

LAWRENCE LIVERMORE NATIONAL LABORATORY

TRAVEL EXPENSE RULES

(WITH TRAVEL RATE SCHEDULE)

1. Introduction

1.1 General

Subcontractors, including Subcontractor employees and lower-tier subcontractors, shall be reimbursed for travel expenses incurred in the performance of this Subcontract in accordance with these TRAVEL EXPENSE RULES. The applicable travel reimbursement rates are summarized in the *TRAVEL RATE SCHEDULE* attached to these TRAVEL EXPENSE RULES. If the Subcontract provides costs are to be reimbursed in accordance with the cost principles and procedures of Federal Acquisition Regulation (FAR) Part 31, 31.205-46, *Travel Costs*, these Travel Expense Rules shall apply only to the extent they supplement, not supercede, FAR Part 31.

The travel expenses shall be for official business travel between authorized points authorized in advance by the LLNS Contract Analyst, unless otherwise indicated herein.

Subcontractors shall submit travel expense statements with its invoice for reimbursement of travel expenses, upon request. The statements shall show the purpose of the trip and dates and hours of departure and arrival between all official points of travel. Subcontractors shall also submit receipts for the travel expenses as required herein.

1.2 Definitions

- Continental United States (CONUS) Travel: CONUS travel is defined as travel within the 48 contiguous United States.
- Outside Continental United States (OCONUS) Travel: OCONUS travel is defined as travel outside the 48 contiguous United States to include Alaska, Hawaii, the commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States.
- Foreign Travel: Foreign travel is defined as travel from the United States (CONUS and OCONUS) to a foreign country and return, and travel between foreign countries.

(NOTE: All foreign travel is subject to the prior approval of LLNS and DOE/NNSA. The Subcontractor shall notify the LLNS Contract Analyst of all required foreign travel under this Subcontract. Foreign travel requests shall be submitted to the LLNS Technical Representative at least 60 days prior to the planned departure date. Travel must occur on U.S.-Flag air carriers.)

2. Transportation Expenses

2.1 Travel Airfare

Reimbursement for travel airfare shall be limited to not more than commercial coach-class accommodations, except when coach-class accommodations are not reasonably available. Subcontractors are not authorized to use private aircraft for such travel. Coach-class accommodations shall be considered not reasonably available when such accommodations would, for example:

- Require circuitous routing
- Require travel during unreasonable hours
- Greatly increase the duration of the flight
- Result in additional costs that would offset the transportation savings

The LLNS Contract Analyst must approve the use of business-class or first-class accommodations for reasons other than those stated above.

Special-fare tickets (e.g., excursion fare) shall be purchased for the entire trip whenever itineraries make this practicable.

2.2 Private Automobile Expenses

Reimbursement for travel by private automobile shall be the lesser of the appropriate commercial coach-class airfare between the authorized points or the mileage allowance specified in Section A. of the *TRAVEL RATE SCHEDULE*.

The mileage allowance shall be based on odometer readings between authorized points by the most direct route. Additional mileage may be allowed when the traveler is forced to use an indirect route. The additional mileage must be fully explained; otherwise, only the direct mileage shall be allowed. The total mileage shall not exceed by more than five percent the driving distance indicated at the following website, <http://www.mapquest.com/> or contact the LLNS Contract Analyst for assistance.

The mileage allowance shall be per automobile and shall not be increased, regardless of the number of persons transported. It shall cover all related transportation costs and operating expenses including repairs, towing, tires, gasoline, oil, insurance, and depreciation. Such expense items shall not be reimbursed separately.

Reimbursement for travel by private automobile to and from a residence and local airports shall be by the mileage allowance specified in Section A. of the *TRAVEL RATE SCHEDULE*.

2.3 Rental Car Expenses

Unless otherwise approved by the LLNS Contract Analyst, reimbursement for travel by rental car shall be limited to the actual, reasonable cost for a mid/intermediate size

automobile, supported by receipts. The cost of liability, collision, or personal accident insurance shall not be reimbursable.

Any personal mileage must be indicated and deducted on the Subcontractor's travel expense statement.

2.4 Public Ground Transportation Expenses

Reimbursement for travel by public ground transportation shall be limited to the actual, reasonable cost, in accordance with Section B. of the *TRAVEL RATE SCHEDULE*.

2.5 Parking Expenses

Reimbursement for parking while traveling on official business or for private automobile at local airports shall be reimbursable at the actual, reasonable cost, in accordance with Section C. of the *TRAVEL RATE SCHEDULE*.

3. Lodging Expenses

3.1 Reasonable expenses for normal travel lodging for CONUS, OCONUS, and Foreign travel shall be reimbursable at actual cost, up to the applicable Maximum Lodging Rates stipulated in the Federal Travel Regulation (FTR) for the applicable key city/location, in accordance with and subject to Section D. of the *TRAVEL RATE SCHEDULE*. (The FTR is in Title 41 Code of Federal Regulations (CFR), Chapters 300 through 304.)

In the event government rates are not offered or lodging expenses have escalated as a result of special events (conventions, natural disasters, etc.), the Subcontractor may request reimbursement for actual lodging expenses in excess of the applicable Maximum Lodging Rate in accordance with the following.

- CONUS lodging expenses shall not exceed 300% of the applicable CONUS Maximum Lodging Rate and shall be subject to **pre-approval** by the LLNS Contract Analyst. Any such request shall substantiate the basis for the escalated costs and shall be supported by receipts.
- For extended travel, OCONUS and Foreign travel, lodging expenses that exceed the Maximum Lodging Rates shall be negotiated.

3.2 When accommodations are shared with other than an official traveler, reimbursement shall be limited to the cost that would have been incurred if traveling alone. If luxury accommodations are used for personal reasons, reimbursement shall be limited to reasonable single accommodations normally used in the immediate vicinity of LLNS or other work location.

4. Meals and Incidental Expenses

4.1 Reasonable expenses for normal meals and incidental expenses (M&IE) for CONUS, OCONUS, and Foreign travel shall be reimbursable at the M&IE per diem rate

stipulated in the FTR for the applicable key city/location, in accordance with and subject to Section E. of the *TRAVEL RATE SCHEDULE*.

The M&IE per diem rate shall apply on a daily or proportional basis, as stipulated in the *TRAVEL RATE SCHEDULE*. For extended travel, the maximum rate for reimbursement of M&IE shall be negotiated.

4.2 The term “incidental expenses” shall be defined as those necessary and related expenses incurred while on travel for: fees and tips to waiters, waitresses, porters, baggage handlers, maids, etc.; telephone and fax charges for reserving lodging and/or confirming transportation; and other such expenses.

4.3 The term “travel” shall mean from the quarter of the day during which the travel commences to the quarter of the day on which the travel terminates.

5. Miscellaneous Travel Expenses

Other travel expenses authorized or approved by the LLNS Contract Analyst as a miscellaneous expense will be reimbursed at the actual, reasonable cost.

6. Pro-Rating of Expenses and Cancellation Charges

When the travel is also for another organization or for personal reasons, all related travel expenses and allowances shall be equitably prorated. The related expense statement shall clearly explain all items of cost, including the periods of time, dates and hours. Charges incurred when a traveler fails to cancel reservations within specified time limits are normally not reimbursable.

7. Receipts

Receipts for the following travel expenses shall be included with the invoice for reimbursement:

- Airline tickets. Receipts may be in the form of ticket stubs, e-tickets or any other supporting documentation that establishes the name of the traveler, date(s) of travel, class, and price paid.
- Public ground transportation over the amount specified in Section B. of the *TRAVEL RATE SCHEDULE*. This receipt must show company name, destination, date, and vehicle identification number or driver's name.
- Car rental receipts or any other supporting documentation that establishes the name of the traveler, date(s) of travel, class, and price paid.
- Parking fees over the amount specified in Section C. of the *TRAVEL RATE SCHEDULE*.
- Lodging expense receipts or any other supporting documentation that establishes the name of the traveler, date(s) of travel, and price paid.
- Miscellaneous travel expenses over the amount specified in Section F. of the *TRAVEL RATE SCHEDULE*.

8. Limitations on Allowable Long-Term Travel Expenses

Except as otherwise provided below, reimbursement of lodging, meals, and incidental travel expenses for Subcontractor employees and lower-tier subcontractors continuously assigned to a single location in excess of 30 consecutive calendar days (“Long-Term Travel”) are allowable to the extent they are in accordance with the cost principles of FAR Part 31.

	First 60 Calendar Days	Last 30 Calendar Days	Intervening Days
Lodging	Lesser of actuals or 100% of Federal Per Diem Rate	Lesser of actuals or 100% of Federal Per Diem Rate	Lesser of actuals or 55% of Federal Per Diem Rate

	First 30 Calendar Days	Last 30 Calendar Days	Intervening Days
M&IE	100% of Federal Per Diem Rate	100% of Federal Per Diem Rate	55% of Federal Per Diem Rate

Salary Premiums in excess of 10%	Not allowable
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All travel costs, salary premiums or other subsidies in excess of 36 months	Not allowable
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(END OF RULES)

LAWRENCE LIVERMORE NATIONAL LABORATORY

TRAVEL EXPENSE RULES

TRAVEL RATE SCHEDULE

The following travel rates shall be used in conjunction with, and are subject to, the attached TRAVEL EXPENSE RULES.

- A. Mileage allowance for use of privately owned automobiles for official business and for transportation between residence and local airports is at the mileage rate listed in 41 CFR Part 301-10, and shall be supported by statement of travel route and mileage.
- B. Public ground transportation shall be reimbursable at the actual, reasonable cost, with receipts required if fare plus tip is over \$75.00.
- C. Parking shall be reimbursable at the actual, reasonable cost, with receipts required for amounts over \$75.00.
- D. Lodging expenses shall be reimbursable at the actual, reasonable cost, up to the applicable Maximum Lodging Rates set forth in the following Regulations and shall be supported by receipts:
 - CONUS Travel: Federal Travel Regulations/FTR as prescribed by the General Services Administration (GSA) – *GSA Per Diem Rates*
 - OCONUS Travel: Joint Travel Regulations as prescribed by the Department of Defense (DoD) – *DoD Per Diem Rates*
 - Foreign Travel: Standardized Regulations as prescribed by the U.S. Department of State (DoS) – *DoS Foreign Per Diem Rates*

The actual tax paid on the reimbursable lodging expense for CONUS and OCONUS travel is reimbursable as a miscellaneous travel expense. However, lodging tax is included in Foreign per diem rates and may not be claimed separately.

- E. M&IE while on travel shall be reimbursable at the applicable M&IE Rates in accordance with the following:
 - CONUS Travel: *GSA Per Diem* CONUS rates as indicated below:
 - On travel more than 12 hours but less than 24 hours 75% of CONUS rate
 - On travel for 24 hours or more:
 - Day of departure and last day of travel 75% of CONUS rate
 - Full day on travel 100% of CONUS rate
 - On travel for 12 hours or less Not reimbursable
 - OCONUS Travel: *DoD Per Diem Rates*
 - Foreign Travel: *DoS Foreign Per Diem Rates*

Laundry and dry cleaning expenses for CONUS travel are reimbursable as a miscellaneous travel expense. However, these expenses are included in OCONUS and Foreign per diem rates and may not be claimed separately.

- F. Miscellaneous travel expenses shall be reimbursable at the actual, reasonable cost, with receipts required for amounts over \$75.00 per day.

(END OF TRAVEL RATE SCHEDULE)