

**CH2M HILL BWXT West Valley, LLC (CHBWV)**  
**Travel & Living Guidelines for Subcontractors**

*Note: All travel shall be in accordance with the Federal Travel Regulations (FTR). CHBWV reserves the right to make adjustment to the guidelines at any time. To verify the most current per diem rates, visit <http://www.gsa.gov>.*

**I. Allowable Expenses**

**A. En Route Travel Expenses (Mobilization, Demobilization and Return Trips Home)**

Airfare - Actual cost coach/economy fare. CHBWV will reimburse for (1) checked bag.

Meals & Incidentals (M&IE) – 75% of the applicable per diem rate on the first and last day of travel, for example:  
\$48/day - Erie County  
\$38.25/day - Cattaraugus County

Mileage - \$.535/mile - for use of personal vehicle between subcontractor’s residence or workplace and the airport or temporary work location. An Internet map will be used as a guide for distances.

Tolls /Parking - Actual cost of tolls and long-term parking (not to exceed the cost of public transportation)

**B. Business Travel for Subcontractors- Assignments between 12 hours and 30 days**

Lodging – Reimbursement is at actual cost up to the maximum applicable FTR rate; for example:  
\$107/night - Erie County  
\$91/night - Cattaraugus County

Meals & Incidentals (M&IE) – Reimbursement is at the full applicable FTR per diem rate; for example:  
\$64/day - Erie County  
\$51/day - Cattaraugus County

Mileage - \$.535/mile - for use of personal vehicle for authorized business travel only

Rental Car & Gas - Actual cost of the least expensive compact car & fuel for authorized business use only.

**C. Temporary Assignments for Subcontractors - greater than 30 days but not-to-exceed 1 year**

*Note: Reimbursement for “Temporary Assignments” will be in accordance with “Business Travel for Subcontractors” rules up to the first 30 days, until long-term lodging is obtained.*

Lodging & other subsidies (e.g., utilities, furniture rental) - Actual cost up to 55% of the applicable FTR per diem rate; for example:  
\$58.85/night – Erie County  
\$50.05/night – Cattaraugus County

Meals & Incidentals (M&IE) – 30% of the applicable FTR per diem rate; for example:  
\$19.20/day – Erie County  
\$15.30/day - Cattaraugus County

Rental Car – Actual cost of the least expensive compact car (only allowed on assignments up to 6 months).

**II Additional Information**

**Meals & Incidentals (M&IE) –**

- a. Incidentals include taxes, fees, phone calls, tips, etc.
- b. Alcohol and entertainment expenses as well as any expense incurred for other persons are unallowable.
- c. Reimbursement amount is based on the location of accommodations.

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**Lodging -**

- a. Applicable lodging taxes are reimbursable above the allowable per diem rate.
- b. Reimbursement rates are based on the location of accommodations.
- c. Subcontractor is responsible for requesting government rates when making lodging arrangements.
- d. Reimbursement is made based on the single occupancy rate (i.e., standard single apartment)

**Rental Car & Gas -**

- a. If the cost of another car is less than or equal to the cost of the least expensive compact car; it is allowable.
- b. If an assignment is greater than 6 months, rental car reimbursement is only allowable up to the first four weeks. After that a personal vehicle must be obtained.
- c. Rental cars shall only be used for authorized business purposes only (e.g., driving to temporary work location, restaurants)
- d. Reimbursement for GPS and insurance are unallowable.
- e. Any free up-grades must be documented.
- f. Gasoline usage for authorized business purposes is reimbursable while in “Business Travel” status.
- g. Pre-paid fueling options are not reimbursed. The gas tank shall be filled prior to returning the car to the Rental Car Company. If it is not returned with a full tank, CHBWV will only reimburse the cost of fuel at the prevailing price at the temporary work location.

**III Conditions for Travel & Living Expense Reimbursement**

**Receipts:** Required for lodging, airfare, rental cars, tolls and all single expenditures over \$25 except M&IE.

**Eligibility:**

**Business Travel:** Travel & Living expenses are only payable when travel is more than 12 hours duration and is more than 50 miles from the WVDP site.

**Temporary Assignments:** Travel & Living expenses are only payable to individuals maintaining two (2) residences; one (1) Permanent Residence located more than 50 miles from the WVDP site and one (1) temporary residence within 50 miles of the WVDP site. Reimbursements for travel & living expenses will be limited to one (1) year for subcontract personnel.

**Personal Leave:** For subcontractors on “Temporary Assignments,” M&IE is not allowed for personal leave or vacation exceeding one-half the prescribed daily working hours (e.g., 5 hours for a 10 hour work day). Lodging costs will continue to be reimbursed if monthly rates apply.

**Non-Work Days:** If the subcontractor’s assignment requires stay over a weekend or holiday, they may receive reimbursement for living expenses. Per diem will not be paid for non-work days when the subcontractor is on personal leave the day preceding or following the non-workday.

**Return Trips Home:** Subcontractor employees on “Temporary Assignments greater than 30 days” may be reimbursed for periodic trips to their Permanent Residence not to exceed a frequency of once every 3 weeks, provided that a minimum of 30 days remain in the assignment. M&IE is not reimbursable while at the employee’s permanent residence. Lodging costs are not reimbursed for either the en route or the “at home” portion of home leave, however, lodging costs at the temporary work location will continue to be reimbursed if monthly rates apply.

***Note:*** *Subcontractors are expected to exercise the same care in incurring expenses that a prudent person would exercise if expending personal funds. Individuals will be responsible for excess costs as a result of personal preference or convenience. Allowances in this policy are maximums and should not be viewed as entitlements. In addition, if an expense is paid by CHBWV and later determined to be in violation of the above guidelines, the subcontractor shall reimburse CHBWV for all expenses that are deemed unallowable in accordance with this guideline and the Federal Travel Regulations.*

***Any exceptions to these guidelines shall be approved in advance by the CHBWV Procurement Department.***