

REIMBURSEMENT POLICY
Low-Level Radioactive Waste Forum, Inc.

ADOPTED December 1, 2023

1.0 Purpose

To establish a procedure for reimbursement of expenses for persons conducting business on behalf of the Low-Level Radioactive Waste Forum, Inc (LLWF). This includes full-time employees, contract employees, or non-compensated employees working directly for the LLWF or under the Department of Energy (DOE) contracts for the Disused Sources Working Group or Nuclear Regulatory Commission 10 CFR Part 61 Rule Working Group. Other sub-groups established by the Directors of the LLWF may also fall under this procedure.

2.0 Policy

All legitimate expenses will be reimbursed when conducting business on behalf of the Forum and will be paid by either the LLWF funds or DOE grants. Advanced approval for expenses other than Forum semi-annual meetings, routine office supplies (paper, printer ink, filing supplies, etc.), or as identified in the current DOE grants must be received from the Forum Officers (chair, past chair, chair-elect, and treasurer). The Forum Officers will determine if sufficient funds are available and whether the expense is necessary.

3.0 Procedure

3.1 Air and Rail Transportation

3.1.1. Discount, non-refundable fares shall be booked whenever possible. To avoid high fees from a travel agent, internet or direct reservations with the airline are preferred.

3.1.2. Air and rail transportation reimbursement shall not exceed the rate of coach fare. If a fare other than coach is booked, the traveler must provide documentation for the cost of a coach fare on the day the actual fare was reserved, but only the coach fare will be reimbursed.

3.2 Ground Transportation

3.2.1 Automobile transportation shall be reimbursed at the current rate allowed by the U.S. General Services Administration. Reimbursement shall include use of a personal vehicle for travel from the home or office to the airport and back.

3.2.2 Reimbursement for automobile transportation shall not exceed the price of a non-refundable airline coach fare including labor hours incurred during automobile travel. Documentation of coach fare should be obtained before travel and compared with automobile transportation costs with labor hours for air and automobile travel times.

3.2.3 Taxi, limousine, parking and other ground transportation shall be reimbursed at actual cost. Receipts shall be required for transportation costs exceeding \$20.00 per trip segment.

3.2.4 Use of hotel shuttles is recommended. Rental cars must be pre-approved by the Forum Officers unless the reimbursement is coming from the DOE Grants.

3.3 **Accommodations**

3.3.1 Hotel room reimbursement shall not exceed the discounted group rate of a single room in the hotel selected for the Semi-Annual Forum meetings, as published in the meeting notice.

3.3.2 Hotel room reimbursements shall not exceed the U.S. General Services Administration Per Diem rate for travel reimbursed by DOE Grants. Current U.S. General Services Administration Per Diem rates can be found here: <https://www.gsa.gov/plan-book/per-diem-rates>

3.3.3 When Semi-Annual Forum meetings are not held in a hotel meeting room or if the selected hotel is full, staff will recommend a nearby hotel. In this case, hotel reimbursement shall not exceed the single room rate of the recommended hotel.

3.3.4 Reimbursement requests exceeding the hotel allowance shall require written justification and approval by the Forum Officers. Reimbursement requests for hotel stays other than Forum semi-annual meetings or as identified in the current DOE grants must be received in advance from the Forum Officers.

3.3.5 Receipts are required for reimbursement of hotel room costs for LLWF Semi-Annual meetings, DOE Grant travel, or Officer approved travel.

3.4 **Meals**

3.4.1 Expenses for meals shall be reimbursed according to the current U.S. General Services Administration Per Diem rates.

3.4.2 Receipts for meal expenses are not required.

3.5 **Other Expenses**

3.5.1 Other expenses incurred during travel for the LLWF shall be reimbursed as deemed reasonable by the Forum Officers

3.5.2 Reimbursement of any expenses in variance with the above travel policies shall require written justification and approval by the Forum Officers.

3.6 **Travel Reimbursement Forms**

3.6.1 For consistency and since most Forum travel is reimbursed by the DOE Grants, requests for travel reimbursement shall be submitted on DOE form 1127-A. An

electronic copy of this form will be provided by LLWF staff upon request. All supporting documentation shall be included as electronically scanned documents as part of the reimbursement request. No travel reimbursement shall be made after six months of the original date of travel. Travel reimbursement from the DOE requires the issuance of a “Z” number, which must be obtained prior to any travel. In addition, DOE reimbursement is limited to those individuals currently listed in the DOE Grants.

3.7 **Forum General Expenses**

- 3.7.1 General expenses shall be reimbursed on an as needed basis. Paper, printer ink, necessary software (Adobe, Microsoft Office), executive director cell phone (limited to \$45 per month), postage, and other supplies shall be reimbursed on actual cost basis. Receipts for general expenses shall be submitted with the monthly Forum invoice. Reimbursement for office supplies that exceed \$100 per item must be received in advance from the Forum Officers.