

APPENDIX C

TRAVEL POLICY FOR CONTRACTOR PERSONNEL

In connection with furnishing the services under this agreement it may be necessary for Contractor personnel to make authorized trips from time to time on official business. It is noted that travel time is not compensable and travel by Contractor personnel will be controlled by the following rules:

- I. Travel required by Contractor personnel for performance of services at a location away from the Contractor's base must be approved by the appropriate Laboratory Division Director or his/her designee. In no case should such travel be accomplished unless it has been approved by the Laboratory.

In addition, any foreign travel charged directly shall be subject to the prior approval of the Laboratory and the Department of Energy, regardless of whether funds for such travel are contained in an approved budget. Foreign travel is defined as any travel outside of the United States and its territories and possessions, Puerto Rico, and Northern Mariana Island. Requests for approval, if required, shall be submitted in accordance with DOE procedures prior to the planned departure date, be on a Request for Approval of Foreign Travel form (DOE F 551.1), and when applicable, include a notification and other requirements respecting proposed sensitive foreign nations travel.

Transportation of personnel or property outside the United States, the District of Columbia, the Commonwealth of Puerto Rico and possessions of the United States, should be on a U. S.-flag air carrier to the extent that service by these carriers is available. In situations where it is not, a "Statement of Unavailability of U. S.-Flag Air Carriers" shall be included on vouchers indicating that a U. S.-flag air carrier was not available or the specific reasons should be given as to why it was necessary to use foreign flag air carrier service.

- II. As full reimbursement for transportation, lodging, meals, and incidental expenses incurred by Contractor personnel in connection with the performance of services away from the Contractor's base and travel authorized in accordance with paragraph I., above, the Contractor shall be reimbursed its allowable travel costs. Allowable travel costs will be determined in accordance with Federal Acquisition Regulation (FAR) 31.205-46 Travel Costs in effect as of the date of this agreement, however, the foregoing notwithstanding each expenditure of \$25.00 or more must be supported by a receipt. Contractors will only be reimbursed for a travel expenditure of \$25.00 or more that is supported by a receipt.

REPLACEMENT LANGUAGE

FOR USE WHEN CONTRACTING WITH AN EDUCATIONAL INSTITUTION

1. Under the above heading add the words "With Educational Institutions".

2. In situations wherein an Educational Institution requests that allowable travel costs be determined in accordance with its specific travel policy, such indication should be made by revising the last sentence of Paragraph II to read as follows:

“Allowable travel costs will be determined in accordance with the attached travel policy of _____, dated _____.”

3. If no mention of the Educational Institution’s specific travel policy is to be reflected, then replace the last two sentences of Paragraph II with the following paragraph:

“Allowable travel costs will be determined in accordance with the Office of Management and Budget (OMB) circular A-21, Cost Principles for Educational Institutions in effect as of the date of this agreement.”

Regarding the above, the following is noted:

- (i) In the situation wherein the specific travel policies of an Educational Institution are reflected, their travel policies must be in accord with OMB Circular A-21, from where such authority emanates.
- (ii) Receipts of \$25.00 or more are not required when dealing with a contractor under OMB Circular A-21. (They still continue to be required when FAR 31.205-46 is applicable.)