

SRNS Per Diem FAQ Sheet November 10, 2010

Number	Questions	SRNS Responses
1	Are we allowed to include taxes as an allowable expense?	Lodging taxes are included in the \$54.00 rate.
2	What type of receipts documentation will be accepted for lodging?	Consistent with Question # 1 on FAQ Sheet # 2 - Receipt documentation can consist of cashed checks/cancelled check, and credit card receipts or statements.
3	When on travel, can cell phone charges when using the cell phone for business internet access be reimbursed?	Individual cell phone usage for internet access will not be reimbursed.
4	With regards to cancelled checks, what is required?	Individuals must provide copies of both the front and back sides of the cancelled check.
5	Will SRNS inform the Staff Augmentation Providers when investigations are complete and indictments are pending?	Once documents are turned over the IG, SRNS will not be providing any results of this investigation.
6	How do you record utility bills on your expense report?	Utility bills must be recorded in the format required by the Staff Augmentation Expense Report. Utility bills must be recorded daily. The total monthly utility bill divided by the time period equals the daily charge. The monthly receipt must be provided.
7	Is it required to document the expense reports weekly or can they document this monthly?	Consistent with SRNS Expense Report, providers are to have the staff augmentation employee complete their expense report weekly.
8	Define the language on question # 6 on the Certification specific to Business Travel.	Consistent with SRNS response on FAQ Sheet # 2 Question # 14 - 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, <u>not a monthly trip home</u> .
9	Are vacation days covered?	No, Per SRNS Travel Compensation Schedule personnel vacation days are not reimburseable.
10	If you are working a 9/80's work schedule will you get paid for the Friday off?	Yes, 9/80's is your work schedule as such consistent with the Travel Compensation Schedule you will be reimbursed for this time as this is your normal work schedule.
11	What about if you work only 5 hours on a 4 / 10 work schedule will you be reimbursed for that day?	Yes, consistent with our Travel Compensation Schedule.
12	On my monthly trip home is airport parking, mileage to and from the airport, or a rental car to and from the airport reimbursable?	Rental car usage to go to and from airports will not be reimbursed for home visits. Mileage will be reimbursed with proper documentation. A rental car is not reimbursable. (THIS IS A CORRECTION TO THE RESPONSE THAT WAS PROVIDED ON SRNS FAQ SHEET # 2 Question # 57)
13	Is SRNS going to provide a copy of a guide or some direction on how to evaluate per diem?	No guide will be provided but all of the FAQ sheets that have been issued to date will be posted on SRNS External Website - http://www.srs.gov/general/busiops/PMMD/SRNS_general_provisions.htm .
14	Is there any additional guidance on "lowest" airfare? Example: holiday travel.	No, Travelers are encouraged to plan accordingly for their travel. SRNS recognizes that airfares fluctuate around holidays and other events. See SRNS response to Questions #19 and #55 in SRNS Per Diem FAQ Sheet -2, 20 Oct 2010.

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15	With regards to monthly trips home, how many can I get?	Consistent with the Travel Compensation Schedule, you will get one monthly return trip home .
16	What if you are paying a family member for the local lodging, can that be reimbursed?	Lodging must be a bonafide lodging. Any exceptions to bonafide lodging must be submitted in writing to the Procurement Policy email address.
17	If you are renting a residence from a family member why would that be rejected?	SRNS would reject this arrangement. Any exceptions to bonafide permanent residence must be submitted to the Procurement Policy email address
18	When will the change notices be issued to the subcontracts?	SRNS is working to be complete by November 19, 2010
19	Why are you requiring weekly expense reports instead of monthly?	We are matching them to the SATS Timesheets
20	How do you handle utilities when they cross over months?	See #6
21	With regards to rental receipts, can you get a receipt for the from the previous monthly?	Receipts must match the month that they are submitted with.
22	Are rental cars and mileage reimbursed for my monthly trip home?	See SRNS response to Question #12 of this FAQ.
23	Are expense reports required to have both the staff augmentation employee and the provider signatures?	Yes.
24	Can utility bills be a "split" expense?	No, see SRNS response to Question #6 of this FAQ.
25	Must expense reports be done weekly?	Yes, expense reports must be done weekly. SRNS will be verifying labor charges on a weekly basis. Labor charge verification will also be used to verify per diem.
26	Are leases to be provided monthly with the expense report?	Consistent with FAQ Sheet # 2 Question # 1 - 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/ cancelled checks, credit card receipts or statements.
27	Are flight itineraries acceptable as airline receipts?	Ticketed itineraries are acceptable for domestic flights. For prepaid flights, an itinerary and a receipt must be provided.
28	Can a camper purchased for lodging be reimbursed?	No, property ownership is not a valid basis for per diem. However, expenses associated with space rental, utilities, etc. are reimbursable. The requirements defined in Travel Compensation Schedule for Subcontracts must be followed.
29	Can utility bills for a purchased local home be expensed?	Yes, utility bills can be part of the \$54.00 per diem rate. Receipts must be provided.
30	Are married couple eligible for per diem?	Consistent with the Travel Compensation Schedule, only one person would qualify for per diem.
31	The comment was addressed with regards to communication with Staff Augmentation Employees.	SRNS stress the importance of Staff Augmentation Providers communication with their employees on this topic and continue to stress that any questions regarding this issue must be addressed to the Providers first then they will communicate to SRNS procurement to ensure that all responses are addressed.

32	Do we pay for a return trip home if someone resigns?	Yes, they will be reimbursed for their trip home.
33	If a person fails a drug test, do we pay for that person?	They will be reimbursed for their final trip home.
34	We have a staff augmented employee that has resigned his position at SRS. He is requesting information regarding demobilization costs. He wants to know what he is eligible for (mileage, etc) under demobilization costs.	See 32