

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

Travel of 30 consecutive calendar days or less associated with work under a SRNS Subcontract. 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 of more than 30 consecutive calendar days associated with work under a SRNS subcontract at a location at least 50 miles from assignee's principal place of business. If the assignee is considered to have no principal place of business, e.g. they consistently move from project location to project location, then the assignment location must be at least 50 miles from the assignee's permanent residence.

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, primary leaseholder, or can demonstrate via legal documentation that they (the employee) hold primary financial responsibility for the dwelling. A home does not qualify as a Permanent Residence if it is: (1) under construction; (2) rented/leased to generate income; (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 not 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 at least 30 days in advance of the travel being performed for all travel expenses while on Business Travel Status. 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.

- Assignment cost estimate and estimated cost comparison of ETD vs. TCS for off-site assignments whose duration is greater than 12 months
- 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)
- A summary reporting of all actual assignment expenses, excluding compensation, at the conclusion of the Domestic Extended Duty Assignment.

5.2 Reserved

5.3 Travel Expense Reporting

Travel expenses for 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 when determined necessary by the SRNS Procurement Representative 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 after the end of the month in which the expenses were incurred.

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 airfares, Government Contract airfares, and customary standard airfares. 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 paid 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. Subcontractor will not be reimbursed mileage outside of the car rental agency's bill/receipt.

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 air transportation for their own convenience shall only be reimbursed for the lower cost of travel by airfare (supporting airfare quote must be included) VS automobile. 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.

Subcontractor/Supplier shall not invoice to SRNS any loss, collision damage waiver, or similar insurance provisions for rented vehicles within the continental United States of America (USA).

Subcontractor/Supplier employee is expected to travel at least an average of 300 miles per day; any additional costs incurred for lodging and M&IE by not meeting this standard may be non-reimbursable.

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 and is not primarily 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.

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

Actual lodging expenses will be reimbursed up to the GSA published per diem lodging rate during the period of travel based on the location where the business is to be conducted. Taxes and fees associated with lodging are not counted towards the GSA published per diem lodging rate limit but are reimbursable as a separate travel expense on the reimbursable portion of lodging.

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 are required with any lodging or accommodation taxes and fees itemized separately.

If a hotel cannot be obtained within the published lodging per diem rate, excluding applicable taxes, an increase in per diem of up to 300 % over the published per diem rate for lodging may be permitted and the following will apply:

- An attempt will be made to secure reservations at a minimum of three different hotels.
- Documented evidence of the inability to secure a hotel at or below the per diem rate will be supplied with the invoice (e.g., email from hotels, screen shots from hotel websites)

- Lodging will be secured at the least expensive of the three hotels.

If a traveler is attending a meeting, conference, or training session held at a prearranged venue (such as a hotel), overage in per diem is approved, not to exceed 300% of the published per diem rate for lodging. Supplier/subcontractor will document on invoice back-up documentation that the session was located at the hotel where the traveler stayed. This exception only applies to the hotel in which the event is taking place, hotels near the event venue, even those with pre-negotiated room rates, do not qualify.

Travelers are permitted to stay at a hotel near the airport the night before their flight due to early departure. Per diem will be reimbursable up to the maximum GSA rates for the airport location.

5.5.2 Meals and Incidental Expenses (M&IE)

The reimbursable M&IE rate 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 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% of 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-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 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 (Only if authorized in the subcontract/purchase order)
- De minimis purchase of materials and office supplies to meet business needs (Only if authorized in the subcontract/purchase order)
- Registration and rental fees (Only if authorized in the subcontract/purchase order)
- Photocopies and shipping fees associated with the business trip (Only if authorized in the

subcontract/purchase order)

- 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/ Ride-share expenses including tips
- Public transportation costs
- Tolls and ferry fees
- Baggage fees
- Miscellaneous travel expenses per FTR 301-12.1

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
- Personal automobile repairs
- Insurance
- 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, when required and per the Subcontract, shall be subject to the prior approval of SRNS for each separate trip. Foreign travel is defined as any travel outside of the United States and its territories and possessions. Requests for foreign travel 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.

Prior to departure, the traveler must obtain official approval via the Foreign Travel Management System (FTMS) and electronic Country Clearance (eCC) systems. Approval via these systems should be obtained at least 30 days in advance of the trip start date.

Reimbursement of lodging, M&IE, will be limited to the maximum per diem as prescribed by the Department of State Standardized Regulations, Section 925, Maximum Travel Per Diem Allowances for Foreign Areas.

Lodging taxes are included in the foreign per diem rates and separate claims for lodging taxes incurred in foreign areas are not allowed.

The M&IE rate for foreign travel includes coverage for incidental travel expenses such as laundry, dry cleaning, and pressing.

When lodging over the published per diem rate is recommended/booked by the US Embassy, documentation of the embassy recommendation/booking is required with the invoice.

Collision and liability insurance will be reimbursed for rental cars while on foreign travel including Canada and Mexico.

5.8 Travel Exceptions

This Section documents detailed exceptions applying to all subcontract travel.

- Travelers are prohibited from lodging in Espanola NM and the surrounding area due to high crime rates well above the national average.

5.9 Reserved

5.10 Domestic Extended Personnel Assignments

Domestic Extended Personnel Assignments are defined as any assignment of Subcontractor/Supplier personnel (assignee) to a domestic location away from their Principal Place of Business for a period expected to exceed 30 consecutive calendar days. 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) is a temporary relocation and will only be allowed by exception as authorized by the Procurement Representative.

5.10.2 Extended Travel Duty (ETD) Allowances

ETD is an assignment where the assignee is considered in a travel status for the duration of the assignment.

Lodging and M&IE

- Assignment per diem allowances shall not exceed 36 months. Payments of the per diem allowance beyond the 36-month period are not authorized regardless of whether the assignment is extended beyond that timeframe.
- The per diem allowance covers lodging and M&IE using the rates specified by the GSA.
- Per diem allowances cover only the assignee.
- Lodging actuals up to 100% levelized lodging per diem for the first 60 days and last 30 days of the assignment; a reduced lodging per diem allowance, not to exceed 55% of the levelized lodging per diem for all other 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

calculate the annual levelized amount. The annual levelized amount is divided by 12 to establish 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% M&IE per diem for the first and last 30 days of the assignment; a reduced M&IE per diem allowance, not to exceed 55% of the M&IE per diem for all other days.
- The reduced per diem allowance is intended to cover costs associated with lodging (to include furniture rental, utilities, parking, etc..) 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.

Enroute Travel

- Enroute travel at the beginning and end of the assignment for the employee only, including up to 100% per diem at the standard CONUS (Continental United States) rate prescribed by the GSA for lodging and M&IE.
- 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 POV will not be reimbursed in excess of the comparable costs of air travel with a shipped POV (if approved to ship a POV by Procurement Representative) and rental while POV is in transit. Justification should be provided if rental car is used for more than 14 days. Rental should be returned as soon as reasonably possible once POV is delivered.

Business Travel

- While on business travel during the assignment, 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 will not claim assignment M&IE but instead will claim M&IE for 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..
- Includes the lesser of POV or economy flight to the assignee's home location and return to

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GENERAL PROVISIONS FOR TRAVEL COMPENSATION SCHEDULE (GPTCS)
U.S. DEPARTMENT OF ENERGY PRIME CONTRACT DE-AC09-08SR22470
SAVANNAH RIVER NUCLEAR SOLUTIONS, LLC, SAVANNAH RIVER SITE, AIKEN, SC
Effective on solicitations issued on or after 11/21/2022

assignment location.

- Mileage to and from the assignment airport to the assignment residence will be reimbursed. The cost of a rental car will not be reimbursed.

Household Goods (HHG)

- For assignments to the Savannah River Site area, the shipment of household goods is not authorized and will not be reimbursed.
- For off-site assignments not to the Savannah River Site area, the assignee is authorized to ship up to 1,000 pounds of HHG to the assignment location. An assignee may choose to substitute the ability to take home visits for the shipment of an additional 3,000 pounds of HHG. The assignee may be authorized to ship one POV as determined on a case by case basis and approved by the SRNS Procurement Representative.

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 living expenses of family members is not authorized and will not be reimbursed by SRNS.

Attachment A

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

Per Diem eligibility shall be recertified every 12 months during the assignment

Subcontractor/Supplier Employee Name: _____

Assignment Location: _____

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.

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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.

9. I will provide one of the documents requested below to prove ownership of the permanent residence listed above. Initial by the documents that you will provide.

_____ Mortgage Documents or _____ 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 will provide one of the following as supplementary proof of my permanent residence:

_____ A photocopy of my driver's license or _____ A utility, cable, or telephone bill. These documents must have the permanent residence address on them associated with the name of the individual receiving per diem.

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