

1.0 PURPOSE

This Travel Compensation Schedule (TCS) establishes the rules, standard limitations, and documentation requirements governing the reimbursement of allowable travel and per diem costs incurred by Subcontractor performing under Subcontract.

2.0 SCOPE

- 2.1 **Right of Determination:** Company reserves the exclusive right to determine whether travel and/or per diem costs are allowable and reimbursable under Subcontract.
- 2.2 **Express Authorization:** Reimbursement may apply only if explicitly authorized in Subcontract statement of work, task order, or price schedule prior to travel.
- 2.3 **Flowdown:** The provisions of this schedule apply to Subcontractors and Suppliers at all tiers ("Subcontractor").

3.0 DEFINITIONS

Assignee: An individual, consultant, or authorized representative of Subcontractor (or a subcontractor or supplier at any tier) assigned to perform work under Subcontract and has been authorized to undertake official business travel or an extended temporary duty (ETD) assignment.

Business Travel Status: Official travel of thirty (30) consecutive calendar days or less required for the performance of Subcontract work away from the Assignee's principal place of business or permanent residence.

Domestic Extended Personnel Assignment / Extended Temporary Duty: A temporary assignment exceeding thirty (30) consecutive calendar days performed at a location at least fifty (50) miles away from the Assignee's principal place of business and permanent residence.

Principal Place of Business: The regular, primary place of employment where Assignee routinely commutes when not on travel status.

Permanent Residence: The primary physical dwelling from which Assignee commuted daily immediately prior to the ETD assignment, and where Assignee maintains ongoing primary financial liability (ownership or primary lease). A dwelling does **not** qualify as a permanent residence if dwelling is:

- Under construction
- Leased or sublet to generate income
- Occupied by individuals outside Assignee's immediate family
- A secondary or vacation home or timeshare
- Acquired or leased within sixty (60) days prior to ETD notice
- A vacant lot.

Duplicate Expenses: Necessary, ongoing lodging and meal/incidental costs incurred at the assignment location in addition to the continuous costs of maintaining a permanent residence.

4.0 TRAVEL AUTHORIZATION REQUIREMENTS

4.1 Business Travel Status ($\leq$ 30 Days)

Written approval from Company procurement representative must be obtained at least thirty (30) calendar days prior to initiating business travel. Prior written authorization (e.g., executed subcontract or subcontract change notice) is waived only if the specific business travel is explicitly priced and approved in Subcontract Price Schedule. This approval authority rests exclusively with Company and cannot be independently granted by a higher-tier subcontractor to a lower-tier subcontractor.

4.2 Extended Temporary Duty (ETD) ($>$ 30 Days)

Any travel qualifying as an extended travel duty (ETD) or temporary change of station (TCS) assignment under NNSA Policy NAP 540.2 requires prior written authorization from the Contractor’s Subcontract Administrator, and reimbursement shall be limited to the allowable rates, reductions, and cost categories established under NAP 540.2.

Written approval from Company procurement representative must be obtained prior to initiating any ETD assignment. ETD requests should be submitted at least sixty (60) calendar days prior to initiating travel. Approval requires submission and acceptance of the following:

- Detailed assignment cost estimate and comparison (ETD vs. TCS) for assignments exceeding twelve (12) months
- Task Assignment Memorandum
- Non-Disclosure Agreement (NDA), Conflict of Interest (COI) review, and Ethics review (as requested)
- Fully executed Subcontractor Service Provider’s Certification for Reimbursement Resulting from ETD Procurement Form (PF-62): Initial Certification of Per Diem Eligibility for Extended Travel Duty Assignments
- Summary expense reporting at the conclusion of the assignment.

5.0 ALLOWABLE EXPENSES AND REIMBURSEMENT LIMITS

5.1 Invoicing Schedule

- Business Travel shall be invoiced in a single invoice following trip completion.
- ETD Assignments shall be invoiced monthly in arrears.

5.2 Expense Reporting

- Itemized receipts and supporting documentation must accompany all invoices. Unsubstantiated invoice charges will be rejected.

6.0 TRANSPORTATION

6.1 Air Transportation

- Reimbursement is limited to standard commercial economy/coach class non-refundable airfare.
- Premium seating, business, or first-class travel is non-reimbursable unless justified in writing and approved in advance by Company procurement representative.
- Change/penalty fees are reimbursable only with valid business justification approved by Company procurement representative.

6.2 Automobile Transportation

- Rental vehicles are limited to compact / intermediate class vehicles. Larger classes require prior written justification (e.g., 3+ passengers or heavy equipment transport). Collision damage waiver (CDW) and loss damage insurance within the continental United States (CONUS) are non-reimbursable.
 - Rental car insurance (like Collision Damage Waiver / CDW) is non-reimbursable within CONUS because subcontractors self-insure or cover vehicles domestically. However, rental car insurance is reimbursable for foreign travel (Section 8). Enroute per diem rates for ETD initial transit are calculated using standard CONUS rates set by the GSA.
- Personally owned vehicles (POV) are reimbursed at current Federal Travel Regulation (FTR) mileage rates. Invoices shall include mapping route documentation (e.g., Google Maps).
 - Reimbursement for POV travel exceeding eight hundred (800) miles one-way is capped at the lower rate of actual driving costs or the cost of commercial coach airfare (comparative quote required with invoice).
 - Assignees driving POV are expected to travel an average of at least three hundred (300) miles per day. Excess lodging/ meals, and incidental expenses (M&IE) caused by unnecessary travel delays will not be reimbursed.
 - Subcontractor shall maintain statutory minimum liability insurance.
 - Reimbursement for POV commuting mileage to and from SRS for the purpose of reporting to work is expressly disallowed.

7.0 LODGING, MEALS, AND INCIDENTAL EXPENSES

7.1 Lodging

- Lodging is reimbursed up to the maximum GSA per diem rate for the location. Taxes and applicable local fees are reimbursable as separate expense line items.
- Itemized receipts are required for all lodging claims (\$0 balance invoice or receipt showing proof of payment).
- If standard per diem lodging is unavailable, reimbursement of up to 300% of GSA rates requires advance written approval from Company procurement representative before travel takes place and submission of quotes/declinations from at least three (3) local hotels.
- Conference/event prearranged rates are allowed up to 300% of GSA rate if travel is for an approved conference/event held at the specific host hotel.

7.2 Meals and Incidental Expenses

- Meals are reimbursed at published GSA rates for travel exceeding twelve (12) hours.
- First and last calendar days of travel are reimbursed at 75% of the applicable GSA rate.
- Deductions must be made for any meals furnished to Assignee by third parties or included in event

registration fees.

7.3 Miscellaneous Reimbursable vs. Non-Reimbursable Items

- Business internet fees, approved presentation materials, registration fees, approved shipping/photocopies are reimbursable with receipts (any amount).
- Parking, tolls, gasoline for rental cars, taxi/rideshare, baggage fees >\$75.00 are reimbursable with receipts.
- Allowable items are strictly limited to necessary costs associated with temporary living. Alcohol, entertainment/in-room movies, personal auto repairs, pet care, baby-sitting, airline club memberships, personal items, separate GPS rental fees, and family travel expenses are NON-reimbursable. Ongoing property maintenance, lawn care, pool service, and general home upkeep at either the permanent residence or temporary quarters are personal living expenses and are strictly non-reimbursable.

8.0 FOREIGN TRAVEL

Foreign travel requires advanced written approval from Company procurement representative at least sixty (60) days prior to departure via Form DOE F 551.1, with approvals secured through FTMS and eCC systems at least thirty (30) days prior to departure. Per diem reimbursement follows Department of State Standardized Regulations (DSSR). Failure to secure FTMS/eCC approvals prior to departure renders all trip expenses completely unallowable, regardless of prior Company authorization.

9.0 GEOGRAPHIC RESTRICTIONS & EXCEPTIONS

Due to safety and security risks, overnight lodging in Espanola, New Mexico, and its immediate surrounding areas is strictly prohibited.

10.0 EXTENDED TRAVEL DUTY (ETD) SPECIFIC PROVISIONS

10.1 For approved ETD assignments exceeding 30 days:

- Per diem allowances shall not exceed thirty-six (36) cumulative months per NAP 540.2. Under Internal Revenue Code (26 U.S.C. § 162(a)), any temporary duty assignment expected to exceed three-hundred-sixty-five (365) days (12 months) loses non-taxable reimbursement status. Per diem, lodging, and travel allowances reimbursed after day three-hundred-sixty-five (365) become taxable gross income to Assignee.
- Levelized Lodging Per Diem
 - Under an ETD assignment (exceeding 30 days), daily rates are levelized into a single predictable monthly cap so Assignee can secure extended leases (e.g., an apartment or extended-stay suite) without daily rate spikes.
 - Days one to sixty (1–60) and last thirty (30) days: Up to 100% of the levelized GSA daily/monthly rate.
 - Intervening period is capped at 55% of the levelized GSA rate.
 - Levelized Lodging Calculation Example:

TCS-00024 REV 0
GENERAL PROVISIONS FOR TRAVEL COMPENSATION SCHEDULE (TCS) UNDER
U.S. DEPARTMENT OF ENERGY PRIME CONTRACT DE-AC09-08SR22470
SAVANNAH RIVER NUCLEAR SOLUTIONS, LLC (herein after “Company”)
Effective on solicitations issued on or after 10/12/2026.

Assignee is on an ETD assignment to an area where the GSA lodging rate is \$100/day year-round:

Calculate Baseline Levelized Monthly Rate:

- Annual baseline: $365 \text{ days} \times \$100 = \$36,500$
- Levelized Monthly Cap: $\frac{\$36,500}{12} = \$3,041.67 / \text{month}$

Reimbursement Cap Applied:

- First 60 days (months 1 & 2) capped at 100% = Up to \$3,041.67 (allows standard hotel stays while apartment hunting).
- Intervening months (months 3 through 5) capped at 55% = Up to \$1,672.92/month ($55\% \times \$3,041.67$). (If Assignee rents an apartment for \$1400/month including utilities, they are reimbursed \$1,400; their actual costs.)
- Last 30 days (month 36) capped at 100% = Up to \$3,041.67/month (allows hotel stay during lease termination/checkout).

- M&IE Rates:
 - First thirty (30) days and last thirty (30) Days: 100% GSA rate.
 - Intervening period is capped at 55% of the GSA rate.
- Home visits are authorized for one (1) round-trip home visit approximately every thirty (30) days (maximum ten (10) trips per calendar year), reimbursed at the lesser of economy airfare or POV mileage.
- Subcontractors must recertify Assignees per diem eligibility every twelve (12) months using PF-62.