



TRAVEL AND EXPENSE RULES

Key matters to be aware of when billing for travel costs

1. AIRFARE

- Reimbursement for travel airfare shall not exceed the lowest priced commercial coach airfare available to the Subcontractor during normal business hours, except when such accommodations are not reasonably available. Subcontractors should use practical, prudent and sound business judgement when booking air travel reservations, including advanced planning of travel, to the extent possible, to allow adequate time to secure the best available fare. Subcontractors shall book non-refundable airfares to the extent possible. Subcontractors shall retain copies of pricing quotes from resources utilized when booking travel airfare, including, but not limited to, travel agents, corporate travel service providers, or online resources, to substantiate the lowest priced commercial airfare available to the Subcontractor at the time of booking and furnish this documentation to LLNS upon request. Airfare receipts must show flight details, such as carrier and rate class flown.

Subcontractor must search for lowest fare across all carriers. It is not allowable to only use one carrier because of loyalty or reward programs.

2. LODGING

- Please be sure to charge no more than the current GSA limits set for the area where the services will be performed: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

When booking, always request the government rate. If you are unable to obtain the government rate, you must get Contract Analyst approval in advance of travel for consideration of full reimbursement.

Lodging expenses for house-sharing platforms (e.g., Airbnb) shall not be reimbursable.

3. CAR RENTAL

- Reimbursement limited to Compact size rates, supported by receipts. Intermediate is no longer allowable. LLNS will consider reimbursement of larger than compact size rates only if documentation is provided to support that the larger automobile rate is equal to or less than the compact size rate.

4. MEALS

- Please be sure to charge no more than the current GSA limits set for Meals and Incidental Expenses (M&IE) in the area where the services will be performed: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Travel days are paid at 75% of the daily M&IE.

Please deduct the appropriate amount for all meals provided to you by LLNS, conference, etc. M&IE breakdown by meal: <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>

5. FOREIGN TRAVEL

- All foreign travel must have prior approval from LLNS and DOE/NNSA. Please reach out to your Contract Analyst for direction.

6. MILEAGE

- When charging mileage for Privately Owned Vehicle (POV), please provide address from start location to end location. Reimbursement rate is contingent with GSA mileage rate. <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement-rates>

For full Travel Expense Rules, please see: https://supplychain.llnl.gov/poattach/pdf/travel_expense.pdf