

1.0 Purpose

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

2.0 Scope

SRNS reserves the right to determine whether 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.

3.0 Definitions and Abbreviations

3.0.2 Business Travel Status

Assignments associated with work under a SRNS Subcontract of 30 consecutive calendar days or less. Trips home will be approved on a case by case basis. This approval will be valid unless a modification occurs.

3.0.3 Domestic Extended Personnel Assignment

Assignments associated with work under a SRNS Subcontract of 30 consecutive calendar days or more.

3.0.4 Principal Place of Business

The normal place of employment where the employee commutes to and from work daily when not on Business Travel Status or Domestic Extended Personnel Assignment.

3.0.5 Permanent Residence

A residence from which the employee commuted daily, up to the time of the Extended Travel Duty Assignment and where the employee is the owner or primary leaseholder, or can demonstrate via legal documentation that they (the employee) holds primary financial responsibility for the dwelling. A home does not qualify as a Permanent Residence if it is: (1) under construction; (2) rented; (3) occupied by someone outside the employee's immediate family; (4) a vacation, vacation rental property, or a second home; (5) purchased or leased within 60 calendar days from the notice of Extended Travel Duty; or (6) a vacant lot. SRNS reserves the right to request substantiating documentation including, but limited to, mortgage documents, tax records, lease or rental agreements, utility bills, etc.

3.0.6 Duplicate Expenses

Lodging and Meals and Incidental Expenses (MI&E) incurred in addition to those costs associated with the Permanent Residence and are a direct result of being on Business Travel Status or Domestic Extended Personnel Assignment under a SRNS subcontract.

3.0.7 FAR

Federal Acquisition Regulations

3.0.8 FTR

Federal Travel Regulations

3.0.9 DEAR

Department of Energy Acquisition Regulations

3.0.10 NAP 540.2

The National Nuclear Security Administration (NNSA) Management and Operations Off-Site Extended Duty Assignments

4.0 Reserved

5.0 Authorized Business Travel Requirements

5.1 Travel Authorization

Written approval from the SRNS Procurement Representative must be attained for all travel expenses while on Business Travel Status at least 30 days in advance of the travel being performed. Travel that has already been approved and included in the Subcontract's Price Schedule does not require this additional approval.

Written approval from the SRNS Procurement Representative must be attained for all travel expenses while on Domestic Extended Duty Assignment in advance of the assignment. This approval process can take up to 60 days. Assignments that have already been approved and included in the Subcontract's Price Schedule do not require this additional approval. Requests for approval may require the following information as determined by the SRNS Procurement Representative, all subject to acceptance by the SRNS Procurement Representative.

- Cost estimate/comparison
- Task assignment memorandum
- Non-disclosure agreement
- Conflict of interest review
- Ethics review
- Attachment A - INITIAL CERTIFICATION OR RECERTIFICATION OF PER DIEM ELIGIBILITY FOR EXTENDED TRAVEL DUTY ASSIGNMENTS (ETD)
- Actual reimbursed expenses, excluding compensation, at the conclusion of the Domestic Extended Duty Assignment.

5.2 Reserved

5.3 Travel Expense Reporting

Travel expenses to which the Subcontractor/Supplier is seeking reimbursement must be included with each of the Subcontractor/Supplier's normal invoices to SRNS.

Receipts and supporting documentation as discussed herein must be included with each Subcontractor/Supplier invoice requesting reimbursement. Additional documentation may be required

SRNS-MS-2008-00024, Revision 19, November 17, 2021
GENERAL PROVISIONS FOR TRAVEL COMPENSATION SCHEDULE
U.S. DEPARTMENT OF ENERGY PRIME CONTRACT DE-AC09-08SR22470
SAVANNAH RIVER NUCLEAR SOLUTIONS, LLC, SAVANNAH RIVER SITE, AIKEN, SC

when determined necessary by the SRNS Procurement Representative in order to support allowability of costs.

For expense reimbursement for Business Travel Status expenses, reimbursement can only be claimed after the conclusion of the trip on one Subcontractor/Supplier invoice to SRNS. Requests for reimbursement for a Business Travel Status trip cannot be spread over multiple Subcontractor/Supplier invoices to SRNS.

For expense reimbursement for Domestic Extended Personnel Assignment, Extended Temporary Duty, reimbursement may only be claimed on a monthly basis on the Subcontractor/Supplier invoice issued to SRNS at the end of that reimbursement month.

5.4 Transportation Expenses

5.4.1 Airline Transportation

Allowable costs for air travel will be limited to the Economy/Coach class seating or lower using a non-refundable ticket. To the extent reasonable, the Subcontractor/Supplier will make use of commercial discount fares, Government Contract fares, and customary standard fares. Airfare costs in excess of the above standard must be justified in writing and approved before travel by the SRNS Procurement Representative. Airline receipts or invoice is required. Fee/Penalty charges incurred due to changes in airline reservations must be for a valid business reason and requires written justification.

5.4.2 Automobile Transportation

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. Intermediate class vehicles or smaller are the only allowable classes unless there are 2 or more people or equipment will be transported. Larger class vehicle use must be supported with written justification. Rental car company receipts are required. If more than one person traveled in the same vehicle, then the names of the passengers must be included in the supporting documentation to the subcontractor's invoice.

Personal vehicle usage is allowable and is reimbursed at the current mileage rate set by the FTR, Part 301-10. Subcontractor is required to include a digital map (e.g. Google Maps) as supporting documentation for the Subcontractor invoice to document the mileage driven from the starting point to the travel destination. This reimbursement covers fuel, oil, repairs, tires, maintenance, insurance, depreciation, and other operating expenses. A Subcontractor employee who chooses to use their personal vehicle over 800 miles one way in lieu of commercial transportation for their own conveniences shall only be reimbursed for the lower of the cost of a coach air fare or the FTR mileage reimbursement. The supporting airfare quote must be included. The SRNS Procurement Representative reserves the right to determine reasonableness based on the mileage calculator using points of departure and destinations submitted by the Subcontractor/Supplier and where longer routes are necessitated by road or weather conditions.

When a Subcontractor/Supplier employee incurs personal auto expenditures, the reimbursement can include charges for 1) all mileage incurred for business purposes; 2) garage or parking fees for business purposes; and 3) tolls for business purposes.

SRNS-MS-2008-00024, Revision 19, November 17, 2021
GENERAL PROVISIONS FOR TRAVEL COMPENSATION SCHEDULE
U.S. DEPARTMENT OF ENERGY PRIME CONTRACT DE-AC09-08SR22470
SAVANNAH RIVER NUCLEAR SOLUTIONS, LLC, SAVANNAH RIVER SITE, AIKEN, SC

Subcontractor/Supplier Employees must decline any loss, collision damage waiver, or similar insurance provisions when renting vehicles within the continental United States of America (USA).

Use of a personal vehicle requires that the Subcontractor/Supplier employee must have at least statutory or regulatory minimum liability and property damage insurance on the vehicle.

5.5 Lodging, Meals and Incidental Expenses (M&IE) and other Reimbursable Items

A Subcontractor/Supplier may be entitled to reimbursement for lodging, M&IE, and other reimbursable items for any Subcontractor/Supplier employee working at a location that is not their Principal Place of Business under an SRNS Subcontract if the Subcontractor/Supplier employee meets the following conditions.

For Domestic Extended Personnel Assignments, the Subcontractor/Supplier employee maintains a Permanent Residence that is located more than 50 miles from the assignment location; the Subcontractor/Supplier employee incurs expenses for monthly mortgage payments, rental expenses, or property taxes (if there is no mortgage); the Subcontractor/Supplier employee incurs Duplicate Expenses; and the Permanent 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.

For Domestic Extended Personnel Assignments, Lodging, M&IE, and other reimbursable items will be limited to three years measured from the first day of assignment to the travel location to the last day of assignment.

For Business Travel Status, the Subcontractor/Supplier employee must not have a Permanent Residence, rented residence, or other lodging residence in their name within 50 miles of the business travel location.

5.5.1 Lodging

All lodging will be reimbursed at the lesser of actual lodging expenses or the GSA published per diem lodging rate during the period of travel based on the location where the Subcontractor/Supplier employee spent the night. Lodging or accommodation taxes are not included in the GSA published per diem lodging rate but are reimbursable as a separate travel expense and must be listed separately.

An itemized bill/receipt of charges is required for all lodging. Proof of payment is required; either as a \$0 due bill or a credit card statement. A copy of the rental or lease agreement for other than hotel accommodations is required with any lodging or accommodation taxes listed separately.

5.5.2 Meals and Incidental Expenses (M&IE)

The M&IE rate that will be reimbursed is the GSA published M&IE rate based on the city/locale where the business is being conducted during the period of travel. The Subcontractor/Supplier employee must be in travel status for more than 12 hours to be eligible for per M&IE. The departure / arrival times do not have to be recorded, but the Subcontractor/Supplier should annotate any travel claim where travel is more than 12 hours but not exceeding 24, to reflect that fact.

M&IE includes breakfast, lunch, and dinner. The M&IE rate on the first and last day of travel is at 75% on the GSA published rate. Any meals provided by others must be appropriately reduced per the amounts listed on the GSA Per Diem website at <https://www.gsa.gov/travel/plan-book/per-diem>

SRNS-MS-2008-00024, Revision 19, November 17, 2021
GENERAL PROVISIONS FOR TRAVEL COMPENSATION SCHEDULE
U.S. DEPARTMENT OF ENERGY PRIME CONTRACT DE-AC09-08SR22470
SAVANNAH RIVER NUCLEAR SOLUTIONS, LLC, SAVANNAH RIVER SITE, AIKEN, SC

rates/per-diem-rates-lookup. If meals are provided on the first or last day of travel, the base amount of the M&IE will first be adjusted down to 75% then the deduction will be taken for any meal provided; however, the total amount of the meal deductions will not cause the reimbursement to be less than the incidental expense amount.

M&IE also includes fees and tips to servers, porters, bellhops, hotel maids, stewards or stewardesses, telephone calls necessary to reserve lodging or dinner reservations and all non-business calls, and laundry and dry cleaning for travel of four days or less. Laundry and dry cleaning expenses for travel greater than four days is a separate reimbursable expense.

M&IE is reimbursable without itemization of expenses or receipts, provided travel is longer than 12 hours.

5.5.3 Other Reimbursable Items

Receipts are required for business phone calls, internet fees for business use, presentation supplies, and for all items greater than \$75.00 on a purchase by purchase basis.

The following costs are considered allowable travel expenses and should be included on the Subcontractor/Supplier invoice as separate items:

Receipts are required for the following items, even if less than \$75.00 on a purchase by purchase basis:

- Internet fee for business use
- Supplies for presentations
- De minimis purchase of materials and office supplies to meet business needs.
- Registration and rental fees
- Photocopies and shipping fees associated with the business trip
- Business and personal phone calls when those calls result in overage billing from the phone company or other service provider

Receipts are not required for the following items if less than \$75.00 on a purchase by purchase basis:

- Parking fees
- Gasoline
- Taxi expenses including tips
- Tolls and ferry fees
- Baggage fees
- Other miscellaneous travel expenses relevant to business travel.

5.5.4 Non-Reimbursable Incidentals

Examples of incidental costs that are not reimbursable include:

- Kennel fees or pet sitting fees
- Baby-sitting fees
- Entertainment fees/cost (including movies in hotel rooms) and/or alcohol
- Magazines, books, newspapers, or computer software, books and manuals
- Home care expenses while on business travel

SRNS-MS-2008-00024, Revision 19, November 17, 2021
GENERAL PROVISIONS FOR TRAVEL COMPENSATION SCHEDULE
U.S. DEPARTMENT OF ENERGY PRIME CONTRACT DE-AC09-08SR22470
SAVANNAH RIVER NUCLEAR SOLUTIONS, LLC, SAVANNAH RIVER SITE, AIKEN, SC

- Personal automobile repairs
- Insurance in excess of charges contained in basic rates for auto rental (and air travel insurance over the amount given when purchasing tickets)
- Resignation, retirement, and transfer functions
- Special events (parties, picnics, etc.)
- Expenses for spouses
- Air club memberships
- Personal goods or clothing
- Global Positioning System (GPS), when purchased separately.

5.6 Reserved

5.7 Foreign Travel

Foreign Travel is not authorized and will not be reimbursed.

5.8 Reserved

5.9 Reserved

5.10 Domestic Off-Site Extended Personnel Assignments – Funded by NNSA

Domestic Extended Personnel Assignments are defined as any assignment of Subcontractor/Supplier personnel (assignee) to a domestic location different than their Principal Place of Business for a period expected to exceed 30 consecutive calendar days except for assignments to the Savannah River Site. This procedure outlines allowable reimbursement of costs associated with these assignments, whether on Temporary Change of Station (TCS) or Extended Travel Duty (ETD). SRNS may direct a TCS or ETD assignment to meet its needs in performance of contract work, if approved in advance and in writing by the SRNS Procurement Representative.

5.10.1 Temporary Change of Station (TCS)

Temporary Change of Station (TCS) will only be allowed by exception as authorized by the Procurement Representative.

5.10.2 Extended Travel Duty (ETD) Allowances

ETD is a stay in excess of 30 consecutive days (not to exceed 3 years) at a temporary location except for assignments to the Savannah River Site location other than the Subcontractor/Supplier's employee's (assignee's) Principal Place of Business where he/she is considered on travel status.

ETD means the assignee is in travel status for the duration of the detail. Therefore, SRNS will not reimburse for travel of family members or others' costs associated with temporary assignment.

Lodging and M&IE

- Per diem allowances are intended for 12-month assignments but shall not exceed 36 months.
- Payments of the per diem allowance beyond the 36-month period are not authorized regardless of whether ETD is extended beyond that timeframe.
- The per diem allowance covers lodging and M&IE.
- The per diem allowance is specified by the GSA.

SRNS-MS-2008-00024, Revision 19, November 17, 2021
GENERAL PROVISIONS FOR TRAVEL COMPENSATION SCHEDULE
U.S. DEPARTMENT OF ENERGY PRIME CONTRACT DE-AC09-08SR22470
SAVANNAH RIVER NUCLEAR SOLUTIONS, LLC, SAVANNAH RIVER SITE, AIKEN, SC

- Per Diem allowances cover only the assignee.
- Actuals up to 100 percent levelized lodging per diem for the first 60 days of the assignment; a reduced lodging per diem allowance, not to exceed 55 percent of the levelized lodging per diem after the first 60 days.
- Lodging will be reimbursed at the lesser of the actual costs or the levelized monthly per diem rate. The levelized monthly lodging per diem rate is determined by multiplying the daily lodging per diem rate by the number of days in each month for a 12 month period and summing to get the annual levelized amount. Then the annual levelized amount is divided by 12 to get the levelized monthly lodging per diem amount. This levelized monthly amount is factored by 100% during the first 60 days and last 30 days of the assignment and 55% for the intervening months. For partial months, the annual levelized amount is divided by 365 (or 366) and then multiplied by the applicable number of days in the partial month
- 100 percent M&IE per diem for the first 30 days of the assignment; a reduced M&IE per diem allowance, not to exceed 55 percent of the M&IE per diem after the first 30 days.
- 100 percent of location lodging (limited to actuals) and M&IE per diem allowance for the last 30 days of the assignment.
- The reduced per diem allowance is intended to cover costs associated with lodging (to include furniture rental, utilities, transportation, and parking) and M&IE.
- Costs in excess of the allowable per diem are the responsibility of the assignee.
- Lodging expenses must be justified with receipts.
- Receipts are not required for M&IE.

Transportation

- Travel for the employee only, including a 100 percent per diem allowance while on travel to and from the assignment location.
- An assignee may choose to travel via a personally owned vehicle (POV), including reimbursement for mileage , lodging, and M&IE. The assignee is required to include a digital map (e.g., Google Maps) as supporting documentation.
- Mileage for use of POV will be reimbursed at the approved rate per mile set by the FTR, Part 301-10 at the time of travel.
- Costs for traveling via a POV will not be reimbursed in excess of the cost of air travel via common carrier. The assignee who chooses to use their personal vehicle over 800 miles one way in lieu of commercial transportation for their own convenience shall only be reimbursed for the lower of the cost of a coach air fare or the FTR mileage reimbursement. The supporting airfare quote must be included.

Business Travel

- While on business travel during the ETD, the assignee will be reimbursed for lodging expense and M&IE up to the maximum FTR rate for the area where business is conducted. M&IE cannot be claimed concurrently in two different temporary stations. While on business travel, the assignee should claim no M&IE for the ETD assignment but claim M&IE for the time on business travel.

SRNS-MS-2008-00024, Revision 19, November 17, 2021
GENERAL PROVISIONS FOR TRAVEL COMPENSATION SCHEDULE
U.S. DEPARTMENT OF ENERGY PRIME CONTRACT DE-AC09-08SR22470
SAVANNAH RIVER NUCLEAR SOLUTIONS, LLC, SAVANNAH RIVER SITE, AIKEN, SC

- If the assignee has a residence within 50 miles of the business travel or assignment location, they are not authorized to receive reimbursement for lodging expenses.

Home Trips

The assignee may be authorized up to one reimbursed trip home approximately every 30 days (not to exceed 10 trips home per year) at the expense of SRNS or at a lesser frequency as decided by the SRNS Procurement Representative in conjunction with the SRNS Program Office. Home Trips can be used for the purpose of visiting family, maintaining Permanent Residence, etc..

- The trip home reimbursement includes use of a POV or a flight to the assignee's home location and a return to assignment location.
- Mileage to the airport and from the airport to the employee's home will be reimbursed. The cost of a rental car will not be reimbursed.

Household Goods (HHG)

- The assignee is authorized to ship up to 1,000 pounds of personal effects to the assignment location.
- The assignee may be authorized to ship one POV. This will be determined on a case by case basis and requires approval of the SRNS Procurement Representative.
- An assignee may choose to substitute the ability to take home visits for the shipment of an additional 3,000 pounds of HHG.

Extended TDY Tax Reimbursement Allowance (ETTRA)

- The assignee is authorized to receive an ETTRA, which will be calculated in accordance with the FTR methodology at FTR 301-11.604.

Miscellaneous

- Cost of living adjustment to salary is not authorized.
- Costs associated with travel or relocation of family members is not authorized and will not be reimbursed by SRNS.

5.11 Reserved

5.12 Domestic Extended Personnel Assignments to the Savannah River Site

Domestic Extended Personnel Assignments are defined as any assignment of Subcontractor/Supplier personnel (assignee) to the Savannah River Site that is not their Principal Place of Business for a period expected to exceed 30 consecutive calendar days. This procedure outlines allowable reimbursement of costs associated with these assignments, whether on Temporary Change of Station (TCS) or Extended Travel Duty (ETD). SRNS may direct a TCS or ETD assignment to meet its needs in performance of contract work, if approved in advance and in writing by the SRNS Procurement Representative.

5.12.1 Temporary Change of Station (TCS)

Temporary Change of Station (TCS) will only be allowed by exception as authorized by the Procurement Representative.

5.12.2 Extended Travel Duty (ETD) Allowances

ETD is a stay in excess of 30 consecutive days (not to exceed 3 years) at the Savannah River Site other than the Subcontractor/Supplier's employee's (assignee's) Principal Place of Business where he/she is considered on travel status.

ETD means the assignee is in travel status for the duration of the detail. Therefore, SRNS will not reimburse for travel of family members or others' costs associated with temporary assignment.

Lodging and M&IE

- Per diem allowances are intended for 12-month assignments but shall not exceed 36 months.
- Payments of the per diem allowance beyond the 36-month period are not authorized regardless of whether ETD is extended beyond that timeframe.
- The per diem allowance covers lodging and M&IE.
- The per diem allowance is specified by the GSA.
- Per Diem allowances cover only the assignee.
- Actuals up to 100 percent levelized lodging per diem for the first 60 days of the assignment; a reduced lodging per diem allowance, not to exceed 55 percent of the levelized lodging per diem after the first 60 days.
- Lodging will be reimbursed at the lesser of the actual costs or the levelized monthly per diem rate. The levelized monthly lodging per diem rate is determined by multiplying the daily lodging per diem rate by the number of days in each month for a 12 month period and summing to get the annual levelized amount. Then the annual levelized amount is divided by 12 to get the levelized monthly lodging per diem amount. This levelized monthly amount is factored by 100% during the first 60 days and last 30 days of the assignment and 55% for the intervening months. For partial months, the annual levelized amount is divided by 365 (or 366) and then multiplied by the applicable number of days in the partial month.
- 100 percent M&IE per diem for the first 30 days of the assignment; a reduced M&IE per diem allowance, not to exceed 55 percent of the M&IE per diem after the first 30 days.
- 100 percent of location lodging (limited to actuals) and M&IE per diem allowance for the last 30 days of the assignment. The reduced per diem allowance is intended to cover costs associated with lodging (to include furniture rental, utilities, transportation, and parking) and M&IE.
- Costs in excess of the allowable per diem are the responsibility of the assignee.
- Lodging expenses must be justified with receipts.
- Receipts are not required for M&IE.

Transportation

- Travel for the employee only, including a 100 percent per diem allowance while on travel to and from the assignment location.
- An assignee may choose to travel via a personally owned vehicle (POV), including reimbursement for mileage, lodging, and M&IE. The assignee is required to include a digital map (e.g., Google Maps) as supporting documentation.

SRNS-MS-2008-00024, Revision 19, November 17, 2021
GENERAL PROVISIONS FOR TRAVEL COMPENSATION SCHEDULE
U.S. DEPARTMENT OF ENERGY PRIME CONTRACT DE-AC09-08SR22470
SAVANNAH RIVER NUCLEAR SOLUTIONS, LLC, SAVANNAH RIVER SITE, AIKEN, SC

- Mileage for use of POV will be reimbursed at the approved rate per mile set by the FTR, Part 301-10 at the time of travel.
- Costs for traveling via a POV will not be reimbursed in excess of the cost of air travel via common carrier. The assignee who chooses to use their personal vehicle over 800 miles one way in lieu of commercial transportation for their own convenience shall only be reimbursed for the lower of the cost of a coach air fare or the FTR mileage reimbursement. The supporting airfare quote must be included.

Business Travel

- While on business travel during the ETD, the assignee will be reimbursed for lodging expense and M&IE up to the maximum FTR rate for the area where business is conducted. M&IE cannot be claimed concurrently in two different temporary stations. While on business travel, the assignee should claim no M&IE for the ETD assignment but claim M&IE for the time on business travel.
- If the assignee has a residence within 50 miles of the business travel or assignment location, they are not authorized to receive reimbursement for lodging expenses.

Home Trips

- The assignee may be authorized up to one reimbursed trip home approximately every 30 days (not to exceed 10 trips home per year) at the expense of SRNS or at a lesser frequency as decided by the SRNS Procurement Representative in conjunction with the SRNS Program Office. Home Trips can be used for the purpose of visiting family, maintaining Permanent Residence, etc..
- The trip home reimbursement includes use of a POV or a flight to the assignee's home location and a return to assignment location.
- Mileage to the airport and from the airport to the employee's home will be reimbursed. The cost of a rental car will not be reimbursed.

Household Goods (HHG)

- Shipment of household goods is not authorized and will not be reimbursed.

Extended TDY Tax Reimbursement Allowance (ETTRA)

- The assignee is authorized to receive an ETTRA, which will be calculated in accordance with the FTR methodology at FTR 301-11.604.

Miscellaneous

- Cost of living adjustment to salary is not authorized.
- Costs associated with travel or relocation of family members is not authorized and will not be reimbursed by SRNS.

SRNS-MS-2008-00024, Revision 19, November 17, 2021
GENERAL PROVISIONS FOR TRAVEL COMPENSATION SCHEDULE
U.S. DEPARTMENT OF ENERGY PRIME CONTRACT DE-AC09-08SR22470
SAVANNAH RIVER NUCLEAR SOLUTIONS, LLC, SAVANNAH RIVER SITE, AIKEN, SC

Attachment A

**INITIAL CERTIFICATION OR RECERTIFICATION OF PER DIEM ELIGIBILITY FOR EXTENDED TRAVEL DUTY
ASSIGNMENTS (ETD)**

Subcontractor/Supplier Employee Name: _____

Location of ETD: _____

By my signature below, I certify that responses given on this form are true, accurate, and complete to the best of my knowledge and belief. I understand that this information is necessary for Subcontractor/Supplier to determine my eligibility for per diem during my ETD.

INSTRUCTIONS: Complete SECTION A or B, whichever one is applicable to you. A "Permanent Residence" is a residence from which the employee commuted daily, up to the time of the Extended Travel Duty Assignment and where the employee is the owner or primary leaseholder, or can demonstrate via legal documentation that they (the employee) holds primary financial responsibility for the dwelling. A home does not qualify as a Permanent Residence if it is: (1) under construction; (2) rented; (3) occupied by someone outside the employee's immediate family; (4) a vacation, vacation rental property, or a second home; (5) purchased or leased within 60 calendar days from the notice of Extended Travel Duty Assignment; or (6) a vacant lot. Any personnel on assignment receiving the allowance, who ceases to maintain the Permanent Residence, receives income from their Permanent Residence, or ceases to incur costs for local lodging is no longer eligible for per diem and shall immediately notify the SRNS Procurement Representative of such a change. **Per Diem reimbursement shall not exceed three years and will be calculated by using the GSA published per diem rates.**

- **Section A** is for an employee who will retain a Permanent Residence.
- **Section B** is for an employee who will not retain a Permanent Residence.

SECTION A. PER DIEM ELIBLE FOR REIMBURSEMENT--PERMANENT RESIDENCE

I hereby represent and certify that I maintain a Permanent Residence located at:

Street Address (no post office box): _____

City, State, Zip: _____

1. I have lived approximately ____ months at this Permanent Residence during the period immediately preceding the ETD.
2. I intend to return to this Permanent Residence at the completion of my ETD.
3. This Permanent Residence is more than 50 miles away from the location of the ETD.
4. I will incur duplicate living expenses in connection with this Permanent Residence.
5. I will not lease or sublet this Permanent Residence.
6. Initial **a** or **b** whichever is applicable.

a. ____ My immediate family will continue to reside at this Permanent Residence while I am away for this ETD.

b. ____ I have no immediate family, or my immediate family will accompany me, and this Permanent Residence will be unoccupied during my ETD.

SRNS-MS-2008-00024, Revision 19, November 17, 2021
GENERAL PROVISIONS FOR TRAVEL COMPENSATION SCHEDULE
U.S. DEPARTMENT OF ENERGY PRIME CONTRACT DE-AC09-08SR22470
SAVANNAH RIVER NUCLEAR SOLUTIONS, LLC, SAVANNAH RIVER SITE, AIKEN, SC

7. I intend to obtain a temporary leased residence at the ETD location. I understand that I have the responsibility to provide SRNS with a copy of the lease agreement and any renewals thereof. Detailed receipts for all utilities and lodging expenses are required for reimbursement.

8. I understand that, for business trips back to my Principal Place of Business, if I have a Permanent Residence within 50 miles of the principal place of business, I am not authorized to receive reimbursement for lodging expenses.

SECTION B. PER DIEM NOT ELIGIBLE FOR REIMBURSEMENT—NO PERMANENT RESIDENCE OR PERMANENT RESIDENCE IS TO BE RENTED OR OCCUPIED BY SOMEONE OUTSIDE OF THE IMMEDIATE FAMILY

1. Initial **a, b, or c** whichever is applicable.

a. _____ I have no permanent residence. I understand that I am not eligible for per diem reimbursements.

b. _____ I have a permanent residence that I intend to rent. I understand that I am not eligible for per diem reimbursements.

c. _____ I have a permanent residence that will be occupied by people outside of my immediate family. I understand that I am not eligible for per diem reimbursements.

CERTIFICATION/RECERTIFICATION:

I hereby certify that Section **A B (circle one)** is applicable to my circumstances, and that the foregoing is true, correct, and complete. I agree to immediately notify the SRNS Procurement Representative if my circumstances change during my ETD. I understand that my failure to provide true, correct, and complete information to the SRNS result in criminal prosecution under 18 USC 1001; criminal penalties could include imposition of a fine, imprisonment, or both. You may be subject to other penalties as well, including, but limited to, administrative remedies, such as suspension or debarment, or civil liability under the False Claims Act.. I further agree that, should I receive per diem payments in excess of the amount actually owed to me because of changes to my responses in SECTION A, or for any reason whatsoever, I will notify the SRNS Procurement Representative and return any excess amounts.

Subcontractor/Supplier Employee's Signature: _____ **Date:** ____/____/____ **For**

SRNS Use Only:

This assignment is expected to begin on ____/____/____ and to be completed within ____ months. In the opinion of the undersigned Reviewer, this Subcontractor/Supplier employee **is or is not (circle one)** eligible for per diem.

SRNS Procurement Representative's Signature: _____ **Date:** ____/____/____

Return form to: Supplier/Subcontractor and SRNS Procurement Representative