

**SUBCONTRACTOR SERVICE PROVIDER'S CERTIFICATION OR
RECERTIFICATION for REIMBURSEMENT RESULTING from EXTENDED
TRAVEL DUTY ASSIGNMENTS**

PF-62
Rev. 5
02/05/2024

PART I

Signatory shall complete if signatory will retain Permanent Residence, as defined in SRNS-MS-2008-00024, Article 3.0.5, while on ETD assignment.

Subcontractor:

**Subcontractor Service Provider's Name
(Signatory):**

Subcontract Allowing Extended Travel Duty:

**Notification Date of Extended
Travel Duty to Signatory:**

Extended Travel Duty Location:

Signatory certifies responses given on this form are true, accurate, and complete to the best of their knowledge and belief. Signatory understands information provided is necessary for Company to determine eligibility for reimbursement of per diem and lodging during extended travel duty (ETD) assignment.

Signatory understands failure to provide true, correct, and complete information may result in criminal prosecution under 18 USC 1001; criminal penalties could include imposition of a fine, imprisonment, or both. Signatory may be subject to other penalties as well, including, but not limited to, administrative remedies such as suspension or debarment or civil liability under the False Claims Act. Signatory further agrees to notify Subcontractor should Signatory receive per diem payments more than amounts owed because of changes to certifications in PART II, or for any reason whatsoever, and shall request Subcontractor notify Company Procurement Representative and return any excess amounts.

Signatory shall provide all required documents (see Part IV), including this form, to Subcontractor for submission to Company Procurement Representative. Signatory is responsible for obtaining ETD reimbursement certification or recertification prior to incurring costs associated with ETD assignment.
S.C. 1001.]

Signatory represents and certifies Permanent Residence:

Street Address (Post Office Box is not acceptable):

City:

State:

Zip:

Signatory represents and certifies:

1. Ownership or lease of Permanent Residence more than sixty (60 days) prior to ETD assignment notice.
2. Intention of returning to Permanent Residence at the completion of ETD assignment.
3. Permanent Residence is more than fifty (50) miles from ETD location.
4. Duplicate living expenses will be incurred in connection with Permanent Residence.
5. Permanent Residence will not be leased or sublet during ETD assignment.
6. Permanent Residence will remain unoccupied or only occupied by Signatory's immediate family while Signatory is on ETD assignment.
7. Intention of obtaining a temporary leased residence at ETD location.
8. A copy of lease agreement, and any renewals thereof, will be provided to Subcontractor for submission to Company once obtained.
9. Immediate notification will be provided to Subcontractor for submission to Company if Signatory ceases to maintain Permanent Residence, receives income from Permanent Residence, or ceases to incur costs for ETD local lodging.
10. Reimbursement for ETD assignment exceeding three (3) years will not be requested.
11. Reimbursement for ETD will be requested as per SRNS-MS-2008-00024 and calculated by utilizing GSA published per diem rates.

PART II**TO BE COMPLETED BY PROCUREMENT REPRESENTATIVE**

ETD assignment is expected to begin on (Date) and to be completed within (number does not exceed 36) months for Work against Subcontract: _____. Procurement Representative has confirmed Subcontract allows for ETD reimbursement.

This is an ETD reimbursement certification request.

This is an ETD reimbursement recertification.

The current certification expires:

Company Procurement Representative's Signature/Date:

Procurement Representative shall communicate status of certification/recertification to Subcontractor once returned from Company Reviewer.

PART III**TO BE COMPLETED BY COMPANY REVIEWER**

Company Reviewer shall mark all documents submitted.

The following is required for certification approval:

1. Photocopy of Signatory's driver's license.

One of the following is required for confirmation of Permanent Residence with certification requests. If statements, record, or agreements submitted are in Signatory spouse's name, a marriage certificate shall also be submitted.

1. Mortgage Statement
2. Tax Statement
3. Tax Record
4. Rental/Lease Agreement
5. Marriage Certificate, when applicable.

When recertification is required, one of the following is required for confirmation of temporary leased residence resulting from ETD assignment location. Post Office Box is not acceptable for confirmation of temporary leased residence.

1. Cable/Internet Bill
2. Utility Bill
3. Telephone Bill (for land line only)

In the opinion of the undersigned Company Reviewer, Signatory's certification request is:

Company Reviewer shall list any issues with documentation submitted. All issues shall be corrected prior to certification or recertification approval.

This certification/recertification is valid from _____ to _____.

Company Reviewer's Signature/Date: