

INFORMATION FOR COMPLETION OF INVOICE FOR SERVICES AND/OR TRAVEL FOR CONSULTANT OR PERSONAL-SERVICES SUBCONTRACTOR

When billing for services rendered, fill out Form UCN-6573 with ballpoint pen or typewriter and forward it **ALONG WITH REQUIRED RECEIPTS** (See Subcontract Provisions) to either Lockheed Martin Energy Systems, Inc. or Lockheed Martin Energy Research Corp., as applicable, P.O. Box 2004, Oak Ridge, Tennessee 37831-7045, Attention: Accounts Payable Department. After receipt, the Company will reimburse services and allowable expenses. To assist you in preparing Form UCN-6573, shown below is a completed example together with pertinent explanations and information.

A. TRANSPORTATION

1. **AIRPLANE:** (See Subcontract Provisions) Government regulations require the use of less than first class accommodations if such accommodations are available and meet the schedule requirements of the traveler. **If first class accommodations are used, the reason must be shown on Form UCN-6573.**
2. **PERSONALLY-OWNED AUTOMOBILE:** (See Subcontract Provisions) Rate allowed by your subcontract, based on shortest mileage shown on Rand-McNally Road Map or on actually reported speedometer readings, but limited to 10% in excess of the shortest mileage shown on the map.

(EXAMPLE)

LOCKHEED MARTIN		CONSULTANT'S OR PERSONAL-SERVICES SUBCONTRACTOR				
<small>P.O. BOX 2004, OAK RIDGE, TENNESSEE 37831-7045</small>		INVOICE FOR TRAVEL AND/OR SERVICES				
ATTN: ACCOUNTS PAYABLE DEPT.						
NAME _____		DATE _____				
STREET _____		SUBCONTRACT NO. _____				
CITY _____		INSTALLATION VISITED				
<input type="checkbox"/> ORNL <input type="checkbox"/> K-25 <input type="checkbox"/> Y-12 <input type="checkbox"/> PADUCAH		PERSON(S) CONTACTED _____				
<small>Please check if address has changed since last billing</small> <input type="checkbox"/>						
<small>NOTICE: USE OF FIRST CLASS PLANE SPACE MUST BE EXPLAINED BELOW</small>						
DATE	DEPARTED FROM	TIME	ARRIVED AT	TIME	MEANS OF TRANS.	AMOUNT CLAIMED
5-3-9x	Residence	8:00 am	Home Airport	9:00 am	L	10.00
	Home Airport	9:30 am	Knoxville Airport	11:00 am	P(RI)	150.00
	Knoxville Airport	11:30 am	Oak Ridge Motel	12:30 pm	L	15.00
	Oak Ridge Motel	1:00 pm	Plant	1:15 pm	TX	5.00
	Plant	4:45 pm	Oak Ridge Motel	5:00 pm	TX	5.00
5-4-9x	Oak Ridge Motel	7:45 am	Plant	7:45 am	TX	5.00
	Plant	4:45 pm	Knoxville Airport	9:00 am	L	15.00
	Knoxville Airport	6:15 pm	Home Airport	5:45 pm	P(RI)	
	Home Airport	9:00 pm	Residence	10:00 pm	L	10.00
MEALS AND INCIDENTAL EXPENSES (1 Days at \$26.00 Per Day)						26.00
LODGING Motel, Oak Ridge, Tennessee						28.40
OTHER EXPENSES (Please List)						
TOTAL TRAVEL EXPENSES						269.40
FEES						
DATE SERVICES RENDERED			RATE			
05/03/98			75.00 per day			75.00
05/03/98						75.00
TOTAL FEE						150.00
<small>(DEDUCT) PREPAYMENTS/ADVANCES MADE BY LOCKHEED MARTIN</small>						()
GRAND TOTAL (TRAVEL PLUS TOTAL FEE LESS DEDUCTIONS)						419.40
<small>1. COMPLETE IF PERSONAL CAR USED</small>		AUTOMOBILE LICENSE NUMBER _____		REGISTRATION STATE OF _____		MILEAGE _____
						Miles per Rand McNally
<small>2. EXPLANATION IF FIRST CLASS PLANE USED:</small>						
<small>3. IDENTIFICATION OF PREPAYMENTS/ADVANCES MADE BY LOCKHEED MARTIN:</small>						
FOR COMPANY USE ONLY			CERTIFICATION: I certify that the above claim is just and true in all respects and that no invention or discovery, not heretofore reported by me, has been made or conceived by me during or in connection with the rendering of the above services, unless specifically noted on the reverse side of this form or on an attachment hereto.			
_____ Days consultant services are hereby approved _____ Days service and travel invoiced are hereby approved						
Approval _____ Account Charge _____ Date _____						
			Signature of Consultant or Personal-Services Subcontractor _____			
<small>UCN-6573 I (6 2-96)</small>						

3. **TAXI:** Usage of this type of transportation should be limited to that which is most economically advantageous to accomplish the official purpose of the trip. Receipt requirements are set forth in your subcontract.

B. FEE

In consideration of service performed, payment is made in accordance with the terms of your subcontract.

C. MEALS AND INCIDENTAL EXPENSES (M&IE)

Allowance for meals and incidental expenses is made by payment of a fixed daily allowance in effect at the time of travel as specified in your subcontract. The daily computation is based on the calendar day (midnight to midnight). The day is divided into quarters (12-6; 6-12; 12-6; and 6-12), and allowance is made for each individual quarter or fraction thereof during which the individual is in travel status. The importance of showing correct time and dates for departures and arrivals is emphasized since this is the basis for computing your M&IE allowance.

D. LODGING EXPENSE ALLOWED

The single rate cost of lodging is allowed. In case of multiple occupancy of a lodging unit with members of the immediate family, the expense allowed is the single rate for the lodging unit.

E. RECEIPTS REQUIRED

(Tips are not reimbursable, this cost is to be absorbed in the M&IE allowance).

1. Airplane

2. Items in excess of \$ 75.00 such as baggage transfer, excess baggage, parking fees, toll charges, taxi and limousine fares, etc. (Reimbursement will be limited to \$ 75.00 for any item not supported by a receipt.)

3. Lodging accommodations. Receipts must show the single rate cost of lodging.