

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07-14-2003	2. CONTRACT NO. (if any) GS-23F-0060L	6. SHIP TO:	
3. ORDER NO. DR-03-03-042	MODIFICATION NO.	4. REQUISITION/REFERENCE NO. NRR-03-042 DTD 6/6	5. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Office of Nuclear Reactor Regulation
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Division of Contracts MailStop: T-7-I-2 Contract Management Center 1 Washington, DC 20555		6. STREET ADDRESS MailStop: O-12E5 Attn: Sally Adams	7. CITY Washington
		8. STATE DC	9. ZIP CODE 20555

7. TO: a. NAME OF CONTRACTOR Information Systems Laboratories, Inc.	f. SHIP VIA N/A
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b. COMPANY NAME Attn: James F. Meyer 11140 Rockville Pike	8. TYPE OF ORDER	
c. STREET ADDRESS Suite 500	<input type="checkbox"/> a. PURCHASE ORDER	<input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER
d. CITY Rockville	Reference your Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
e. STATE MD	Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 20852		

9. ACCOUNTING AND APPROPRIATION DATA 320-15-102-130 J3109 252A 31X0200.320 FFS#: NRR03042 OBLIGATE: \$100,000.00	10. REQUISITIONING OFFICE NRR Div. of Regulatory Improvement Programs
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))

a. SMALL b. OTHER THAN SMALL c. DISADVANTAGED d. WOMEN-OWNED

12. F.O.B. POINT Destination	14. GOVERNMENT BIL. NO. N/A	15. DELIVER TO F.O.B. POINT ON OR BEFORE EFFECTIVE 7/14/03	16. DISCOUNT TERMS N/A
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13. PLACE OF	FOR INFORMATION CALL: (No collect calls)		
a. INSPECTION N/A	b. ACCEPTANCE N/A	Mona C. Selden (301) 415-7907	

17. SCHEDULE (See reverse for Rejections) See CONTINUATION Page

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	The Contractor shall provide technical assistance to the NRC for the project entitled, "Site Audit of License Renewal Application Information and Update of License Renewal Guidance." Work shall be performed in accordance with the attached Statement of Work (SOW).					
	Period of Performance: 07/14/03 through 09/30/03 Total Estimated Delivery Order Ceiling: \$289,242.20 NRC Project Officer: Sally Adams (301-415-0209) NRC Technical Monitor: Kenneth Chang (301-415-1198)					
1.	Senior Executive				\$70,681.80	
2.	Principal Engineer				\$58,960.00	
3.	Research Engineer				\$15,094.80	
4.	Senior Engineer				\$41,329.20	
5.	Subject Matter Expert				\$67,809.60	

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	ISUBTOTAL
21. MAIL INVOICE TO:			17(h) TOTAL (Cont. pages)
a. NAME U.S. Nuclear Regulatory Commission Division of Contracts			17(i). GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) MailStop: T-7-I-2 Contract Management Center 1			
c. CITY Washington	d. STATE DC	e. ZIP CODE 20555	
			NTE \$100,000.00

22. UNITED STATES OF AMERICA BY (Signature) <i>James A. Fields</i>	23. NAME (Typed) Donald A. King <i>for</i> TITLE: CONTRACTING/ORDERING OFFICER
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

07-14-2003

GS-23F-0060L

DR-03-03-042

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
6.	Administrative Specialist				\$6,580.80	
7.	Total Estimated Travel Costs shall not exceed \$28,786.00.					
	<p>Note 1: The fixed hourly rate includes all direct and indirect costs to perform the work specified in the SOW, with the exception of travel costs.</p>					
	<p>Note 2: Incremental funds in the amount of \$100,000.00 are being obligated at this time. The obligated amount shall at no time exceed the delivery order ceiling. When and if the amount (s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer increases the amount obligated with respect to this delivery order. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

A.1 NRC ACQUISITION CLAUSES - (NRCAR) 48 CFR CH. 20

2052.209-72

CONTRACTOR ORGANIZATIONAL CONFLICTS OF
INTEREST

JAN 1993

A.2 OTHER APPLICABLE CLAUSES

See Addendum for the following in full text (if checked)

52.216-18, Ordering

52.216-19, Order Limitations

52.216-22, Indefinite Quantity

52.217-6, Option for Increased Quantity

52.217-7, Option for Increased Quantity Separately Priced Line Item

52.217-8, Option to Extend Services

52.217-9, Option to Extend the Term of the Contract

A.3 ELECTRONIC PAYMENT

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. The electronic system is known as Vendor Express. Payment shall be made in accordance with FAR 52.232-33, entitled "Mandatory Information for Electronic Funds Transfer Payment".

To receive payment, the contractor shall complete the "Company Information" portion of the Standard Form 3881, entitled "ACH Vendor/Miscellaneous Payment Enrollment Form" found as an attachment to this document. The contractor shall take the form to the ACH Coordinator at the financial institution that maintains its company's bank account. The contractor shall discuss with the ACH Coordinator how the payment identification information (addendum record) will be passed to them once the payment is received by the financial institution. Further information concerning the addendum is provided at Attachment . The ACN Coordinator should fill out the "Financial Institution Information" portion of the form and return it to the Office of the Controller at the following address: Nuclear Regulatory Commission, Division of Accounting and Finance, Financial Operations Section, Mail Stop T-9-H-4, Washington, DC 20555, ATTN: ACH/Vendor Express. It is the responsibility of the contractor to ensure that the financial institution returns the completed form to the above cited NRC address. If the contractor can provide the financial information, signature of the financial institutions ACH Coordinator is not required. The NRC is under no obligation to send reminders. Only after the Office of the Controller has processed the contractor's sign-up form will the contractor be eligible to receive payments.

Once electronic funds transfer is established for payments authorized by NRC, the contractor needs to submit an additional SF 3881 only to report changes to the information supplied.

Questions concerning ACH/Vendor Express should be directed to the Financial Operations staff at (301) 415-7520."

A.4 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

A.5 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States Immigration and Naturalization (INS) laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form 1-151 or must present other evidence from the Immigration and Naturalization Services that employment will not affect his/her immigration status. The INS Office of Business Liaison (OBL) provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on the INS website, <http://www.ins.usdoj.gov/graphics/services/employerinfo/index.htm#obl>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

(End of Clause)

STATEMENT OF WORK
SITE AUDIT OF LICENSE RENEWAL APPLICATION INFORMATION
AND
UPDATE OF LICENSE RENEWAL GUIDANCE

1. BACKGROUND

The staff of the U.S. Nuclear Regulatory Commission (NRC) has prepared license renewal guidance documents including the Generic Aging Lessons Learned (GALL) report, Standard Review Plan for License Renewal, and Regulatory Guide for License Renewal (endorsing the Nuclear Energy Institute (NEI) document 95-10, Rev. 3). These documents improve the efficiency of the license renewal process by better focusing the staff review in certain areas that should be further evaluated based on the GALL report. License renewal applicants have stated that they are consistent with the GALL report for specific aging management programs and the documentation of their determinations is maintained at the plant site. The license renewal guidance documents are living documents and the staff plans to update them based on lessons learned, to further enhance the efficiency of the license renewal process.

2. CONTRACT OBJECTIVES

The objective of this delivery order is to obtain technical services to assist the Division of Regulatory Improvement Programs in auditing on-site documentation to verify that the applicants have made the appropriate determination. It is also the objective of this contract to obtain technical assistance in updating the license renewal guidance documents to capture lessons learned from the staff review of license renewal applications.

3. TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED

The Contractor shall provide engineers that are experienced in the area of materials, mechanical, electrical, and civil/structural engineering. The Contractor shall provide a project manager to oversee the efforts of the Contractor team and to ensure that the quality of the information in the deliverables is accurate,

complete, and timely. The Contractor shall also provide a technical editor to prepare the technical reports. Site access to nuclear power plants may be necessary.

It is the responsibility of the Contractor to assign technical staff, employees, subcontractors, or specialists who have the required educational background, experience, or combination thereof to meet both the technical and regulatory objectives of the work specified in this statement of work (SOW). The NRC will rely on representations made by the Contractor concerning the qualifications of the personnel assigned to this contract including assurance that all information contained in the technical and cost proposal, including resumes, is accurate and truthful.

The use of particular personnel on this project is subject to the NRC Technical Monitor's (TM's) approval. This includes proposed changes to key personnel during the life of the project.

If any work will be subcontracted or performed by consultants, the Contractor shall obtain the NRC TM's written approval of the subcontractor or consultant prior to initiation of the subcontract effort. Conflict of interest considerations shall apply to any subcontracted effort.

4. WORK REQUIREMENTS AND SCHEDULE

Task 1. The Contractor shall review the aging management programs described in the V.C. Summer license renewal application to prepare for a plant audit. The Contractor shall participate in a 5-day audit at the V. C. Summer plant site to verify that the applicant has sufficient on-site documentation as indicated in its license renewal application that its aging management programs are consistent with those in the GALL report. The Contractor shall prepare a technical report documenting the results of the audit. The Contractor shall revise its technical report based on comments from the NRC TM. Prior to the commencement of work, the schedule of completion for Task 1 will be mutually agreed upon, between the Contractor's Project Manager and the NRC's Technical Monitor. If agreement can not be reached, it shall be on the date established by the NRC Technical Monitor.

Task 2. The Contractor shall review the aging management programs described in the Dresden and Quad Cities license renewal

application to prepare for a plant audit. The Contractor shall participate in a 5-day audit at the Dresden or Quad Cities plant site, as directed by the NRC TM, to verify that the applicant has sufficient on-site documentation as indicated in its license renewal application that its aging management programs are consistent with those in the GALL report. The audit shall also include the verification of a sample of the applicant's on-site documentation as indicated in its license renewal application that the results of its aging management review are consistent with those in the GALL report (that is, structure/component, material, environment, aging effects, and aging management program). The Contractor shall prepare a technical report documenting the results of the audit. The Contractor shall revise its technical report based on comments from the NRC TM. Prior to the commencement of work, the schedule of completion for Task 2 will be mutually agreed upon, between the Contractor's Project Manager and the NRC's Technical Monitor. If agreement can not be reached, it shall be on the date established by the NRC Technical Monitor.

Task 3. The Contractor shall review the Ft Calhoun license renewal application and the associated staff's safety evaluation report. The Contractor shall identify information in the application or safety evaluation report that is not in the license renewal guidance documents but could be included to improve the efficiency of the license renewal process. For example, if the staff has accepted a particular aging management program at Ft Calhoun which is not in the GALL report, this program could be included in the GALL report as an acceptable program for use by future applicants. The Contractor shall prepare a technical report based on a format provided by the NRC TM to document the results. The Contractor shall revise its technical report based on comments from the NRC TM. The Contractor shall provide marked up pages of the license renewal guidance documents based on the technical report, as appropriate. Prior to the commencement of work, the schedule of completion for Task 3 will be mutually agreed upon, between the Contractor's Project Manager and the NRC's Technical Monitor. If agreement can not be reached, it shall be on the date established by the NRC Technical Monitor.

5. MEETINGS AND TRAVEL

The following meetings and travel are anticipated. The travel shown below is an anticipated maximum for the purposes of providing a proposal.

Twelve (12) five-person, half-day trips to the NRC Headquarters in Rockville, Maryland.

One (1) five-person, 5-day trip to V.C. Summer plant site near Columbia, South Carolina.

One (1) six-person, 5-day trip to Dresden or Quad Cities plant site in Illinois.

6. NRC FURNISHED MATERIALS

Applicable background information and reference documentation will be provided to the Contractor by the NRC Technical Monitor. The GALL report is available on the NRC web site at:

www.nrc.gov/reactors/operating/licensing/renewal/guidance.html

7. LICENSE FEE

The work for Tasks 1 and 2 is license fee recoverable. The work for Task 3 is not license fee recoverable.

8. DELIVERABLES

The Contractor shall provide the following deliverables in electronic format (WordPerfect 8.0) to the NRC Technical Monitor and the NRC Project Officer.

a. Task 1 - Technical report documenting the audit at V.C. Summer

Draft Due: 10 work days after completion of audit

Final Due: 5 days after receipt of NRC TM comments

b. Task 2 - Technical report documenting the audit at Dresden or Quad Cities

Draft Due: 10 work days after completion of audit

Final Due: 5 days after receipt of NRC TM comments

c. Task 3 - Technical report on guidance document update

Draft Due: 30 work days after initiation of the review
Final Due: 5 days after receipt of NRC TM comments

9. PERIOD OF PERFORMANCE

The period of performance is July 14, 2003, to September 30, 2003.

10. ORDER TERMS, CONDITIONS, AND REQUIREMENTS

PROJECT OFFICER

The Contracting Officer's authorized technical representative hereinafter referred to as the project officer for this order is:

Project Officer: Sally Adams, Technical Assistance Project Manager
Division of Regulatory Improvement Programs
Office of Nuclear Reactor Regulation
301-415-0209
saa2@nrc.gov

Technical Monitor: Kenneth Chang, Project Manager, NRR/DRIP
License Renewal and Environmental Impacts Program (RLEP)
301-415-1198
kxc2@nrc.gov

- a. Performance of the work under this order is subject to the technical direction of the NRC project officer and technical monitor. The term "technical direction" is defined to include the following:
1. Technical direction to the Contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work or changes to specific travel identified in the Statement of Work), fills in details, or otherwise serves to accomplish the contractual statement of work.

2. Provide advice and guidance to the Contractor in the preparation of drawings, specifications, or technical portions of the work description.
 3. Review and, where required by the order, approval of technical reports, drawings, specifications, and technical information to be delivered by the Contractor to the Government under the order.
- b. Technical direction must be within the general statement of work stated in the order. The project officer and technical monitor do not have the authority to and may not issue any technical direction which:
1. Constitutes an assignment of work outside the general scope of the order
 2. Constitutes a change as defined in the "Changes" clause of the GSA contract.
 3. In any way causes an increase or decrease in the total fixed price or the time required for performance of any orders.
 4. Changes any of the expressed terms, conditions, or specifications of the order or associated BPA.
 5. Terminates the order, settles any claim or dispute arising under the order, or issues any unilateral directive whatever.
- c. All technical directions must be issued in writing by the technical monitor or project officer or must be confirmed by the project officer in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the CO. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the CO.
- d. The Contractor shall proceed promptly with the performance of technical directions duly issued by the project officer in the manner prescribed by this clause and within the project officer's authority under the provisions of this clause.

- e. If, in the opinion of the Contractor, any instruction or direction issued by the project officer is within one of the categories as defined in paragraph (c) of this section, the Contractor may not proceed but shall notify the CO in writing within five (5) working days after the receipt of any instruction or direction and shall request the CO to modify the order or associated BPA accordingly. Upon receiving the notification from the Contractor, the CO shall issue an appropriate modification or advise the Contractor in writing that, in the CO's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.
- f. Any unauthorized commitment or direction issued by the project officer may result in an unnecessary delay in the Contractor's performance and may even result in the Contractor expending funds for unallowable costs under the order or associated BPA.
- g. A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233-1 - Disputes.
- h. In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:
 - 1. Monitor the Contractor's technical progress, including surveillance and assessment of performance, and recommend to the CO changes in requirements.
 - 2. Assist the Contractor in the resolution of technical problems encountered during performance.
 - 3. Review all costs requested for reimbursement by the Contractor and submit to the CO recommendations for approval, disapproval, or suspension of payment for supplies and services required under orders.
 - 4. Assist the Contractor in obtaining the badges for the Contractor personnel.
 - 5. Immediately notify the Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS) (via e-mail) when a Contractor employee no longer requires access authorization and

return the individual's badge to PERSEC/DFS within three days after their termination.

KEY PERSONNEL

(a) The following individual is considered to be essential to the successful performance of the work hereunder:

Ben Gitnick, Project Manager

The Contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the Contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the Contractor's request and the contracting officer shall promptly notify the Contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the Contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

BILLING INSTRUCTIONS

General: The Contractor shall prepare vouchers or invoices as prescribed herein. **FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICES AS IMPROPER.**

Form: Claims shall be submitted on the payee's letterhead, voucher/invoices, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal-- Continuation Sheet." These forms are available from the U.S. Government Printing Office, 710 North Capitol Street, Washington, DC 20401.

Number of Copies: An original and three copies shall be submitted. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

Designated Agency Billing Office: Vouchers/Invoices shall be submitted to the following address:

U.S. Nuclear Regulatory Commission
Division of Contracts - T-7-I-2
Washington, DC 20555-0001

A copy of any invoice which includes a purchase of property valued at the time of purchase at \$5,000 or more, shall additionally be sent to:

Chief, Property Management Branch
Division of Facilities and Property Management
Mail Stop - T-7-D-27
Washington, DC 20555-0001

HAND-DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY THE NRC. However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail service or special delivery service which uses a courier or other person to deliver the vouchers/invoices in person to the NRC, such vouchers/invoices must be addressed to the above Designated Agency Billing Office and will only be accepted at the following location:

U.S. Nuclear Regulatory Commission
One White Flint North - Mail Room
11555 Rockville Pike
Rockville, MD 20852

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED AT OTHER THAN THE ABOVE ADDRESS

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts.

Agency Payment Office: U.S. Nuclear Regulatory Commission
Division of Accounting and Finance GOV/COMM
Mail Stop T-9H4
Washington, DC 20555

Frequency: The contractor shall submit a voucher or invoice monthly only after the NRC's acceptance of services rendered or products delivered in performance of the delivery order unless otherwise specified in the contract.

Preparation and Itemization of the Voucher/Invoice: To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contract number and delivery order number.
2. Sequential voucher/invoice number.
3. Date of voucher/invoice.
4. Payee's name and address. (Show the name of the Contractor and its correct address. In addition, when an assignment of funds has been made by the Contractor, or a different payee has been designated, include the name and address of the payee). Indicate the name and telephone number of the individual responsible for answering questions which the NRC may have regarding the voucher/invoice.

5. Description of articles or services, quantity, unit price, total amount, and cumulative amount.

For labor-hour delivery orders with a ceiling, provide a breakdown by task of labor hours by labor category, hours, fixed rate, current period dollars, and cumulative hours and dollars billed to date as authorized under the delivery order. For example:

Category	Current Hours	Fixed Rate	Current Billed	Cumulative	
				Hours	Total Billed
Sr. Scientist	100	35.00	\$3,500.00	500	\$ 17,500.00
Engineer	100	25.00	\$2,500.00	100	\$ 2,500.00
Totals:			\$6,000.00		\$ 20,000.00

Invoices for the order shall be broken down by task. You must also provide a consolidated summary (cover sheet) of the total amount billed inclusive of all tasks. The summary must contain the cumulative amount invoiced to date.

6. For Contractor acquired property list each item purchased costing \$50,000 or more and having a life expectancy of more than 1 year and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
7. Weight and zone of shipment, if shipped by parcel post.
8. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
9. Instructions to consignee to notify the Contracting Officer of receipt of shipment.
10. Travel Reimbursement (if applicable)

The Contractor shall submit claims for travel reimbursement as a separate item on its fixed-price invoice/voucher in accordance with the following:

Travel reimbursement. Total costs associated with each trip must be shown in the following format:

<u>Start Date</u>	<u>Destination</u>	<u>Costs</u>
From:	From:	
To:	To:	\$

Provide supporting documentation (receipts) for travel expenditures in excess of \$75.00 in an attachment to the invoice/voucher.

Billing of Cost After Expiration of Order: If costs are incurred during the delivery order period and claimed after the order has expired, the period during which these costs were incurred must be cited. To be considered a proper expiration voucher/invoice, the Contractor shall clearly mark it "EXPIRATION VOUCHER" or "EXPIRATION INVOICE."

Currency: Billings may be expressed in the currency normally used by the Contractor in maintaining his accounting records and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the order may not exceed the total U.S. dollars authorized under the order.

Supersession: These instructions supersede any previous billing instructions.