

The Contractor furnishes this guidance solely as an aid for subcontractors. It is not to be used to override subcontractor’s federally compliant internal procedures related to travel expenses. In the event of any inconsistency between the guide and your internal procedures, please contact the Contractor for clarification before undertaking travel.

INTRODUCTION	AUTHORIZATION OF TRAVEL	BOOKING TRAVEL	TRAVEL REIMBURSEMENT ELIGIBILITY
<ul style="list-style-type: none"> • Definition and Context: Subcontractor travel costs are incurred for purposes of the subcontract and may include per diem or other travel expenses. • Regulation and Oversight: These costs shall be reimbursed in accordance with your Federal Government compliant internal procedures, the Subcontract, and as otherwise described herein. To the extent of the Federal Travel Regulations (FTR) applying to the expense of travel costs in the performance of the Subcontract, N3B shall serve as the Issuing Agency. 	<ul style="list-style-type: none"> • Preauthorization Requirements: Travel shall be pre-authorized internally by Subcontractor (Not Contractor). This travel authorization by Subcontractor employee should include the a) specific purpose, b) itinerary, and c) estimated costs. • Required Details in Documentation: All invoiced travel costs must be supported with a detailed expense report, signed by employee and the appropriate manager (of Subcontractor). Receipts, as required by the Subcontractor’s Federal Government compliant travel procedures (approved by N3B), must be attached to the supporting expense report. Adequate travel receipts; for example, include airfare (including any baggage fees), lodging, car rental, registration fees, parking and any additional expenses \$75 or above. For companies that pay meals and incidental expenses (M&IE) based on a flat daily per diem, no receipts are required. If meals are paid based on 	<ul style="list-style-type: none"> • Limited Allowability: Internet-based Third Party Travel Sites – Only 3rd party travel sites may be used for airfare travel when full details are provided within the supporting receipt. If appropriate details are not included, the subcontractor risks the airfare not be an allowable expense. • Allowable Lodging: For travelers performing under the Subcontract, lodging in Los Alamos County, Santa Fe County, or Rio Arriba County are each considered local lodging. Lodging and M&IE will be paid according to the county where traveler obtains lodging. • A first source to check for the best lodging rates is https://www.fedrooms.com/home.html. 	<p>Basic Requirements:</p> <ul style="list-style-type: none"> • Information such as date and location of the expenses, • Itemized detailed receipts, i.e. vendor name, date, time, cost and method of payment, • purpose of subcontractor business travel, • name of individual, title, and relationship to the subcontract, and <p>Details of airfare, rental cars, and other travel costs as more fully described below</p> <ul style="list-style-type: none"> • Airfare Cost Requirements: Commercial flights are to be booked by the most direct route and reimbursement will be limited to the lowest available fare; the latter defined as the least expensive non-refundable fare with a maximum of one stop, based on the business location and business itinerary. • Use of Rental Cars: Traveler must use the least expensive compact car available, unless an exception

	<p>actuals, receipts are needed for every meal. Any unusual expense or expense needing more detail must be included as a note within the expense report; an example, is local mileage. A note should be included describing the need for the local milage, the to and from addresses, and an attached map supporting the mileage.</p>		<p>for another class of vehicle is pre-approved (such as evidence that a different-classed vehicle has an equivalent cost, a medical condition of the traveler, inclement weather, transport of government-owned material, additional passengers, etc.). Normally, only one vehicle will be authorized for each three-person team traveling to the same location at the same time. Reimbursement will not be made for prepaid fuel plans nor purchase of collision damage waiver (CDW), theft insurance, or any optional add-ons.</p>
<p>LODGING EXCEPTIONS Some valid lodging exceptions are provided which would require additional advance approval from the STR or N3B Project Manager (PM).</p> <ul style="list-style-type: none"> • When no lodging accommodations are available within the federal rate for that location. • When lodging accommodations within the federal rates cannot be obtained without jeopardizing the Traveler’s safety and security. • When lodging is at a prearranged location such as a hotel where a meeting, conference or training session is held or when a sponsor 	<p>LODGING EXCEPTIONS (CONT) determines the lodging.</p> <ul style="list-style-type: none"> • When lodging costs have escalated because of special events (e.g., Balloon Fiesta, Super Bowl). • When lodging within the federal rates cannot be obtained nearby and costs to commute consume most or all of the savings achieved from occupying less expensive lodging; and <ul style="list-style-type: none"> • The maximum amount that may be reimbursed under these exceptions is up to 300 percent of the Federal Lodging Allowance for the lodging location. Documentation must be included with the Traveler’s 	<p>LODGING EXCEPTIONS (CONT) expense report indicating the reason for lodging above the FTR rate for reimbursement (i.e. three other hotel quoted rates)</p> <ul style="list-style-type: none"> • Enroute Lodging Exceptions: Business needs or unusual flight delays may require a Traveler to spend a night enroute to and/or from the business location. Per Diem expenses in Albuquerque are allowable due to an early morning departure, late arrival, or other extenuating circumstances. In the interest of the Traveler’s safety and security, the general guideline for allowable per diem expenses in Albuquerque include: <ul style="list-style-type: none"> • Flight departure before 9:00 am or Flight arrival after 9:00 pm. 	<p>LODGING WITH FRIENDS AND RELATIVES In lieu of commercial lodging: Reimbursement is limited to the Meals and Incidental Expense (M&IE) allowance.</p> <p>NON-COMMERCIAL LODGING Reimbursement for non-commercial lodging when commercial lodging is not available is described. Such lodging includes college dormitories or similar facilities or rooms not offered commercially but are made available to the public by area residents.</p> <p>AVOIDING DOUBLE REIMBURSEMENT Individuals reimbursed for travel or relocation expenses must notify cognizant Program Manager if reimbursement is also provided to any other person for the same expense.</p>

MEALS AND INCIDENTAL EXPENSE (M&IE)

- Definition and Context: M&IE is intended to substantially cover expenses for meals, tips, and fees for personal services, etc., but not more than the FTR Maximum Per Diem Allowances.
- M&IE Allowances:

Travel Duration/Distance	M&IE Reimbursement
Less than 12 hours	Not reimbursable
Less than 50 miles	Not reimbursable
More than 12 hours but less than 24 hours	75% of applicable M&IE allowance
24 hours or more (Day of departure)	75% of the M&IE allowance for the business location
24 hours or more (Business days, not on a travel day)	100% of the M&IE allowance for the business location
24 hours or more (Day of return)	75% of the M&IE allowance for the business location

Note: Deductions for Provided Meals: A meal must be deducted from the M&IE allowance when it is provided in certain circumstances, like when included in a conference registration fee (a free continental breakfast is exempt from having to deduct the meal allowance).

EXTENDED BUSINESS TRAVEL (EBT): OVER 30 DAYS

- A traveler on EBT may be authorized by STR or PM for up to one return trip every month to their permanent duty station.
- M&IE during EBT: Costs for the first thirty days of EBT and the last thirty days of the assignment will be reimbursed at 100% of the GSA rate for the assignment location. Remaining days will be reduced to 55% of the GSA rate. (See table below)
- Summary of Allowable Adjusted Per Diem Amounts for EBT:

EBT Adjusted Per Diem Amounts Travel Duration	Daily Rate for Lodging	Daily Rate for M&IE
Up to the 1 st 30 days	Up to 100% of lodging per diem rate based on receipts	100% of M&IE per diem rate
31 st to 60 th day	Up to 100% of lodging per diem rate based on receipts	55% of M&IE per diem rate
61 st day	Up to 55% of lodging per diem rate based on receipts	55% of M&IE per diem rate
Last 30 days of assignment	Up to 100% of lodging per diem rate based on receipts	100% of M&IE per diem rate