

Procurement Policies and Procedures Manual

Supplier Travel Regulations

SUPPLIER TRAVEL REGULATIONS

Travel plans require prior approval by Sierra Nevada Corporation (SNC) and must be authorized within the terms of the Purchase Order or Subcontract. Travel expenses cannot be reimbursed above the amount specified in the Purchase Order or Subcontract. All items must be supported by itemized receipts unless noted below. SNC will not pay expenses or reimburse costs in a manner that is contrary to the Federal Acquisition Regulations (FAR) generally or FAR Part 31.2 in particular. Suppliers are responsible for ensuring costs are not contrary to the FAR's rules on cost allowability.

1. Airfare

The Supplier is responsible for booking airfare at the most economical fare available. A minimum seven day advance notice is preferred whenever possible. Airfare will be invoiced and paid at actual cost.

2. Car Rental

The supplier is responsible for reserving a rental car, if required. A compact car should be rented when there is only one person traveling. An upgraded car will only be authorized if there are two or more travelers.

3. Mileage

SNC will reimburse suppliers for business mileage if it is beneficial to travel by personal auto rather than commercial airlines. Commutes within the local area are not reimbursable unless mileage exceeds 50 miles per trip. Mileage reimbursement is based on the General Services Administration (GSA) rate ([\(POV Mileage Reimbursement Rates\)](#), which is updated annually. The mileage reimbursement rate is intended to cover the costs of operating a vehicle for business purposes. The costs covered by the standard mileage rate are standard maintenance, repairs, taxes, gas, insurance, and registration fees. Therefore, a traveler cannot be reimbursed for both mileage and gas (or any other cost previously listed). Travel from the traveler's personal residence to their principal place of work is not considered travel and any mileage or associated costs are non-reimbursable.

4. Lodging

Lodging reservations are made by the supplier. The Government lodging per diem rates should be used as a basis for establishing a reasonable rate. Per Diem rates are established by the following U.S. Government Agencies:

- Federal Travel Regulations prescribed by the Government Services Administration (GSA), for travel in the contiguous (CONUS) 48 states.
- Joint Travel Regulations, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense, for travel in Alaska, Hawaii, U.S. Territories and possessions.
- Standardized Regulations (Government Civilians, Foreign Areas), section 925, prescribed by the Department of State, for foreign per diem rates.

Current per diem rates can be viewed at [Per Diem Rates](#). Rates (excluding taxes) that exceed the current rate by more than 10% must include supporting justification for the higher rate. Circumstances may include, but are not limited to the following:

- Convention, meeting, conference, or training held in a captive location
- Seasonal / uncontrollable factors (e.g., national sports event, natural disaster, conventions, etc.)
- Only lodging vacancy in area
- Late arrival constraint
- Unexpected travel constraint
- Security or Health Concerns

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- Mission Requirements
- Lowest rate available

Itemized receipts are required for lodging.

5. Meals

Per Diem for lodging, meals and incidental expenses (M&IE) is calculated using rates based on the physical location of the temporary duty assignment (TDY Work destination). Use of the proper M&IE rate precludes the necessity of receipts. In the event actual meals are being charged, itemized receipts are required. However, reimbursement cannot exceed the daily M&IE per diem rate as established by the appropriate agencies (listed in section 2) for the area the work is taking place in. Incidental expenses are included in the M&IE rate and are not reimbursed directly. Alcohol is an expressly unallowable cost under FAR 31.205-51 and will not be reimbursed.

Trips must be in excess of 12 hours to be entitled to any per diem for M&IE. On the first and last day of travel, M&IE per diem is calculated at 75 percent, regardless of time of arrival/departure.

For travel days that do not require lodging and travel is:

- Between 12 and 24 hours the M&IE rate is the rate applicable to the TDY site or the highest M&IE rate applicable when multiple locations are involved.
- Greater than 24 hours and the traveler is going to a new TDY site or stopover at midnight the M&IE rate is the rate applicable to the new TDY site or stopover point.
- Greater than 24 hours and the traveler is returning to the official duty station the M&IE rate is the rate applicable to the previous day of travel.

In situations where meals are provided, or the traveler claims a business meal, a deduction is made to per diem. To view the current breakdown of the per diem components for meals and incidental expenses, please refer to [M&IE Breakdown](#)

Other Travel Expenses

Incidental travel expenses (including gas for rental cars, tolls, airport parking, etc.) must be supported by a receipt if the individual expense is greater than \$75.00.

6. Travel Time

Time spent in travel is not chargeable.

7. Travel Invoices

Travel invoices must be submitted within 30 days after returning from a trip and should be on a separate, travel only invoice to facilitate prompt payment. All required documentation must be included. Supporting documentation should include a spreadsheet, book, diary, account book, or similar record itemizing the following:

- a. Travel dates and days spent at each location
- b. Temporary duty location by date
- c. Purpose of the trip
- d. Name and title of traveler

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An example of an acceptable format is attached

TRAVEL /EXPENSE REPORT								NAME	DATE
DAY OF WEEK	SUN	MON	TUE	WED	THUR	FRI	SAT	Total	Purpose of Trip
Date									
Lodging								\$0.00	Travel Location(s)
Lodging Tax								\$0.00	
Per Diem Meals								\$0.00	Sierra Nevada Corporation Purchase Order #
Incidentals								\$0.00	
Privately Owned Vehicle Mileage								\$0.00	Requested Reimbursement Total
Parking/Tolls								\$0.00	
Cabs & Local Fares								\$0.00	\$0.00
Transportation (Air, Rail, Etc.)								\$0.00	
Car Rental								\$0.00	SIGNATURES
Car Rental - Gas								\$0.00	
Other								\$0.00	Supplier Signature
Other								\$0.00	
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	SNC Approval:
* BUSINESS MEETING DETAIL									
DATE	COMPANY	CONTACT PERSON	BUSINESS PURPOSE	PLACE CITY					
Per Diem: Per Joint Travel Regulations 1st & Last Day of Travel Subject to 75% of allowable Per Diem Rate									
Verify Current POV Mileage Rate at http://www.gsa.gov/portal/content/100715									
Additional Comments:									