

**CONSULTANT'S OR PERSONAL-SERVICES  
SUBCONTRACTOR'S INVOICE**

UT-BATTELLE, LLC

(Apr 2000)

ATTN: ACCOUNTS PAYABLE DEPARTMENT  
PO BOX 2308, OAK RIDGE, TN 37831-6436

<b>A. GENERAL INFORMATION</b> NAME:	DATE	SUBCONTRACT NO.
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ADDRESS:

CITY/STATE/ZIP:  
 PLEASE CHECK IF ADDRESS HAS CHANGED SINCE LAST BILLING

**B. TRAVEL**  
**1. TRANSPORTATION**

DATE	DEPARTED FROM	TIME	ARRIVED AT	TIME	MEANS OF TRANSPORTATION	AMOUNT CLAIMED

	# OF DAYS	PER DAY	AMOUNT
<b>2. MEALS AND INCIDENTAL EXPENSE</b>			
<b>3. LODGING</b>			
<b>4. TOTAL TRAVEL EXPENSES</b>			

**C. FEES**

1. DATE SERVICES RENDERED	2. HOURS/RATE	3. HONORARIUM	4.SUBSISTENCE	
	_____ @ _____			
	_____ @ _____			
	_____ @ _____			
	_____ @ _____			

**5. TOTAL FEES**

**D. MISCELLANEOUS EXPENSES**

**E. (DEDUCT) ADVANCE PAYMENTS MADE BY COMPANY** (       )

**F. GRAND TOTAL** (Travel + Fees + Miscellaneous Expenses) less (Advance Payments)

**G. PERSONAL CAR (COMPLETE IF USED)**

AUTOMOBILE LICENSE NO.	STATE OF REGISTRATION	BEGINNING ODOMETER READING	ENDING ODOMETER READING	TOTAL MILEAGE	RATE

**H. IDENTIFICATION OF ADVANCE PAYMENT**

<p><b>FOR COMPANY USE ONLY</b>                  _____ Days services are hereby approved                  _____ Days service and travel invoiced are hereby approved</p> <p>Cost Center or WBS Element _____                  Signature of Approver _____ Date _____</p>	<p><b>CERTIFICATION:</b> I certify that the above claim is just and true in all respects and that no invention or discovery, not heretofore reported by me, has been made or conceived by me during or in connection with the rendering of the above services, unless specifically noted on the reverse side of this form or on an attachment hereto.</p> <p style="text-align: center;">_____ Signature of Consultant or Personal-Services Subcontractor</p>
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## INFORMATION/INSTRUCTIONS

Complete this document electronically or with pen or typewriter and forward it with required receipts (as indicated below) to UT-Battelle, LLC, Attention: Accounts Payable Department, P. O. Box 2308, Oak Ridge, Tennessee 37831-6436.

- A. Self-explanatory. Please note that it is very important to provide the number of the subcontract under which the services were performed and the travel was accomplished..
- B. Travel. Travel expenses are reimbursed in accordance with the Company Travel Reimbursement Policy, which is a part of the subcontract.
1. Transportation. Section (e) of the Company Travel Reimbursement Policy requires the use of less than first-class accommodations when traveling by airplane, if such accommodations are available and meet the schedule of the traveler. If first-class accommodations are used, the reason must be given on an attached page. If traveling by your personally owned vehicle, indicate the total amount claimed and complete Section G of the form.
  2. Meals and Incidental Expenses. The importance of showing correct time and dates for departures and arrivals is emphasized since this is the basis for computing your M&IE allowance [see section (d) of the Company Travel Reimbursement Policy].
  3. Lodging. Invoice for the single-rate cost of lodging; if immediate family members also occupy the lodging unit, the expense allowed is the single rate for the lodging unit.
- C. Fees. Indicate either hours/rate, honorarium, or subsistence, in accordance with the terms of your subcontract.
- D. Miscellaneous Expenses. This section should reflect any supplies, copying costs, etc., in accordance with the terms of the subcontract.
- E. Advance Payments Made by Company. Indicate here the total prepayments/advances, if any, made by the Company. Identify in Section H below.
- F. Grand Total. Add Travel, Fees, and Miscellaneous Expenses and deduct any advance payments.
- G. Personal Car, if used. Provide the odometer reading at the beginning and completion of travel, the total mileage claimed, and the rate allowed by the Federal Travel Regulations.
- H. Identify by check number and amount any advance payments received.

Receipts are required for (1) airfare; (2) items such as baggage transfer, excess baggage, parking fees, toll charges, taxi and limousine fares, etc., in excess of \$75 (reimbursement will be limited to \$75 for any item not supported by a receipt); and (3) lodging accommodations. Receipts for lodging must show the single-rate cost of lodging.