

Release Date 8/20/2007

Authorized Travel Expenses When Deployed to a Site:

Within 50 miles of employee's official duty station:

- Hotel and per diem is not authorized (unless the work day exceeds 12 hours, TOM or designee approval required prior to deployment).
- Commute/travel time does NOT count toward the 12-hour work day, and is also not a valid reason to waive the 50 mile hotel rule.
- Mileage and tolls will not be reimbursed.
- Airport parking is authorized, but is limited to \$10 per day. Instructors are encouraged to seek economically priced parking. Most, if not all, airport web sites contain this information. There will be times based on circumstances and airport location the rates can be higher than \$10.00. These will be treated as exceptions requiring TOM or designee approval.
- Hotel parking is authorized, but is limited to the hotel's normal daily rate or the CMS negotiated rate.

Travel Over 50-miles and less than 200-miles:

- Hotel and per diem is authorized. However, per diem is only authorized if hotel is provided by LM.
- POV or rental car will be authorized by CSSC.
- Mileage and tolls are authorized for POVs.
- Airport/hotel parking is authorized, but is limited to \$10 per day. Instructors are encouraged to seek economically priced parking. Most, if not all, airport web sites contain this information. There will be times based on circumstances and airport location the rates can be higher than \$10.00. These will be treated as exceptions requiring TOM or designee approval.
- Airfare may be authorized and/or required by CSSC in certain circumstances. Taxi to/from home airport is authorized if less than long term airport parking for the deployment period.

Travel Over 200 miles:

- Hotel and per diem is authorized.
- POV or rental car in lieu of airfare may be authorized by CSSC. Request for Approval must be made in advance of travel being booked for POV.
- Mileage and tolls are authorized for POVs.
- Airport parking is authorized, but is limited to \$10 per day. Instructors are encouraged to seek economically priced parking. Most, if not all, airport web sites contain this information. There will be times based on circumstances and airport location the rates can be higher than \$10.00. These will be treated as exceptions requiring TOM or designee approval.
- Hotel parking is authorized, but is limited to the hotel's normal daily rate or the CMS negotiated rate.
- Taxi to/from home airport is authorized if less than long term airport parking for the deployment period.

Per Diem – Meals (per GSA rate):

- Travel to/from home: 75% of daily M&IE rate for work station assigned.
- Travel from site to site: 100% daily M&IE rate (use rate for destination airport).

Airfare, Lodging and Rental Cars:

- Provided by LM; please contact CSSC for questions. (866)416-4545
- Instructors must return rental cars with a full tank of fuel and are not authorized to accept the rental agency refill option.

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- Only fuel reimbursement for normal transit to/from the hotel and training location is authorized. Fuel reimbursement for personal reasons or sight seeing is not authorized.
- Car-toll transponders and GPS devices are not authorized and must be declined.

Internet Charges:

- Internet charge or phone charge for dialup internet access is approved if training location internet access is not available.
- Specific limitations concerning internet access will be addressed by program (TO 29 STOPS; TO20 PASS, etc.) as requirements may vary.

Office Supplies:

- Must have TOM or designee approval prior to purchase.

Laundry:

- Up to \$30 per week is authorized for laundry, cleaning and pressing of clothing. However, instructors must incur a minimum of 7 consecutive nights lodging on approved CONUS travel to qualify for this reimbursement.

Receipts:

- Receipts are required for tolls, parking, approved office supplies, fuel, taxi and internet connections (all costs incurred except meals which are covered by per diem). Tips are not an authorized expense. Employees and Subcontractors must retain original receipts on file for one year in the event of an audit or questions by the LM TOM.