

APPENDIX E

**STANDARD TERMS AND CONDITIONS FOR
TRAVEL REQUIREMENTS**

For the Following Subcontract Types:

- (1) Cost Sharing**
- (2) Cost Reimbursement**
- (3) Cost Plus Fixed Fee**
- (4) Fixed Unit Price**
- (5) Labor Hour**
- (6) Labor Hour and Expenses**
- (7) Time and Materials**
- (8) Consultants**
- (9) Purchase Orders**

December 15, 2016

Subcontractor is hereby placed on notice that the contracting party to this subcontract is the Alliance for Sustainable Energy, LLC, in its capacity as the Managing and Operating Contractor for the National Renewable Energy Laboratory (NREL) under U.S. Department of Energy Contract No. DE-AC36-08GO28308. All references to "NREL" in this subcontract shall mean the Alliance for Sustainable Energy, LLC.

A. DEFINITIONS:

1. Agreement: The Consultant Agreement, Subcontract, or Purchase Order into which this Appendix is incorporated.
2. Local Travel: Travel less than fifty (50) miles one way from the Subcontractor/Vendor's place of business, normally completed within one (1) day or less. Local travel includes consecutive day trips to attend local conferences and meetings lasting more than one (1) day.
3. Domestic Travel: Any authorized travel within the United States of America, its territories and possessions. Includes trips to destinations of fifty (50) miles or more from the Subcontractor/Vendor's place of business, and of anticipated duration of one hundred eighty (180) days or less.
4. Foreign Travel: Any authorized official NREL travel from the United States (including Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States) to a foreign country and return, or travel between foreign countries by persons, including foreign nationals. Foreign travel includes travel funded by non-NREL/Department of Energy (DOE) sources for which the Subcontractor/Vendor represents NREL/DOE, or conducts business on behalf of NREL/DOE or the U.S. Government.
5. Federal Travel Regulations (FTR): The FTR is the regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by federal civilian employees and others authorized to travel at NREL/government expense.
6. Federal per diem, meals and incidental expenses (M&IE): Reimbursement rates published by the General Services Administration (GSA) found at the web site: www.gsa.gov.

B. LOCAL TRAVEL:

1. Local travel (as defined in Section A. above), meals, lodging, incidental expenses will not be reimbursed unless the travel day exceeds 12 hours. If local the travel day exceeds 12 hours, the traveler is eligible for $\frac{3}{4}$ of a day per diem.

C. DOMESTIC TRAVEL

1. Transportation:
 - i. Airline: Coach or Economy class airfare will be reimbursed. Premium-class (any upgrade of accommodations above coach/economy) airfare shall not be reimbursed except when:
 - (a) Coach/Economy class is not reasonably available. Reasonably available means available on an airline that is scheduled to leave within 24 hours of

NREL Appendix E

Traveler's proposed departure time, or scheduled to arrive within 24 hours of Traveler's proposed arrival time.

- (b) Premium-class is necessary to accommodate a disability or other special need. Disabilities must be substantiated in writing by a competent medical authority.
- (c) Space is not available in coach/economy class to accommodate time requirements to accomplish the travel that is urgent and cannot be postponed.

If premium class airfare is used, justification must be provided with the invoice for travel for review and approval by the NREL subcontract administrator. If justification is not provided or accepted by the NREL subcontract administrator, reasonable reimbursement for airfare will be determined through examination of current airfare quotes for coach class air travel found on U.S.-based carriers' websites for non-reimbursable travel reserved two weeks in advance.

- ii. Railroad: Not to exceed total cost of coach class airfare. Receipts are required.
- iii. Taxi or similar transportation mode fare: Actual costs will be reimbursed. Receipts are required for expenses over \$75.
- iv. Personally Owned Vehicle (POV): Mileage will be reimbursed at the current GSA published rate and should not to exceed the total cost of coach/economy class airfare. Extra fee or subsistence shall not be paid if the traveler elects to drive rather than fly.
- v. Car Rentals:
 - (a) Cost. Rental car costs should not exceed those for a compact car for regular fuel vehicles. Justification must be provided with the invoice for travel for rental cars larger than a compact for NREL subcontract administrator review and approval.
 - (b) Alternative-Fuel Vehicles. Use of alternative-fuel rental cars is encouraged where available and is reimbursed up to the cost of a regular fuel mid-size vehicle.
 - (c) Insurance. NREL does not reimburse the cost of supplemental insurance. It is expected that loss or damage to vehicles while rented to subcontract travelers will be covered by subcontractors' standard automobile policy(ies) and is not a reimbursable expense by NREL. Travelers should sign the waiver declining supplemental insurance.
 - (d) Pre-Paid Fuel. NREL does not reimburse travelers for purchasing pre-paid fueling options for rental cars.

NREL Appendix E

- (e) Personal Use. NREL is not liable for damages resulting from occurrences during personal use of a rental car if a trip combines business and non-business travel.
 - (f) Optional Purchases. NREL will not reimburse costs for optional purchases such as car seats, global positioning systems/tracking systems (GPS), satellite radio service, etc.
- vi. Public Transportation: NREL encourages the use of public transportation where feasible for travel to and from the airport, lodging, meeting/conference location, etc.

2. Lodging:

Travelers must make a reasonable effort to obtain lodging reservations within [federal government rates](#) as set by the U.S. GSA, excluding tax, for the destination city. Maximum reimbursement rates for lodging and M&IE vary according to city. If the destination city is not listed in the U.S. GSA guidelines, the applicable county rate shall be used. If neither the destination city nor the applicable county is listed in the U.S. GSA guidelines, the Continental United States default rate shall be used. Justification must be provided with the invoice for lodging over per diem for review and approval by the NREL subcontract administrator. Amounts in excess of 300% of U.S. GSA per diem rates are not reimbursed. Travelers must be in travel status for more than 12 hours to claim per diem reimbursement.

If justification is not provided or accepted by the NREL subcontract administrator, reimbursement will not exceed the published rates. Hotel/lodging receipts must be itemized so that per diem rates can be verified for each day and must show a zero balance or other language verifying that payment has occurred. Receipts must reflect the traveler's name and payment at checkout.

3. Meals and Incidental Expenses (M&IE):

M&IE is reimbursed in accordance with U.S. GSA guidelines. Current guidelines are $\frac{3}{4}$ day on the day of departure and $\frac{3}{4}$ day on the day of return, regardless of departure or arrival time. Other than departure and return days, full per diem is paid for official travel days. Per diem M&IE reimbursement rates vary according to city. A traveler must be in travel status more than 12 hours to claim per diem reimbursement. Furnished meals must be deducted on the expense report. Individual meal components of the daily M&IE rate are identified in accordance with U.S. GSA guidelines.

4. Other Travel Expenses:

- i. Parking and Tolls. Parking and toll fees are reimbursable.
- ii. Airline Baggage Fees. Airline-assessed baggage fees for checked bags are reimbursable.
- iii. Internet. Business-related charges resulting from the use of Internet services are reimbursed at actual cost.

NREL Appendix E

- iv. **Personal Vehicle Reimbursement.** Where it is more cost effective to drive than fly, NREL reimburses for mileage at the rate established by the U.S. GSA when the traveler uses a personal automobile. If departing from a location other than the traveler's home office, the reimbursements are based on the lesser of either the distance between the traveler's destination and their departing location or home office. An exception is when traveling to the airport for outgoing business flights. When driving to the airport, reimbursement is based on actual miles driven as determined from odometer readings. Actual mileage must be stated on travel expense reports supporting the invoice for travel.
- v. **Frequent Flier Charges.** Charges assessed by hotels, rental car agencies, and other similar entities for recording frequent flier account numbers for the purpose of awarding frequent flier miles are not reimbursed by NREL.

5. Refunds and Credits:

Refunds and credits received by the traveler shall be returned to NREL. For example, the costs of meals included as a portion of a conference or seminar registration fee that is paid by NREL must be deducted from the total per diem amount claimed for meals by the traveler on the travel expense invoice.

6. Direct Billing to NREL:

Direct billing, from third parties (e.g., airlines, car rental, hotel, etc.) to NREL for travel costs incurred by subcontract travelers is not permitted.

7. Documentation of Expenses:

- i. Expenses, with the exception of meals, must be itemized on a travel expense report on a daily basis. M&IE will be reimbursed and indicated in Paragraph 3, above. Invoices for travel and supporting documentation must be submitted electronically as required in the subcontract schedule.
- ii. Receipt documentation is required to support any invoices that include reimbursement for the following types of travel expenses (all receipts must show that payment has occurred):
 - (a) Airline and bus tickets.
 - (b) Lodging.
 - (c) Car rental invoice.
 - (d) Single expenditures exceeding \$75.00.
 - (e) All other receipts specifically identified in this appendix.
- iii. The purpose for business travel must be completely documented and explained to justify the reimbursement. Justification shall address the allowability, allocability, and reasonableness of expense.

D. FOREIGN TRAVEL

1. Foreign travel is defined as travel (either wholly or partly on official business) from the United States (including Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States) to a foreign country and return, or travel between foreign countries by persons, including foreign nationals, whose salaries or travel expenses will ultimately be funded in whole or in part by NREL/DOE from its appropriations. Foreign travel also includes travel funded by non-NREL/DOE sources for which the traveler represents the Department, NREL, or conducts business on behalf of NREL/DOE or the U.S. Government.
2. Unless the subcontract statement of work specifically requires foreign travel, the traveler shall not be reimbursed for any such travel. If foreign travel is required in the subcontract statement of work, foreign travel approval must be requested by NREL on behalf of the subcontractor *in advance*. The subcontractor must complete the Non-Employee Foreign Travel Request (form to be provided by the NREL point of contact or technical monitor). A request for approval of foreign travel shall be submitted to the NREL point of contact or technical monitor a **minimum of forty-five (45) days prior to the planned departure date** for non-conference related travel and **seventy-five (75) days for conference-related travel**. The form will then be submitted for DOE approval through NREL's Concur Travel System. **Foreign travel shall not commence and no costs may be incurred related to foreign travel by the subcontractor until final travel approval has been received.**

Foreign travel approvals consider safety of the traveler, programmatic requirements, effective use of resources, requirements governing conference attendance, and adequacy of funding. DOE Headquarters (HQ) and/or the DOE Golden Field Office (GO) provide final foreign travel approval. Travelers may not depart on foreign travel without receiving travel approval notification from the NREL Office of Chief Financial Officer (OCFO) Travel Group that DOE has approved the trip.

3. Official foreign travel requires that an electronic Country Clearance (eCC) Request be approved by the U.S. Embassy in the destination country prior to arrival. The NREL Travel office will submit the eCC request on behalf of the subcontractor. Subcontractors planning foreign travel shall notify their NREL point of contract of foreign travel details (e.g., travel dates, destinations, hotels, etc.) as an eCC will be required prior to departure. Subcontractor travelers shall immediately notify their NREL point of contact of any travel modifications (e.g., changes to travel dates, lodging, etc.) as a new eCC will be required. Subcontractor travelers must keep a copy of the eCC approval to submit to the NREL subcontract administrator for reimbursement of any costs associated with foreign travel.
4. The subcontractor must submit the Non-Employee Foreign Trip Report (form to be provided by the NREL point of contact or technical monitor) to the NREL OCFO Travel Office as well as the eCC approval(s) as a deliverable under the subcontract within 10 days of the completion of foreign travel. In addition, a copy of this report must be submitted with the subcontractor's invoice for the foreign travel.