GENERAL PROVISIONS FOR
TRAVEL COMPENSATION SCHEDULE
FOR SUBCONTRACTS UNDER
U. S. DEPARTMENT OF ENERGY
PRIME CONTRACT NO.
DE-AC09-08SR22470

SAVANNAH RIVER NUCLEAR SOLUTIONS, LLC
SAVANNAH RIVER SITE
AIKEN, SC 29808

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These provisions establish standards by which travel and per diem costs shall be reimbursed by Savannah River Nuclear Solutions, LLC (SRNS).

Savannah River Nuclear Solutions, LLC (SRNS) reserves the right to determine whether or not the Subcontract will include reimbursement for travel and/or per diem costs. The solicitation or pre-solicitation will include language to identify affected Subcontract awards.

In this Travel Compensation Schedule any reference to Subcontractor, Supplier or Subcontractor/Supplier includes Subcontractors and/or Suppliers at any tier.

I. DEFINITIONS

A. ASSIGNMENT

The number of calendar days that employees of the Subcontractor/Supplier will provide support to the Savannah River Nuclear Solutions, LLC (SRNS) under an SRNS Subcontract.

B. BUSINESS TRAVEL STATUS
Assignments associated with work under a SRNS Subcontract of 90 calendar days or less. Trips home will be approved on a case-by-case basis. This approval will be valid unless a modification occurs.

C. TEMPORARY ASSIGNMENT
STATUS (LTTA)
Assignments associated with work under an SRNS Subcontract of 91 calendar days or more. (Includes a minimum of one trip home per month, if approved in advance).

D. PRINCIPAL PLACE OF BUSINESS
The normal place of employment where the employee commutes to and from work on a daily basis when not at SRS.

E. PERMANENT RESIDENCE
The dwelling to which the employee of the Subcontractor/Supplier will return upon completion of the assignment at Savannah River Site (SRS). The dwelling must be recognized by the state, county or municipal government as being an independent dwelling. A dwelling does not qualify as a permanent residence if:

1. It is leased or sublet to any person or entity or is otherwise occupied by someone outside the employee’s immediate family. (Immediate family includes the spouse, children, and other legal dependents of the employee residing in the employee’s permanent residence at the time he employee is notified of the assignment to SRS.)

2. It is a room or rooms in a house or apartment.

3. It was not occupied by the individual for a period of at least 60 continuous calendar days prior to acceptance of a position with SRNS.

4. It is or was a vacation, a vacation rental property, or a second home.

5. It is a home that is under construction.
6. It is a residence, which was purchased or leased within 60 calendar days of notification of the assignment to SRS.

7. It is a vacant lot, no dwelling on the lot or a dwelling constructed after assignment at SRS.

F. DUPLICATE EXPENSES
Lodging, Meals and Incidental costs, incurred in addition to those costs associated with the “Permanent Residence”, and are a direct result of being on “Temporary Assignment” or “Business Travel” status while performing work under a SRNS Subcontract.

G. FAR
Federal Acquisition Regulations

H. FTR
Federal Travel Regulations

II. PER DIEM ENTITLEMENT

A. BASIC CRITERIA FOR BOTH BUSINESS TRAVEL AND TEMPORARY ASSIGNMENT STATUS
1. A Subcontractor/Supplier may be entitled to reimbursement for Per Diem for any employee working at SRS or other facility under a SRNS Subcontract if the Subcontractor/Supplier employee meets the following conditions and if SRNS has determined that the Subcontractor/Supplier employee provides SRNS with the greatest overall value based on the solicitation basis for award, which includes any per diem costs:

   a. The Subcontractor/Supplier employee is not performing work at his/her “Principal Place of Business”;
   
   b. The Subcontractor/Supplier employee maintains a “Permanent Residence”:
      1. that is located more than 100 miles from Building 703-A at SRS, as determined by standard mileage tables (SRS is defined to be 18 miles from Aiken, SC);
   
   2. for which the Subcontractor/Supplier employee incurs expenses in the form of monthly mortgage payments, rental expenses, or property taxes (if there is no mortgage), and

   3. the Subcontractor/Supplier employee incurs “Duplicate Expenses;”

   4. the residence is not leased or sublet to any person or entity or is not otherwise occupied by someone outside the Subcontractor/Supplier employee’s immediate family.

c. The Subcontractor/Supplier employee does not commute daily to the SRNS work location from the “Permanent Residence”.

   d. Per Diem reimbursements shall be limited to three years. Eligibility will be calculated by using the individual’s start time on-site at SRS.

B. TEMPORARY ASSIGNMENT STATUS
1. Subcontractor/Supplier employees on Temporary Assignment Status must document the expenses associated with the “Permanent Residence” by submittal of one of the following to the Subcontractor/Supplier upon initial assignment:

   a. Mortgage documents confirming ownership, in owner’s name or owner’s spouse’s name. If in the spouse’s name, a marriage certificate shall be provided.

   b. Tax records confirming ownership, in owner’s name or owner’s spouse’s name. If in the spouse’s name, a marriage certificate shall be provided.

   c. A bona fide Lease or Rental Agreement, in Leaser/Renter’s name or Leaser/Renter’s spouse’s name. If in the spouse’s name, a marriage certificate shall be provided.
2. SRNS will also require a photocopy of a driver’s license and one copy of either a utility, cable, or telephone bill with documented home address (P.O. Box are not acceptable addresses).

3. The Subcontractor/Supplier employee requesting per diem must certify the incurrence of costs associated with his/her “Permanent Residence”. Certifications must be: (a) completed on PF-6, “Per Diem Eligibility Certification”, (b) provided to SRNS for review and acceptance. Any changes to a Subcontractor/Supplier employee, “Per Diem Eligibility Certification” must be accepted by the SRNS Procurement Representative. Accepted Subcontractor/Supplier employee “Per Diem Eligibility Certification” shall be maintained by the Subcontractor/Supplier and the Procurement Representative. SRNS reserves the right to audit all Subcontractor/Supplier employees’ “Per Diem Eligibility Certification” as well as all documents submitted there under and to contact all parties providing such documents. Acceptance by SRNS does not relieve the Subcontractor/Supplier from the responsibility to ensure the validity of these certifications. Certifications shall be submitted every 6 months during a temporary assignment and accepted by the SRNS Procurement Representative. SRNS shall have no responsibility for reimbursing the Subcontractor/Supplier for any per diem, which if later is determined that the Subcontractor’s/Supplier’s employee was not eligible or entitled to receive.

4. Prior to requesting reimbursement of per diem, the Subcontractor/Supplier shall review all documentation for compliance with the eligibility requirements set forth herein. Invoices shall contain the names of the individuals for which per diem is being claimed. No invoices for per diem expenses shall be paid unless SRNS has accepted a PF-6, “Per Diem Eligibility Certification” from Subcontractor/Supplier.

5. Subcontractor/Supplier employees shall be reimbursed for per diem only so long as they continue to be eligible.

Per Diem reimbursement shall not exceed three years. Eligibility will be calculated by using the individual’s start time on-site at SRS.

6. Subcontractor/Supplier shall require each Subcontractor/Supplier employee to promptly provide email notification of any change to the Subcontractor/Supplier, which may affect his/her eligibility. The Subcontractor/Supplier shall then promptly provide email notification to the SRNS Procurement Representative.

7. Subcontractor/Supplier is entitled to receive reimbursement for per diem for eligible employees during the continuous term of the employee’s assignment to SRS, including the following situations:
   a. SRNS recognized holidays
   b. Weekends
   c. A period of illness of not less than 2 and no more than 7 calendar days supported by a physician’s note.
   d. Monthly return trips home as prescribed in Section III. B.

Subcontractor/Supplier employees must work a minimum of five (5) hours each workday to be eligible for per diem for that day.

8. Only one member of a married couple, where both are employed on a temporary assignment at SRS, is eligible for per diem.

9. Subcontractor/Supplier employees on Business Travel status are subject to the documentation requirements established in this section but are not required to submit them for review unless requested to do so by SRNS.

III. REIMBURSEMENT FOR PER DIEM

A. ASSIGNMENTS TO THE SAVANNAH RIVER SITE (SRS)

1. Business Travel Status
   Reimbursement for per diem shall be in accordance with the applicable Federal Travel Regulation Rates for the Savannah River Site (SRS), in effect at the time of travel. Lodging shall be reimbursed at the actual cost incurred not to exceed the
applicable FTR rates; receipts for such lodging shall be provided.

2. Temporary Assignment Status
   a. Reimbursement for the first 30 days or until long-term lodging has been secured, whichever 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 for such lodging shall be provided.
   b. Reimbursement starting on the 31st day shall be at a maximum rate of 55% of the applicable FTR rate (for lodging and M&IE) in effect at the time of travel per day.

B. TRAVEL TO LOCATIONS OUTSIDE THE SRS AREA
   1. Business Travel Status
      When a subcontractor/Supplier employee on business travel to SRS is required to perform duties on business travel at locations outside the SRS area, reimbursement shall be in accordance with the FTR rates applicable to that location, or the Subcontractor’s/Supplier’s corporate rate, whichever is less. Per Diem shall not be paid for lodging expenses or M&IE in connection with any business travel to the employee’s permanent residence location. In addition, the employee’s temporary assignment per diem shall be reduced to lodging only (including taxes and with receipts) for each day he/she is away from the temporary assignment at SRS, provided he/she maintains his/her SRS temporary assignment residence during this absence.
   2. Temporary Assignment Status - Business Travel
      When a Subcontractor/Supplier employee on temporary assignment to SRS is required to perform duties on business travel at locations outside the SRS area, reimbursement shall be in accordance with the FTR rates applicable to that location, or the Subcontractor’s/Supplier’s corporate rate, whichever is less. Per Diem shall not be paid for lodging expenses or M&IE in connection with any business travel to the employee’s permanent residence location.

C. ASSIGNMENT EXTENSIONS
   1. Business Travel Status
      If an assignment, originally classified as Business Travel, is extended such that the total assignment duration exceeds 90 calendar days, reimbursement of per diem shall be in accordance with the applicable Federal Travel Regulation Rates for the Savannah River Site, in effect at the time of travel for either the first 15 calendar days following the notification date or 90 calendar days from the assignment start date, whichever occurs first. Reimbursement of per diem for all subsequent days of the assignment shall be at the reduced per diem detailed in Section III. A. 2. b. above.
   2. Temporary Assignment Status
      Per Diem for extensions to temporary assignments will continue to be reimbursed at the temporary assignment rate.

IV. REIMBURSEMENT FOR TRAVEL EXPENSES
   A. GENERAL
      Reimbursable travel expenses include local transit system and taxi fares and fees for parking, tolls, ferries, etc. in addition to expenses detailed in sections B, C, and D.
below. Travel to and from SRS on a daily basis for the purpose of reporting to work shall not be reimbursed.

B. AIRFARE
Receipt required. Allowable costs for air travel will be limited to the lowest available airfare. Such costs shall not be construed as authorization of first class airfare without the express approval of the SRNS Procurement Representative. Such approval shall be based on the requirements set forth in FAR 31.205-46. To the extent reasonable, the Subcontractor/Supplier will make use of commercial discount airfares, Government Contract airfares, and customary standard airfares. Airfare costs in excess of the above standard must be justified in writing and approved in advance of travel by a SRNS Procurement Representative.

C. RENTAL CARS
1. Receipt required. Rental car expenses for “Business Travel” are allowable if the nature of the travel or the location of the business is such that the use of public transportation is not cost effective or practical, considering the traveler’s time. Rental car expenses for “Temporary Assignments” are allowable at the discretion of the SRNS Procurement Representative. Email justification for such use shall be submitted and approved in advance by the SRNS Procurement Representative.

2. Only lowest available car rates are allowable. Exceptions to the use of lowest available car rates may only be made when
   a. more than two employees are traveling together;
   b. extra equipment is being transported by the traveler; or
   c. the traveler has a medical/health condition that prohibits the use of a lowest available car rate.

3. When the lowest car rate is unavailable, the next higher class of car may be used. If the lowest class car is not used and a higher rate is paid, written electronic justification must be submitted to justify the additional expense. To avoid costly rental car agency refueling charges the Subcontractor/Supplier should encourage its employees to refuel his/her rental car.

4. Subcontractor/Supplier must purchase loss, collision damage waiver or similar insurance provisions when renting vehicles Outside the Continental USA. (Hawaii and Alaska are not considered to be part of the continental/USA.)

D. PERSONAL VEHICLES
1. The allowance for the use of personal automobile shall be reimbursed in accordance with the applicable Federal Travel Regulation Rates, Part 301-10. Such allowance shall be based on the mileage between the authorized points of travel as listed in Rand-McNally standard distance charts. A variation of ten percent, if reasonable under the circumstances, is allowable, except when a longer route is necessitated by road or weather conditions.

2. Additional allowances shall be made for daytime and overnight parking and for ferry, toll road, tunnel, or toll bridge charges. In the event two or more persons travel in one automobile, only one mileage allowance will be paid.

3. The allowance for an employee on official travel who uses a privately owned automobile for the employee’s own convenience in lieu of commercial transportation will be air coach fare plus a reasonable allowance for other normal travel costs, such as for taxi fare, required to get to the airport and to the point of destination and origin; or the applicable mileage rate plus per diem costs while in transit, whichever is less.

D. MOBILIZATION/DEMOBILIZATION
SRNS shall only reimburse Subcontractor/Supplier for its employees’ initial (mobilization) travel costs from their permanent residence to the temporary residence at SRS and for the same transportation trip for the final (demobilization) return to the permanent residence at the completion of the assignment to SRS. If a Subcontractor/Supplier employee moves his/her permanent residence to the local SRS area during his/her assignment, return to
the point of origin shall not be reimbursed. Mobilization/Demobilization travel costs will only be reimbursed if they occur within a reasonable time period (nominally determined to be within two weeks of start time / end time at SRS). Any exceptions must be negotiated and agreed to in advance as documented by the Procurement Representative.

V. FOREIGN TRAVEL
Foreign travel, when required and per the Subcontract, shall be subject to the prior approval of SRNS for each separate trip regardless of whether funds for such travel are contained in an approved budget. Foreign travel is defined as any travel outside of the United States and its territories and possessions. Requests for approval shall be submitted at least 60 days prior to the planned departure date, on a Request for Approval of Foreign Travel Form DOE F 1512.1.

VI. RETURN TRIPS HOME
Subcontractor/Supplier employees on “Temporary Assignment” may be entitled to periodic trips to their “Permanent Residence” location only. SRNS shall reimburse eligible Subcontractor/Supplier employees for travel expenses for not more than one (1) trip home per month while on assignment at SRS. SRNS will NOT reimburse the Subcontractor/Supplier for employee travel to locations other than the Permanent Residence”. A monthly trip home shall not be allowed if taken within two (2) weeks of the end of the assignment. Any exceptions require the prior written electronic consent of the SRNS Procurement Representative. Evidence of actual travel to the “Permanent Residence” shall be verified by Subcontractor/Supplier before reimbursement is made to the Subcontractor/Supplier employee. SRNS shall not reimburse Subcontractor/Supplier for personal trips home for those Subcontractor/Supplier employees who have been relocated under a SRNS Subcontract. Eligibility for return trip(s) home is not transferable from one Subcontractor/Supplier employee to another.

VII. RELOCATION
Subpart 31.205 of the FAR prohibits reimbursement for relocation costs for less

restriction if the Subcontractor/Supplier provides SRNS with a cost comparison, which shows that it is cost effective to relocate a Subcontractor/Supplier employee versus paying the Subcontractor/Supplier employee per diem.

On any assignment initially proposed to be greater than twelve (12) months, the Subcontractor/Supplier must provide SRNS with a cost comparison to determine if the proposed Subcontractor/Supplier employee should be placed on per diem or should be relocated to the SRS area. For the purpose of cost comparisons, relocation costs are to be computed in accordance with the Subcontractor’s/Supplier’s standard corporate policy, subject to the limitations contained in Subpart 31.205 of the FAR.

VIII. RECEIPTS
Receipts for lodging are required regardless of amount. Receipts for other expenses are required if the amount of such expenses is greater than $75.00. Unless requested by SRNS, such receipts are not required to be submitted with invoices under cost reimbursement Subcontracts, which are subject to final audit. However, under these Subcontracts, the Subcontractor/Supplier must retain the receipts and provide them upon request to support billings and/or cost incurred audits. These standards do not relieve the Subcontractor/Supplier of its responsibility to retain whatever documentation is considered necessary to support cost-incurred audits or to satisfy the rules and regulations of other US Government agencies or any Local, State or Federal Law or to validate the accuracy of supporting documentation than twelve (12) month assignments. SRNS reserves the right to waive this.
Per Diem Eligibility Certification
And Documentation Form
In Support of Temporary Assignments

A Subcontracted individual who is on a temporary assignment at the Savannah River Site (SRS) and who maintains a pre-existing permanent residence more than 100 miles from SRS may be entitled to receive a per diem. A temporary assignment is defined as any assignment greater than ninety-one (91) calendar days in duration. This certification is required to qualify for per diem reimbursement. Proper documentation shall be provided to prove eligibility as prescribed below. Any Subcontracted employee receiving per diem reimbursement, who ceases to maintain the permanent residence, receives income from their permanent residence, or who ceases to incur costs for local lodging is no longer eligible for per diem and shall immediately notify their employer and SRNS of such a change. Per Diem reimbursement shall not exceed three years. Eligibility will be calculated by using the individual’s start time on-site at SRS.

Employee Name: ____________________________

Company Name: ____________________________

Please answer the following questions: Please Initial Yes or No

1. Do you intend to return to the permanent residence at the completion or termination of your assignment at SRS? Yes ____ No ____

2. Will you incur duplicate expenses as a direct result of your assignment at SRS? Yes ____ No ____

3. Will you use your Permanent Residence for lodging during your assignment at SRS? Yes ____ No ____
   If yes, how often:
   Return home each night ____________________________
   Return home each weekend ____________________________
   Other, explain ____________________________

4. Will you lease or sublet the Permanent Residence while on assignment at SRS? Yes ____ No ____

5. Will the Permanent Residence be occupied by someone outside your immediate family? Yes ____ No ____

6. Do you understand that you are not entitled to claim or be paid per diem for business trips back to the Permanent Residence? Yes ____ No ____

7. I have read and understand the SRNS Travel Compensation Schedule. Yes ____ No ____
8. Is anyone in your immediate family, other than you, receiving per diem reimbursement?  
Yes ___ No ___

If yes, provide details: _________________________________________________________________

OWNERSHIP OF PERMANENT RESIDENCE

I certify that I am entitled to the allowance based on personal or spousal ownership of a permanent residence that is greater than 100 miles away from SRS, and is not leased or sublet to any person or entity. This residence is located at:

________________________________________

________________________________________

________________________________________

I submit one of the documents requested below to prove ownership of the address listed above.  

1. Mortgage documents confirming ownership in my or my spouse’s name  
   (If in the spouse’s name, a marriage certificate shall be provided.)  
   _____

2. Tax records confirming ownership in my or my spouse’s name  
   (If in the spouse’s name, a marriage certificate shall be provided.)  
   _____

In addition, I submit all of the following as supplementary proof of my permanent residence:

3. A photocopy of my driver’s license  
   _____

4. A copy of a utility, cable, or telephone bill (bill must document home address, not a PO Box)  
   _____

LEASED PERMANENT RESIDENCE

I certify that I am entitled to the allowance based on a bona-fide, pre-existing lease for which myself or my spouse is personally responsible. I further certify that this residence is a dwelling and not a room or rooms in the private dwelling of another (examples include a hotel, motel, B&B, or a room in the home of a friend or relative). This residence is at the address stated below and is located more than 100 miles from SRS.

________________________________________

________________________________________

________________________________________
I submit the following documentation to prove the rental obligation of the address listed above. Documentation must be in the name of you or your spouse.  

1. Lease or Rental Agreement in my name or my spouse’s name, which is dated prior to assignment at SRS. If in the spouse’s name, a marriage certificate shall be provided.  

2. In addition, I submit all of the following as supplementary proof of my permanent residence:
   
   A. A photocopy of my driver’s license  
   B. A copy of a utility, cable, or telephone bill  
      (Bill must document home address, not a PO Box.)  

CERTIFICATION: I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN AND WITH THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I FURTHER UNDERSTAND THAT THE ALLOWANCE IS PAID WITH FEDERAL FUNDS AND IF ANY OF THIS INFORMATION IS FALSE OR I FAIL TO INFORM SRNS OF ANY CHANGE IN THE STATUS OF MY RESIDENCE OR LODGING, I CAN BE IMMEDIATELY TERMINATED AND BE SUBJECT TO CIVIL AND CRIMINAL SANCTIONS.  

Signed: _______________________________  Date: ________  
Subcontractor Employee Signature  

ACKNOWLEDGMENT: WE CONFIRM THAT THE ABOVE CERTIFICATION COMPLIES WITH THE REQUIREMENTS OF THE SRNS TRAVEL COMPENSATION SCHEDULE. SRNS-MS-2008-00024, REVISION 13, DATED 5/23/18. WE UNDERSTAND THAT NO INVOICE WILL BE PAID UNLESS SRNS ACCEPTS THIS CERTIFICATION AND ASSOCIATED DOCUMENTATION.  

Signed: _______________________________  Date: ________  
Subcontractor Signature