

REIMBURSEMENT OF TRAVEL, MEALS, OR LODGING TO FOREIGN SUPPLIERS

When LMMS agrees to reimburse a foreign supplier directly for transportation, meals or lodging, the following applies:

A. PAYMENT OF TRAVEL EXPENSES:

- 1) In accordance with the terms and conditions and within 30 days following receipt and approval of a proper invoice, Lockheed Martin shall reimburse the Seller for reasonable travel expenses incurred in performance hereunder. Expenses for travel, lodging, meals, and incidental expenses shall be considered reasonable and allowable only to the extent that they do not exceed the maximum per diem rate in effect at the time of travel as set forth in the Federal Travel Regulations for the area of travel covered by this Agreement.

For illustrative purposes, the maximum per diem and expenses allowed for the Sunnyvale area at the date of this Agreement are shown below:

a) Air Travel	Actual,
(Lowest customary, standard, not to exceed Coach)	
b) Car Rental	Actual, subcompact
c) Personal Car	\$0.XX per mile
d) Meal, lodging and incidental expenses (1&2):	Actual, NTE \$XXX.XX
1) Meals, incidental expenses	\$XX.XX
2) Lodging	\$XX.XX
(daily total must not exceed this amount)	

- 2) Other Expenses: When specifically called out below, Lockheed Martin shall reimburse the Seller for other expenses, provided such expenses are allowable under section 31.2 of the Federal Acquisition Regulations.

B. PAYMENT AND INVOICE (Alterations to the Payment and Invoicing Clause).

- 1) The funds specified in the Schedule under the part entitled "FUNDING AND LIMITATION OF OBLIGATION" cover travel, per diem and other expenses, when authorized in this Purchase Order.
- 2) The Seller shall submit an original invoice plus two copies to request payment from Lockheed Martin for travel expenses. Unless specifically authorized in the purchase order, time spent in travel and other nonproductive time not expended directly in performance of this Purchase Order shall not be billable to Lockheed Martin.
- 3) The invoice shall be dated and list all charges in sufficient detail, as required herein, including the destination, name(s) of the employees traveling, the purpose for the trip, and the date(s) of travel showing the departure and return points. Each invoice shall be accompanied by supporting documentation and receipts for any individual expense over \$25.00.
- 4) Payments under this Purchase Order shall be made by check or bank transfer only to the account of the Seller at an authorized bank located in the foreign country.

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- 5) Invoices not in compliance with the requirements of this section shall be returned to the Seller for correction and resubmittal.

- 6) Payment of travel expenses authorized under this Purchase Order shall be made in accordance with FAR Subpart 31.2, NFS Part 1831 or DFARS 31.2, whichever is applicable, as in effect on the date of this Purchase Order.