

Subcontractor Personnel Travel Policy

1.0 GENERAL

JPL shall reimburse the Subcontractor for reasonable and necessary transportation expenses incurred by Subcontractor's personnel in connection with travel relating to the performance of work under this Subcontract in accordance with the criteria for such expenses as outlined herein.

Subcontractors shall be responsible for briefing all Subcontractor personnel required to travel in connection with this Subcontract on the terms of this Exhibit, and agree to provide all Subcontractor personnel a copy of this Exhibit. Additional information regarding Subcontractor travel is available at <http://invoice.jpl.nasa.gov/>

All reimbursements to Subcontractor are exclusive of any indirect cost or profit.

Subcontractors who propose to substitute their own corporate personnel travel policies may be allowed to do so upon JPL review and approval. All such corporate policies must adhere to the Federal Acquisition Regulation cost principles (FAR Part 31) and comply with FAR 31.205-46 (Travel Costs).

1.1 Do I need approval before I travel on official JPL business?

Yes. Subcontractor personnel must receive advanced approval for travel from their CTM or SCM in writing via a subcontract award, modification and/or subcontract work order (SWO). This written approval must be sent with the "[Subcontractor Travel Expense Report](#)."

1.2 What are the exceptions for advanced approval by the Contract Technical Manager (CTM) or Subcontract Manager (SCM)?

While advanced approval in writing is required from the CTM or SCM for various aspects of subcontractor personnel travel, JPL recognizes there are certain unusual circumstances where it is impossible to obtain certain approvals in advance. In those rare situations, the CTM or SCM may grant written approval for the appropriate expenses after the travel has occurred. This approval must contain a brief explanation as to why it was impossible to obtain advanced authorization and must accompany the [Subcontractor Travel Expense Report](#) or accepted equivalent.

1.3 What travel expenses will JPL reimburse?

JPL will reimburse the Subcontractor for reasonable and necessary travel expenses incurred by the Subcontractor's personnel in connection with travel relating to the performance of work under the Subcontract or Subcontract Work Order (SWO), which include:

- Transportation expenses (i.e. airfare, rental car, etc.)
- Per diem based on GSA rates (<http://gsa.gov/perdiem>) for domestic travel, and [U.S. State Department](#) rates for foreign travel

- Other essential expenses (i.e. mileage, domestic hotel taxes, limited baggage fees, safe arrival call, etc.)

See Section 7.0 for examples of allowable and unallowable expenses.

1.4 What is the per diem rate?

The per diem rate is the maximum amount JPL will reimburse the Subcontractor for lodging and meals and incidental expenses (M&IE). M&IE includes meals, tips for meals, and tips given to porters, baggage carriers, bellhops, and hotel staff., etc. The per diem rate is based on the city in which the subcontractor personnel lodges. The General Services Administration (GSA) and the State Department update per diem rates frequently so subcontractor personnel are required to check both websites for the current rates. On the day of return, the per diem rate is based upon the Traveler's last business location at midnight of the prior day.

1.5 What forms and receipts do I need to submit for reimbursement?

After the trip is completed, subcontractor personnel are required to submit the following to the Subcontractor:

- Completed [Subcontractor Travel Expense Report](#) or acceptable equivalent approved by the Invoice Management Section (IMS).
- Receipts for lodging, airfare, rental car and all authorized expenses over US \$75.00
 - All receipts must be in the name of the traveler.
 - Subcontractor personnel do not need receipts for meals and incidental expenses (M&IE) or mileage.

The Subcontractor is ultimately responsible for the preparation and accuracy of the [Subcontractor Travel Expense Report](#) or accepted equivalent and must submit the travel invoice to TIMS via email or regular mail within 30 days of return from travel.

2.0 TRANSPORTATION EXPENSES

2.1 AIRFARE

2.1.1 What class of airline accommodation must I use?

For both domestic and international travel, JPL requires subcontractor personnel to use coach-class accommodations, except as provided in 2.1.2. Subcontractor personnel must purchase the lowest available commercial discount airfare consistent with business requirements (time/destination) of the trip. Airfare costs in excess of the lowest priced airfare available to the contractor during normal business hours are unallowable except when such accommodations require circuitous routing, require travel during unreasonable hours, excessively prolong travel, result in increased cost that would offset transportation savings, are not reasonably adequate for the physical or medical needs of the traveler, or are not reasonably available to meet mission requirements. In order for airfare costs in excess of the above airfare to be allowable, the applicable condition(s) set forth in 2.1.1 (above) and must be documented and justified.

2.1.2 When may I use first-class or business-class airline accommodations?

Exceptions may be granted if the CTM or SCM provides written authorization *prior* to the trip. Airfare costs in excess of the lowest price available to the subcontractor during normal business hours must meet the conditions set forth in FAR 31.205-46(b). Subcontractor personnel must submit written CTM or SCM authorization citing the reason for excess airfare costs along with the [Subcontractor Travel Expense Report](#) or accepted equivalent and receipts.

2.1.3 What is the Fly America Act?

Subcontractor personnel must use U.S. flag air carriers for all air travel and transportation in accordance with the Fly America Act. Exceptions may be granted only if the CTM or SCM provides written authorization prior to the trip and the travel meets the requirements in FAR 52.247-63, "Preference for U.S. Flag Carriers." Subcontractor personnel must submit CTM or SCM authorization and cite exception reason per FAR 52.247-63. A Statement of Unavailability should accompany the authorized exception, and be submitted along with the [Subcontractor Travel Expense Report](#) or accepted equivalent and receipts.

2.2 PRIVATELY OWNED VEHICLE (POV)

2.2.1 When may I use my POV for JPL Travel?

Subcontractor personnel may use their POV as a primary mode of transportation (instead of airplane, bus, etc.) when it is most practical and cost effective to JPL with written approval from their CTM or SCM. Subcontractor personnel shall compute mileage reimbursement by multiplying the distance traveled by the GSA POV rates (<http://gsa.gov/povrates>). When traveling by personal automobile, every consideration should be given to vehicle sharing with JPL and other subcontractor personnel (when there is a common destination) in order to reduce the total cost of the trip.

2.2.2 What is included in the GSA POV rate?

The GSA POV mileage reimbursement rate includes all vehicle operating expenses (including insurance and any vehicle damage incurred while on JPL business), operating and maintenance expenses of a POV, such as fuel and oil, mechanical failure, collision or physical damage, and traffic offenses, when the subcontractor personnel use such vehicle in connection with the performance of work under the Subcontract or SWO, if applicable. No other vehicle expenses are allowed.

2.3 RENTAL CAR

2.3.1 When can I use a rental car?

Subcontractor personnel shall apply the following criteria:

- The cost does not exceed that of a taxi or other public transportation.

- Rental of a vehicle to meet several appointments at different locations in an area would reduce transportation costs.
- Heavy or bulky equipment is being carried which cannot be transported separately without jeopardizing the subcontractor personnel's mission.
- Transportation is required to an area where taxis or other commercial transportation is not available, or, if available, would be too expensive or impractical.

Every consideration should be given to sharing the rental car with JPL and other subcontractor personnel (when there is a common destination) in order to reduce the total cost of the trip. If personal travel is combined with JPL business travel, JPL will only reimburse for the business travel expense of the rental car.

2.3.2 What size of rental vehicle should I use?

Wherever possible, an intermediate car shall be utilized. For three or more passengers or when intermediate size rental is unavailable, subcontractor personnel may rent a full-size car. Exceptions may be granted only if the CTM or SCM provides written authorization prior to travel and this is submitted along with the [Subcontractor Travel Expense Report](#) or accepted equivalent and receipts.

3.0 PER DIEM EXPENSES

3.1 Are lodging taxes included in the per diem rate?

- For domestic travel: Lodging taxes are not considered part of the maximum per diem rate. Lodging taxes are itemized separately from nightly lodging expense as "lodging tax" on the [Subcontractor Travel Expense Report](#) or accepted equivalent.
- For foreign travel: The maximum lodging rate is inclusive of taxes.

3.2 What is the M&IE for the first and last day of travel?

For **ALL** travel over 24 hours: On the first and last day of travel, subcontractor personnel are allowed up to 75% of M&IE and 100% of M&IE during travel days in between.

3.3 What are the per diem restrictions and allocations?

- Travel 50 miles or less one-way measured from Subcontractor personnel's residence or regular work station, whichever is less:
- Subcontractor personnel are not eligible for per diem.
- Travel over 50 miles (one-way) from the subcontractor personnel's assigned work location and over 12 hours but less than 24 hours in duration:
 - Subcontractor personnel will be reimbursed three fourths (3/4) of the applicable M&IE rate.
- Travel begins at the time the Subcontractor departs from the residence or official workstation whichever is later. Travel ends at the time the Subcontractor returns to the residence or official workstation whichever is earlier. No per diem

is authorized for travel of 12 hours or less, regardless of distance traveled.

- No per diem is authorized for travel within fifty (50) miles of the Subcontractor's official workstation, regardless of time required.
- Travel of 60 days or less at any one location:
 - Subcontractor personnel are allowed the maximum per diem amount.
- If the travel is unexpectedly extended beyond 60 days, a living allowance of 65% of the City Rate (lodging and M&IE) will be paid beginning on the 61st travel day following departure. Short or extended-term assignment (but not relocated) to a distant domestic field site for more than 60 days:
 - For travel in connection with an assignment determined at the outset to be for more than 60 days, per diem will be paid for en route travel days plus the first 30 days at the destination, and each subsequent destination in the case of an assignment involving multiple locations. Furniture rental and utility costs such as water, power, and telephone (equipment costs) that are not included in the lodging rate are allowable if within the maximum lodging rate.
 - Subcontractor personnel will receive a living allowance beginning on the 31st day at the assignment location, which will remain in effect up to a maximum of two years with approved extensions.
 - If the assignment is for more than two years at the outset, a living allowance will not apply.
 - In accordance with IRS regulations, assignments greater than one year may result in a change to the traveler's "tax home". The traveler is personally responsible for compliance with all applicable state and Federal tax laws and regulations of the United States, and of any other country having jurisdiction over the traveler. The subcontractor personnel are advised to seek professional individual tax advice.
 - Travel more than 60 days but less than one year and long-term lodging arrangements are not available (as may be required for certain flight project teams):
 - The subcontractor personnel may receive actual costs of lodging to the maximum lodging rate if approved by the CTM or SCM prior to travel. M&IE may be paid in lieu of the living allowance must be authorized in advance and incorporated into the Subcontract by modification or into the SWO, if applicable.

3.3 When am I eligible for reimbursement higher than the maximum lodging rate?

Reimbursement *above* the maximum lodging rate may apply when one of the following conditions exist:

- A special function or event is occurring.
- Seasonal rates are in effect.
- An assignment to perform a special duty necessitates unusually high expenses, e.g., attending certain conferences, accompanying a JPL employee on travel etc.
- Rooms are not available at such rates within a reasonable commuting distance from traveler's duty point and transportation costs to commute would consume all or most of the saving from occupying less expensive lodging.

Subcontractor personnel must receive CTM or SCM written authorization prior to travel and cite reason for reimbursement above the modified maximum lodging rate along with their [Subcontractor Travel Expense Report](#) or accepted equivalent and receipts.

3.4 What if I need to combine my personal travel with my business travel?

JPL will not reimburse subcontractor personnel for personal travel. Per diem will be allowed only for that time required for travel and the conduct of business relating to the performance of work under the Subcontract or SWO, if applicable.

3.5 Am I allowed to make a safe arrival call?

Subcontractor personnel are eligible for reimbursement of "safe arrival" calls but are limited to one station-to-station call per destination with a maximum cost of \$5 for domestic travel and \$7 for foreign travel, per day. Unused charges are not cumulative (i.e., unused charges may not be carried over to a subsequent day).

3.6 Aside from the check-in baggage fee some airlines charge, will JPL reimburse me for excess baggage fees?

On trips of 60 continuous days or more, travelers are eligible for shipment of up to 1,000 pounds of personal goods. On assignments of one year or more, shipment of up to 3,000 pounds will be allowed. Except for minor weights, shipment of excess baggage on commercial airlines should be avoided when possible and more economical shipping methods utilized. However, no pickup, crating, or packing charges are allowed.

4.0 FOREIGN TRAVEL

4.1 What do I need to do if JPL requests that I travel to a foreign country?

Any foreign travel must be authorized in advance and incorporated into this Subcontract by modification or into the SWO if applicable. Foreign travel shall be reimbursed in accordance with FAR 31.205-46 at the rates for foreign travel in accordance with the Standardized Regulations (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas", effective during the period of travel.

5.0 SYMPOSIUM/WORKSHOP TRAVEL

5.1 What do I need to do if JPL requests that I attend a Symposium/Workshop?

The CTM or SCM must give written authorization and the authorization must be incorporated into the Subcontract or SWO, if applicable. When any meal (breakfast, lunch or dinner) is provided as part of the symposium/workshop fee, the applicable meal cost will be deducted from the M&IE rate. Registration documents and receipts must accompany the [Subcontractor Travel Expense Report](#) or accepted equivalent.

6.0 WEBSITES FOR MORE INFORMATION

- GSA per diem rates: <http://gsa.gov/perdiem>
- GSA POV rates: <http://gsa.gov/povrates>

- JPL Travel and Invoice Management Section (TIMS): <http://invoice.jpl.nasa.gov>
- JPL Acquisition Division: <http://www.jpl.nasa.gov/acquisition/terms-conditions/>
- FAR 31.205-46 -- Travel Policy: <http://gsa.gov/far>
- FTR Chapter 301 –Travel Allowances: <http://gsa.gov/federaltravelregulation>

7.0 EXAMPLES OF ALLOWABLE AND UNALLOWABLE EXPENSES

Allowable Expenses - include, but are not limited to	Unallowable Expenses - include, but are not limited to
<ul style="list-style-type: none"> • M&IE • Lodging • If traveling <i>within</i> the US, lodging tax • Airfare • Airport tax • Limited baggage fees • Public transportation • Rental vehicle at destination • Gas for rental car • Taxi • POV mileage (if authorized) • Parking fees • Tolls • Safe arrival call • Internet access fees, if required for business 	<ul style="list-style-type: none"> • Alcoholic beverages • Entertainment • Tips for meals (considered part of M&IE) • Tips for porters, baggage carriers, bellhops, and hotel staff, etc... • If traveling <i>outside</i> the US, lodging tax • Payment for lodging when staying with or renting from friends, relatives or co-workers • Paper airline ticket (when an e-ticket is available, the additional cost for a paper ticket is unallowable) • Airport lounge fee • Airline seating upgrade fee • Rental car insurance • Operating and maintenance expenses of a POV, such as fuel and oil, mechanical failure, collision or physical damage, and traffic offenses • Personal travel costs • Personal phone calls outside of the safe arrival call • Federal, State, or local income taxes resulting from travel reimbursement payments that are not considered tax deductible in accordance with IRS regulations.