



November 20, 2020

From: Austal USA Supply Chain
To: All Suppliers
Subj: Travel Reimbursement Policy – SEC-W Subcontractors
Ref: FAR 31.205-46 and the Joint Travel Regulations (JTR)
Enclosure: Supplier Expense Report Template

Dear Supplier,

Effective immediately, all travel by the supplier on behalf of Austal USA for SEC-W contracts will require submission of the attached Supplier Expense Report. Please read the instructions tab carefully before entering your expenses. A few items to emphasize:

- All incurred travel costs shall be in accordance with [FAR 31.205-46](#) and the [Joint Travel Regulations \(JTR\)](#)
- Allowable travel expense reimbursement will only be accepted via the Supplier Expense Report
 - All receipts must be scanned and pasted to the applicable tab of the submitted file
 - No loose documents will be accepted
 - All scanned receipts must be legible and readable, clearly showing the company, services rendered, and amount
 - Failure to submit documentation as required will result in the return of your invoice and payment delays
 - An expense report file for each traveler must be submitted at the same time the invoice is sent to AUSA

If you have any questions regarding the process or attached guidance, please contact your Purchasing representative.

Thank you for your attention to this matter.

Respectfully,

A handwritten signature in cursive script that reads "Carey Uhle".

Carey Uhle
SCM Compliance Manager