

APPENDIX E

**STANDARD TERMS AND CONDITIONS FOR
TRAVEL REQUIREMENTS**

August 5, 2010

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 NREL site, the Subcontractor/Vendor's residence or place of business; normally completed within one (1) day or less; and includes consecutive day trips to attend 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 NREL site, the Subcontractor/Vendor's residence or place of business, and of anticipated duration of ninety (90) 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, which implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel at government expense.
6. Federal per diem, meals and incidental expenses (M&IE) rates can be found at www.gsa.gov.

B. LOCAL TRAVEL:

1. Local travel (as defined in Section A. above), meals and/or lodging costs will not be reimbursed.

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

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- (b) Premium-class is necessary to accommodate a disability or other special need. Disability 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.
- ii. If premium class airfare is used, written justification must accompany the travel expense invoice.
- iii. Railroad: First Class and Pullman fare not to exceed total cost of coach class airfare. Original receipts are required.
- iv. Cab and/or limousine: Actual costs will be reimbursed. Receipts are required for expenses over \$75.
- v. Personally Owned Vehicle (POV): Mileage will be reimbursed at the current FTR 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.
- vi. Car Rentals: Actual costs supported with original receipts. Compact cars should be rented. Personal usage expense shall not be reimbursed by NREL. Absent advance, written authorization by the NREL Subcontract Administrator, NREL shall not reimburse the traveler the costs of collision damage waiver (CDW) or supplemental protection insurance above the minimum requirements regulated by the law of the state or country in which the rental car is operated. Optional purchases, purchases not mandatory, shall not be reimbursed, e.g., fuel service, car seats, global positioning systems/tracking systems (GPS), etc.
- vii. 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:

- i. Lodging Accommodations: Reasonable effort to obtain lodging reservations within federal government rates as published by the General Service Administration (www.gsa.gov), excluding tax, for the destination city are expected to be selected. Maximum reimbursement rates for lodging and M&IE vary according to city. If the destination city is not listed in the FTR use the applicable county rate. If neither the destination city nor the applicable county is listed in the FTR, then use the Continental United States (CONUS) default rate.
- ii. Written justification must accompany the travel expense invoice when expenses exceed the published rates, if full reimbursement is requested. Otherwise, reimbursement will be calculated at the published rates. Reasons might include:

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- (a) Transportation offset.
- (b) No other accommodations available.
- (c) Lodging establishment would not honor federal government rates, when requested.

iii. Hotel Receipts: Original receipts must accompany travel expense invoice. Receipts should be itemized so that per diem rates can be verified.

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

M&IE is reimbursed in accordance with FTR 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.

4. Other Expenses:

Other reasonable business expenses such as airport and hotel parking fees, public transportation, valet and laundry services will be reimbursed. Reimbursement for laundry services is limited to domestic trips exceeding six (6) days and shall not exceed \$10.00 for each consecutive seven (7) day period. Actual expenses shall be supported by original receipts.

5. Phone calls:

Business related calls will be reimbursed for local and long distance business calls, for actual expense. Personal long distance calls to the traveler's home will be reimbursed at actual cost not to exceed an average rate of \$4 per day up to a maximum of \$12 per week while traveler is on travel. To be eligible for reimbursement for personal calls, the trip must be of at least two (2) nights duration.

6. 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.

7. Direct Billing to NREL:

Direct billing, from individuals or businesses, to NREL is not allowed and will not be reimbursed.

8. Documentation of Expenses:

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- i. Reimbursable expenses except meals must be itemized on the travel expense invoice on a daily basis. A per diem allowance for meals must be calculated by time of departure and completion of trip by the traveler. Such trips shall be deemed to have commenced when the traveler leaves the NREL site, the traveler's residence, or place of business, for the purpose of fulfilling the trip assignment and shall continue until return to the NREL site, the traveler's residence or place of business. The invoice must be sufficiently documented and supporting original, including electronic, receipts attached.
- ii. Mandatory original receipts include:
 - (a) Airline, railroad and bus ticket.
 - (b) Lodging.
 - (c) Car rental contracts.
 - (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 should 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 agreement specifically requires foreign travel, the traveler shall not be reimbursed for any such travel. If foreign travel is necessary in furtherance of an agreement, a request for approval of foreign travel shall be submitted to NREL on an NREL Request for Approval of Foreign Travel form a minimum of forty-five (45) days **prior** to the planned departure date. Foreign travel shall not commence prior to NREL approval.
3. All foreign travel (one trip or multiple trips), shall be subject to the **prior** written approval from DOE and an approved Electronic Country Clearance (eCC) from the U.S. Department of State. Subcontractor must obtain the eCC and submit approval to NREL Subcontract Administrator prior to departure.