

## INSTALLATION SUPERVISOR (3-99)

(a) Daily Rate. If required by the Company for installation and start-up of the equipment on this subcontract, the Seller shall provide the services of an installation supervisor at the rate of \_\_\_\_\_ for such time as the supervisor performs services hereunder or is en route in connection with the services. As used herein, a day is considered to mean a period of eight or more hours in any one calendar day; for each two-hour portion, or fraction thereof, one-fourth of the daily rate shall be payable, but nothing herein shall be construed to authorize payment of more than the daily rate specified above for any one calendar day.

(b) Travel. The Company shall also pay to the Seller the supervisor's costs incurred under this subcontract for transportation, lodging, meals, and incidental expenses related to subsistence in accordance with the provisions of this article.

(c) Definitions. (1) Lodging. (i) The term "lodging" includes expenses for overnight sleeping facilities; baths; personal use of the room during daytime; and service charges for fans, air conditioners, heaters, and fires furnished in rooms when such charges are not included in the room rate.

(ii) The term "lodging" does not include accommodations on airplanes, trains, buses, or vessels. The cost of accommodations furnished aboard common carriers is included in the transportation cost and is not considered a subsistence expense.

(2) Meals. Expenses for breakfast, lunch, and dinner (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

(3) Incidental Expenses Related to Subsistence. (i) Fees and tips to waiters and waitresses, porters, baggage carriers, bellhops, hotel maids, dining room stewards or stewardesses and others on vessels, and hotel servants in foreign countries.

(ii) Laundry and cleaning and pressing of clothing.

(iii) Transportation between places of lodging or business and places where meals are taken.

(iv) Telegrams and telephone calls necessary to reserve lodging accommodations.

(d) Lodging Costs. Except as provided in paragraph (h) below, the Seller will be reimbursed for the supervisors actual lodging costs incurred in accordance with its established travel policy to the extent that such amount does not exceed the "maximum lodging amount" in effect at the time of travel as set forth in Appendix A to Chapter 301 of the Federal Travel Regulations. Receipts for lodging are required in accordance with paragraph (k) below.

(e) M&IE. Except as provided in paragraph (h) below, the Seller will be reimbursed for the supervisor's meals and incidental expenses related to subsistence in accordance with its established travel policy to the extent that such amount does not exceed the "M&IE Rate" in effect at the time of travel as set forth in Appendix A to Chapter 301 of the Federal Travel Regulations. In the days travel begins and ends, the allowance will be prorated by dividing the day into four six-hour periods beginning at 12:01 a.m. For each six-hour period, or fraction thereof, during which the supervisor is in travel, one-fourth of the applicable allowance shall be

paid.

(f) Airfare Costs. Airfare costs in excess of the lowest customary standard, coach, or equivalent airfare offered 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 supervisor, or are not reasonably available to meet mission requirements. However, in order for airfare costs in excess of the above standard airfare to be allowable, the applicable condition(s) set forth above must be documented and justified. Transportation aboard personally- or privately-owned aircraft is not allowed, and the costs of such transportation are not reimbursable.

(g) Motor Vehicle Costs. The supervisor may elect to travel by a personally-owned motor vehicle; in which case, Seller will be reimbursed for the use of the vehicle in accordance with its established travel policy to the extent that such amount does not exceed 32.5 cents a mile, based on actually reported odometer readings. If the supervisor elects to travel by a personally-owned motor vehicle, reimbursement of the daily rate specified in paragraph (a) above and for lodging, meals, and incidental expenses related to subsistence for travel time will be limited to such reasonable period of time that would be required if common carriers were used.

(h) Commuting. When supervisor's residence or regular place of business is in the same commuting area as the place of performance of the subcontract work, no portion of the daily rate will be paid for time for commuting, the costs of commuting are not reimbursable, and no payments for lodging, meals, and incidental expenses related to subsistence will be made.

(i) Offer Evaluation. In evaluating offers for the purpose of award, the Company will assume that the services of the supervisor will be required for \_\_\_\_ days. To the total per diem cost for this period, the Company will add the cost of one round trip from the Seller's plant to the installation site. For the purposes of this calculation, the Offeror shall provide the following information:

(1) Location from which the supervisor will travel to the installation site:

\_\_\_\_\_.

(2) Method of travel of the supervisor:

\_\_\_\_\_.

(j) Increased Costs. Increased costs resulting from travel from locations or by methods different from those specified shall be for the Seller's account.

(k) Invoices. The Seller shall submit with its invoice receipts or ticket stubs for items in excess of \$75.00 for fares, lodging, parking fees, toll charges, automobile rentals, etc.