS will reimburse for the lodging (including taxes and with receipts) during monthly trips home as defined in the Travel Compensation Schedule - Section IIIB 3. *Be reimbursed for all of per diem compensation (\$74 / day)? SRNS will reimburse per the Travel Compensation Schedule Section II for those eligible individuals under Temporary Assignments.</p>
27	<p>What is also confusion is the wording "... for business trips back to their Permanent Residence."</p>	<p>Yes as defined in Travel Compensation Schedule Section VI</p>
28	<p>What is SRNS' interpretation of "business" trip</p>	<p>Yes, under the monthly return trips home mileage may be reimbursed if associated with this trip. Mileage will not be paid to the job site.</p>
29	<p>What information they need to submit with the expense report?</p>	<p>See attached Expense Report.</p>
30	<p>The subcontractors (employer) can make changes in the way and what they pay to their employees, different to what the policy said?</p>	<p>SRNS will be reimbursing subcontractors based on the terms of the subcontract and the Travel Compensation Schedule. Invoices inconsistent with these requirements will not be paid.</p>
31	<p>Is there someone from SRNS that can explain the new policy and answer their questions?</p>	<p>Question and answer sessions is scheduled for October 28, 2010 and there after please contact SRNS Procurement Policy and Compliance Manager.</p>
32	<p>Several indicated that they recently signed a contract renewal with their company and that contract is being changed. Do they have the ability to negotiate a new contract since the prior contract is being modified?</p>	<p>SRNS only controls what it can reimburse and what it will pay for services. The Staff Augmentation employee and their company can negotiate as they see fit.</p>
33	<p>Is a statement required for each month of the mortgage. i.e., with each 6 mo re-certification there should be 6 separate statements?</p>	<p>During re-certification, the documents will be reviewed to ensure the original type of documentation is still provided. If another form of documentation is provided, other documents may be required to confirm permanent residence.</p>
34	<p>What constitutes documentation for local expense? Lease? Cancelled Check? Written receipt (when pay cash)?</p>	<p>See SRNS's response to Question # 1.</p>
35	<p>When is initial certification package due? Just before any payment? Can it be quickly "pre-certified" to help job decision?</p>	<p>Subcontractors shall pre-screen their individuals to ensure that they have the correct information to qualify.</p>

36	Timecard submitted with expense report to assure worked 5 hours in a work day?	No, Timesheet submittal with the per diem invoice is not required.
37	Why is signed expense rpt NOT required (#9 SRNS FAQ sheet)	SRNS has determined that a Expense Report will be provided for use in submittals of receipts see sample provided.
38	Notarizing not required on Certification form now?	That is correct.
39	Will the timesheet be submitted with the expense report to help verify which days are their official work schedule?	See SRNS's response to Question # 36
40	If no receipted expenses for "weekend" (i.e. hotel does not charge for days not there), no per diem paid, right?	Yes
41	Can check for local rent be copied prior to the bank processing if landlord also provides a receipt?	A cancelled check is required.
42	Does someone get \$20 M & IE on days of travel?	Yes, Individuals will be reimbursed for M & IE for Business Travel, but not for Monthly Return Trips Home.
43	Questions #3, 6, 10, 16, 17, 25, 29, 33 – The response to the question does not answer the question because one needs to know the definition of "per diem" and "weekend" to arrive at a correct answer. For example, Section II.E states as the last sentence, "Subcontractor employees must work a minimum of five (5) hours each workday to be eligible for per diem for that day." Does this definition of "per diem" include lodging and M&IE or just the M&IE portion of per diem – see Section III.B.3.	As defined in the Travel Compensation Schedule Sections II e & III A 2a & b- Reimbursement for the first 30 days or until long-term lodging has been secured, which ever comes first, shall be in accordance with the applicable Federal Travel Regulation Rates for the Savannah River Site, in effect at the time of travel. Lodging shall be reimbursed at the actual cost incurred not to exceed the applicable FTR rates; receipts starting on the 31st day the per diem rate of \$74.00 (which includes Lodging and M & IE) is the maximum rate for those individuals on Temporary Assignment and the per diem rate of \$54.00 per day (see Section III B.3.) for Return Trips Home for those that qualify for Temporary Assignment.
44	Question #9 – The response to this question is "this is not required". Does this mean a signature, an expense report or receipts are not required or all are not required?	SRNS has determined that an Expense Report will be provided for use in submittals of receipts and has provided the form to be used to each company. This form must not be altered by the provider without SRNS approval.
45	Question #22 – The response does not address any statements made by the questioner.	All tax questions must be addressed to the IRS.
46	Question #24 – The response states to "See SRNS's response to Question Number 24". This is question 24. The answer is a circular reference.	This was a typo and should have referenced question number 22. And the response to Number 22 is as followings: "All tax questions must be addressed to the IRS."

47	Question #30 – The response states to “See SRNS’s response to Question Number 9”. Question number 9 has nothing to do with utility bills. Could you please provide an answer to the questions. Also, what bills specifically will you include in the \$54 per day lodging (ie. Electric, water, maid service, cable, telephone, etc.)? What documentation do you need to be reimbursed for these expenses? How do we calculate a per day rate for these items if they are to be considered?	Reference FTR 301-11.15
48	For those who take their monthly trip home during the holidays, but who are also taking vacation time, is lodging reimbursed for the vacation days? For example, One employee will be home for Thanksgiving. He will be working through Thursday, November 18, leaving for home on Friday, November 19, and returning to Aiken on Saturday, November 27. He will not be working November 22-24. Is lodging still reimbursed for November 22-24?	As the policy states individuals will be paid for holidays (thus Nov 25 & 26 will be paid) and they will also be reimbursed for one monthly return trip home as defined in Section III B 3. Any other days outside of these requirements would be vacation time which is not reimbursed.
49	What qualifies as Lodging? Rent, Utility, cable, furniture rental etc. What does not qualify?	Reference FTR 301-11.15
50	What type of documentation is required for the monthly trip home?	Documentation must be in accordance with the SRNS Travel Compensation Schedule.
51	Has SRNS provided any explanation as to why they are reimbursing at a \$54/20 rate instead of the \$81/46 (Aiken, SC area) or \$77/46 GSA rates? If SRNS is going to put us into the FTR schedule for per diem rates, shouldn't they at least be consistent and use the same rates?	This reduction in per diem allowance is consistent with FTR requirements.
52	Shouldn't the spouse be entitled to M&IE? After all, 2 people cannot eat for the same amount as one.	Per SRNS Legal, SRNS Travel Compensation Schedule for Subcontracts, Rev 2, Dated Oct 1, 2010 Section II F addresses this question. Only one member of a married couple, where both are employed on a temporary assignment at SRNS is eligible for per diem.
53	In a married couple, both working at SRNS and only one family is eligible for Per Diem, is the spouse entitled to a trip home once a month?	Per SRNS Legal, SRNS Travel Compensation Schedule for Subcontracts, Rev 2, Dated Oct 1, 2010 Section II F addresses this question. Only one member of a married couple, where both are employed on a temporary assignment at SRNS is eligible for per diem.

<p>54</p>	<p>An individual was inquiring if they bought a "fixer upper" home here and it fell below the maximum lodging expense would that qualify them for per diem under the new policy? They have a home that is 100 miles or more away that is considered their permanent residence. They pay taxes on it, they are a registered voter, they have utilities they are paying each month, they have the documents to back up the permanent address. The temporary address which will be purchased is only for use while they are living here and working at SRS. So they will have duplicate expenses. If this is not going to fall under the new per diem policy where exactly does it state that an individual cannot purchase a home while working at SRS if they still have their permanent address?</p>	<p>No, property ownership is not a valid basis for per diem.</p>
<p>55</p>	<p>How can DOE/SRNS determine what the "lowest" airfare for any particular flight on any particular date might have been? My fares go up and down completely arbitrarily depending on the travel dates - there's no rhyme or reason to them, and sometimes lower fares are obtained by booking closer to the departure date rather than before. Also, sometimes the "lowest" rate means not having a definite seat on the flight you're booking - something any experienced traveler will always avoid.</p>	<p>Reference Travel Compensation Schedule for use of lowest available airfare. Travelers are encouraged to plan accordingly when scheduling flights.</p>
<p>56</p>	<p>Are we required to fly out of Augusta? If not, am I allowed to pick up the mileage to Atlanta? I have had extremely bad experiences with both Delta and American out of Augusta, having been stranded by Delta in Atlanta and American in Dallas. I would prefer to drive to Atlanta to pick up a nonstop flight there, and believe it is a reasonable alternative to the vagaries of flying out of Augusta. I believe I am entitled to the PV mileage reimbursement to/from Atlanta. Is this your understanding as well?</p>	<p>No, not required to fly out of any one location. Mileage is reimbursable with proper receipts for monthly trips home in accordance with the Travel Compensation Schedule.</p>

57	I do not live near a major airport, and cannot ask my wife to pick me up at an airport over 100 miles away at 10:00 pm at night or even later. That means a rental car. Is that covered under the policy? If not, I believe I should be entitled to the mileage to & from the airport. Is that your understanding?	Yes, rental car is reimbursable with receipts for monthly trip home.
58	How do I "prove" to SRNS's satisfaction that I went home on any particular trip?	You must provide receipts consistent with the Travel Compensation Schedule.
59	An excerpt from Page 4 of the policy, in Section VI., reads as follows: "A monthly trip home shall not be allowed if taken within two (2) weeks of the end of the assignment." What happens if an employee books an airfare home and DOE/SRNS afterwards cancels his/her contract (this happened to me 7 years ago) ? Or allows the current contract to lapse even with promises of extension? Or decides to change the terms of the renewal in such a way that the contractor cannot accept the extension?	This policy section will be enforced for Staff Augmentation subcontracts, if any deviation occurs that will need to be addressed by the procurement representative.
60	Are we entitled to meal per diem on travel days on trips home? Previous documentation received suggested we would be; however I see nothing to indicate this is the case in the latest policy you sent.	Per the SRNS Travel Compensation Schedule for Subcontracts, Rev. 2 Dated Oct 1, 2010 Section II E under number 4 states the following: "Monthly return trips home as prescribed in Section III.B". So to address this question, refer to Section III B 3. Temporary Assignment Status - Return Trips Home... "The employee's temporary assignment per diem of \$74.00 maximum, shall be reduced to a maximum of \$54.00 for lodging (including taxes and with receipts) for each day he/she is on a return trip home, provided he/she maintains their SRS temporary assignment residence during this absence. " As stated, they individuals will only be paid \$54.00 for lodging including taxes and with receipts) for each day he/she is on return trip home as long as they are eligible as defined above.
61	Here's the question, with this change in policy am I being reimbursed for travel back home? And, how often can I travel back home? I travel home every six to eight weeks to visit my family, is this travel reimbursable?	Per the SRNS Travel Compensation Schedule for Subcontracts, Rev. 2 Dated Oct 1, 2010 Section II E under number 4 states the following: "Monthly return trips home as prescribed in Section III.B 3." So to address this question, the response is "Yes" individuals are reimbursed for monthly return trips home.

62	<p>Is the employee allowed to charge lodging per diem everyday? It states that it includes holidays and weekends, period of illness and monthly trips home. What about vacation or occasional personal days off? I am also confused on the statement that they must work a minimum of 5 hours each work day. Does that mean on average? What days can they not charge the \$20 for meals?</p>	<p>Per SRNS Travel Compensation Schedule for Subcontracts, Rev 2, Dated Oct 1, 2010 Section II E addresses this question. SRNS will reimburse per diem for eligible individuals during the continuous term, with regards to vacations days subcontractors are not paid for vacation days or personnel days if the above criteria are not met. With regards to the statement that "subcontractor employees must work a minimum of five(5) hours each workday to be eligible for per diem for that day" this means that if the individuals works only <u>4</u> hours on their normal scheduled workday, then they are not eligible for per diem for that day. To address the question of the \$ 20 for meals, refer to the Monthly Return Trips home section III.B.</p>
63	<p>We have 2 employees who have already been on for a year. We received a new contract when they were extended another year. Can I assume the new contract extension is considered a separate assignment & therefore they are allowed per diem for another year?</p>	<p>See SRNS's response to Question Number 17.</p>
64	<p>Return trips home - What does this allow? Car mileage and/or airfare 1X per month? Anything else? If airfare, what restrictions or is there a maximum airfare price?</p>	<p>Reference SRNS's response to Question # 50.</p>
65	<p>Section II F. states "Only one member of a married couple, where both are employed on a temporary assignment at SRS, is eligible for per diem." While we agree, for example, that the cost for lodging and mileage for trips home should be limited to one payment for one employee since these would logically be shared, consideration should given to the meals and incidentals cost. Would you please clarify that the intent was that there would be no M&IE per diem paid for the second member of a married couple and if that is the case explain the rationale behind that decision?</p>	<p>See SRNS's response to Question Number 53.</p>
66	<p>One of our employees had a question regarding reimbursement of per diem. He has already paid for his November rent in advance and wanted to see if he could include his November rent on his October Expense Report</p>	<p>No, advance payments will not be paid.</p>