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.

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.

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**EXAMPLE**

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[Print Form]