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7050/NCGBA/3400/09 – TT 345

TO: See Distribution

SUBJECT: Travel Arrangements for Contractors

DATE: 28 August 2009

REFERENCES: A. NCSA Directive 60-70 (NCSA Procurement).
B. ACO Directive 60-50 (Travel Directive).

1. **Identify travel costs in contract.** The authority to enter into commercial contracts is contained in Reference A. The rates and allowances to be reimbursed for NATO business travel are stipulated in Reference B, as adopted by NCSA. Travel expenses must be treated as an amount payable under the contract for services rendered. All travel expenses payable should be specified and the costs should be included as part of the overall cost of the contract. Only original receipts will be accepted from contractors; photocopies of hotel bills, air tickets, etc. are not claimable.

2. **Amounts payable.** Where a contract specifies that "travel is in accordance with the ACO *Travel Directive 60-50*", it refers strictly to the negotiated allowances, rates, private vehicle etc specified in document, and to those policy provisions referring to "travellers" rather than those referring to "employees". It is a NCSA P&C's responsibility to inform contractors (and those bidding on contracts) of the current NATO rates and allowances.

3. **Air fares.** In an effort to contain costs, NCSA P&C will reimburse contractors for fares up to full-fare economy only. Contractors are required to seek the lowest possible airfares, including charters and other discounts for each trip, and to book immediately upon travel approval, in order to take advantage of the lowest fares. NCSA P&C retains the right to limit the reimbursement of the air portion when the lowest appropriate fare is not obtained. Upgrades to business or first class may be personally paid by the contractor or its employees, where this is allowed under company policy.

4. **Private motor vehicles.** Contractors and their employees who use a private motor vehicle are entirely responsible for the management and underwriting of risk pertaining to the operation of the vehicle. Insurance premiums are paid by the contractor or its employee and are not reimbursed other than through the payment of the kilometric allowance. This mode of travel is only permitted when cost-effective in relation to commercial transportation.

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5. **NATO-leased and NATO-owned vehicles.** Contractor employees may drive or travel as passengers in NATO-leased vehicles when covered by the insurance for those vehicles. Contractor employees shall not drive NATO-owned vehicles because of the legal risks involved. Likewise, travel of contractor employees in NATO-owned vehicles as passengers should be minimized for the same reason. If they are exceptionally authorized to do so, it is with the knowledge that NATO self-insures for vehicles and that insurance protection is not provided for either the driver, the passenger, or the vehicle.

6. **Insurance.** Certain insurance benefits are part of employees' compensation package, but it is the financial responsibility of contractors to cover the cost of insurance, such as, for cars, accidents, sickness, airline travel and immunizations.

7. **Reimbursement of costs.** Normally, contractors shall make their own travel arrangements. Arrangements may be made through private travel agents or directly with suppliers. In such cases the contractor is expected to pay for all travel and related living expenses personally and subsequently invoice NCSA P&C for reimbursement. NCSA P&C shall not pay the suppliers of travel and related services (hotel, air, etc.) directly, but will reimburse the company for appropriate costs incurred. Contractors are expected to use moderately priced hotels, and they risk partial reimbursement of actual costs should claims be for unreasonably high-priced accommodation. As far as Per Diem is concerned, NATO will reimburse in accordance to the rates and allowances in the ACO Travel Directive.

8. **NATO booking of transportation.** As an exception to the rule above, when determined to be practical by NCSA, reservations for transportation may be arranged through the local NATO Transportation Office. When NCSA makes the travel arrangements, the transportation expenses will be booked and paid through the NATO travel services. To use the transportation office services, the contractor is to fill out a NATO Travel Request. The request will be annotated "contractor travel". The NATO supervisor of the contractor will sign the travel request, and then pass it through the normal approval chain in their division. The divisional fund manager will annotate the budget to be charged, which will be the same budget which funds the contractor, and will commit funds to CISI 723212, Other Personnel Travel. The travel office will book and pay for the travel.

9. **Travel advances.** Contractors shall not be provided with a travel advance as this is one of their normal business expenses. Contractors are expected to fund their own travel expenses and bill NCSA following the trip, within the terms of the appropriate travel provisions and the level of travel funds authorized within the terms of the contract. NCSA P&C can approve a limited advance, only in highly exceptional circumstances where the contractor is in the unusual situation of being unable to finance the trip.

10. **Business and personal travel.** When contractor employees combine NATO business travel with either personal or business travel for other clients, the travel expenses must be appropriately apportioned. Additional travel costs pertaining to indirect routings and stopovers, or extensions at work location(s) will be paid by the contractor.

11. **Contracting Officer Approval.** The Contracting Officer Technical Representative (COTR) shall submit the travel request directly to the company. Contracting Officer approval is not required for an existing contract unless the total amount payable under the service contract for the specific travel is greater than the financial commitment established

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in the contract. The COTR is normally the supervisor of the contractor, and receives a document stipulating the terms of the contract, including travel. If the document stipulates travel, this is all the COTR requires to approve travel for the contractor.



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