

**SAVANNAH RIVER MISSION COMPLETION LLC
SAVANNAH RIVER SITE AIKEN, SC 29808**

**GENERAL PROVISIONS - TRAVEL COMPENSATION SCHEDULE
FOR SUBCONTRACTS UNDER U.S. DEPARTMENT OF ENERGY
PRIME CONTRACT NO. 89303322DEM000068**

These provisions establish standards by which official business travel and associated business travel expenses shall be reimbursed. SRMC reserves the right to determine whether the Subcontract will include reimbursement for business related travel costs.

In this Travel Compensation Schedule any reference to Subcontractor includes Subcontractors of any tier.

I. DEFINITIONS

- a. Business Travel
Pre-approved business trip or travel that is required to support the performance of duties for IMCC Contractor at the Savannah River Site.
- b. FAR
Federal Acquisition Regulations
- c. Government Property
Capital and non-capital property provided to Subcontractor/Supplier under the terms of the subcontract for which the Government will maintain title. The property provided is for use in accomplishing the performance of the work.
- d. GSA
General Services Administration

II. AUTHORIZED BUSINESS TRAVEL REQUIREMENTS

- a. Pre-approval for business travel must be requested in writing and subsequently approved by the IMCC Procurement Representative 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.
- b. Requests for pre-approval may require the following information as determined by the IMCC Procurement Representative, all subject to acceptance by the IMCC Procurement Representative:
 - i. Non-disclosure agreement;
 - ii. Conflict of interest review
- c. Travel arrangements, lodging and allowable costs information are to be in accordance with Attachment #1

III. BUSINESS TRAVEL EXPENSE REPORTING REQUIREMENTS

- a. Travel expenses to which the Subcontractor/Supplier is seeking reimbursement must be included with each of the Subcontractor/Supplier's normal invoices to SRMC.
- b. Receipts and supporting documentation as discussed herein must be included with each Subcontractor/Supplier invoice requesting payment. Additional documentation may be required when determined necessary by the SRMC Procurement Representative in order to support allowability of costs.
- c. For reimbursement of Business Travel Status expenses, request for payment can only be claimed after the conclusion of the trip on one Subcontractor/Supplier invoice to SRMC. Requests for reimbursement for a Business Travel trip cannot be spread over multiple Subcontractor/Supplier invoices to SRMC.

ATTACHMENT 1

General Guidelines for Pre-Approved Business Travel Expenses

A. Airline Arrangements

1. 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 and customary standard airfares. Airfare costs in excess of the above standard must be justified in writing and approved before travel by the SRMC Procurement Representative. **Airline receipts are required to be attached to submitted invoices.** Fee/Penalty charges incurred due to changes in airline reservations must be for a valid business reason and requires written justification.
2. Flight arrangements should be booked at least 14 days in advance, but no greater than 45 days from departure date to take advantage of available discounts, including nonrefundable tickets.
3. Chartered aircraft, including helicopters, float planes, commuter flights, and personal aircraft (private or rented) are not to be used for official business travel.
4. When a trip is cancelled for business purposes or through no fault of the subcontractor employee, the reimbursement will be for the ticket amount and associated fees.
5. If a segment of air travel is unused or canceled, the subcontractor employee is responsible for requesting a credit from the airline. A credit may be issued at the airline's discretion. It is the subcontractor employee's responsibility to claim only the cost incurred. Any cancellation/penalty fees incurred due to personal reasons are not reimbursed.

B. Automobile Transportation

Rental car expenses for pre-approved 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 to be attached to submitted invoices.** 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/Supplier Employees must decline any loss, collision damage waiver, or similar insurance provisions when renting vehicles within the continental United States of America (USA).

Personal vehicle usage is allowable and is reimbursed at the current mileage rate set by the GSA. **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 SRMC 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 Employees using a personal car on pre-approved business travel must have at least statutory liability and property damage insurance on the car.

When a Subcontractor/Supplier Employees incurs personal auto expenditures, **any submitted invoice for reimbursement of expenses should include** actual charges for:

- [a] Mileage allowance
- [b] Garage and/or parking for business purposes
- [c] Tolls for business purposes
- [d] Additional mileage at locations for business purposes

Mileage reimbursement IS NOT allowed under the following conditions:

- [a] Trips to and from the subcontractor employee's home, except to the airport for the purpose of out-of-town business travel.
- [b] All weekend and off hour trips to and from home.
- [c] Trips between onsite locations.

Traffic fines, parking tickets, accidents and recovery costs (i.e., towing, locksmith, etc.) are NOT reimbursable.

- [a] No matter how minor, all vehicle accidents involving personal cars, government cars, or rental cars used on company business must be reported to respective management and IMCC Procurement Representative.
- [b] If an accident occurs with a personal or rental car while on pre-approved company travel and the Subcontractor/Supplier Employee is required to pay all or part of the deductible portion of the expense, this cost may be allowable.

C. **Lodging/Meals/Incidental Expenses (M&IE)**

Lodging - a Subcontractor/Supplier employee may be entitled to reimbursement for lodging, M&IE, and other reimbursable items for any Subcontractor/Supplier employee while on pre-approved business travel.

All lodging will be reimbursed at the lesser of actual lodging expenses or the GSA published per diem lodging rate during the period of pre-approved business 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 and submitted with invoices. Proof of payment is required; either as a \$0 due bill or a credit card statement.

Lodging with relatives or friends in lieu of conventional lodging is allowed. However, only M&IE will be reimbursed. Any expenses associated with lodging will not be reimbursed.

A subcontractor employee may elect to spend the night at a location closer to the airport on the last night of travel due to flight arrangements. Lodging is reimbursed based on the per diem of the city/locale where the subcontractor employee spends the night in order to be closer to the airport.

When a subcontractor employee must travel to two or more business locations on the same day involving different lodging per diem rates, the per diem used will be that of the city/locale where the subcontractor employee spends the night. If the subcontractor employee deviates from the city where business is being conducted, the subcontractor employee is responsible for all costs for airfare, lodging, meals, etc.

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.

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-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 as noted below provided travel is longer than 12 hours.

Other Reimbursable Items - **Receipts are required and submitted with Subcontractor/Supplier invoices** 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
- 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.

Non-Reimbursable Incidentals Examples of incidental costs that are not reimbursable include:

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

- Alcohol
- Purchase of office supplies, computer software, books and manuals
- Resignation, retirement, and transfer functions
- Special events (parties, picnics, etc.)
- Spouses on personal trips
- Air club memberships
- Personal goods or personal protective clothing
- Global Positioning System (GPS) when purchased separately

D. Government Property

Subcontractor/Supplier employees are to immediately report the loss of company items of value to IMCC Procurement Representative. If the loss is of government property, the IMCC Property Management coordinator should be notified to determine if the government property is part of the Subcontractor/Supplier's provided government property plan. If the loss involves a theft or break-in, the local police authorities must be advised. In addition, the employee should contact the IMCC Procurement Representative who will contact Site Security Contractor so that a loss report can be issued to management indicating the circumstances (amount of loss, date, time, place, police and other parties notified, names of witnesses, etc.).