

Employee Instructions

Please complete and submit this form along with proof of permanent and temporary residence within 21 days of employment. Forms may be turned in during onboarding or on site after completion of the onboarding class.

I certify, under penalty of law, that the following statements are truthful, accurate, current, and complete:

- I understand that this form is valid for one (1) year and I must recertify annually.
- If either of my residences change after submittal of this form, I will complete and submit a recertification form.
- My **permanent residence** is located 50 or more road miles from the Y-12 New Hope Center, 602 Scarborough Road, Oak Ridge, TN 37830.
- I continue to pay expenses for the upkeep and maintenance of my **permanent residence**.
- I do not rent or lease any part of my **permanent residence** to another person.
- For purposes of working at UPF, I have obtained a local **temporary residence** which is less than 50 miles from the Y-12 New Hope Center and I have additional living expenses for this local **temporary residence**.
- I certify that I am living at the local **temporary residence** while working at UPF and I am not commuting daily from my permanent residence.
- If I share my **temporary residence** with my spouse or domestic partner, I certify that they are not also receiving the traveler incentive.
- If I am renting from a family member¹, I will disclose the nature of the relationship and provide contact information.

¹Family members include: parent, step-parent, parent-in-law, grandparent, aunt, uncle, brother, sister, half-brother, half-sister, cousin, niece, nephew, brother-in-law, sister-in-law, daughter-in-law, son-in-law, spouse, child, step-child, and grandchild.

Initial Certification

- I must provide the following proof for both my permanent and temporary residences:
NOTE: If residency documents are addressed to another individual, you must present documentation, such as a marriage license, to explain your relationship to the individual to whom the residency documents are addressed.
- Permanent Residence:
 - For a rented or leased residence:
 - A current rental/lease agreement signed by the lessee and lessor; AND
 - Proof of the last rent/lease payment.
 - Cash withdrawals and hand-written receipts other than those from a "Receipt Book" or similar professional ledger will not be accepted.
 - Receipt book receipts must be accompanied with proof of verified payment (Verifiable forms of payment include cancelled check, Venmo, Cash App, Pay Pal, Zelle, etc).
 - Rent payments must specify it is for rent with the address and landlord contact information. Receipts completed by the employee will not be accepted. If you are renting from a family member, confirmation of the financial transaction other than a hand written receipt must be provided (i.e., cancelled check, electronic verification receipt, etc.); AND
 - If utilities are not included in rent/lease, provide a copy of a recent utility bill (gas, water, electric, etc.)
 - For an owned residence:
 - Prior month's mortgage statement OR a copy of the property deed with tax records in your name; AND
 - Copy of a recent utility bill (gas, water, electric, etc.) in your name, your spouse's name, or your domestic partner's name.
 - If you do not have a utility bill, you may provide a government-issued document, such as a driver's license or tax document, with the same address as your permanent residence.

Initial Certification

- Temporary Residence:
 - For a rented or leased residence:
 - A current rental/lease agreement signed by the lessee and lessor; AND
 - Proof of the last rent/lease payment.
 - Cash withdrawals and hand-written receipts other than those from a "Receipt Book" or similar professional ledger will not be accepted.
 - Receipt book receipts must be accompanied with proof of verified payment (Verifiable forms of payment include cancelled check, Venmo, Cash App, Pay Pal, Zelle, etc).
 - Rent payments must specify it is for rent with the address and landlord contact information. Receipts completed by the employee will not be accepted; If you are renting from a family member, confirmation of the financial transaction other than a hand written receipt must be provided (i.e., cancelled check, electronic verification receipt, etc.); AND
 - If utilities are not included in rent/lease, provide a copy of a recent utility bill (gas, water, electric, etc.).
 - For a hotel:
 - For Hotels used as temporary, you must present the folio report from the hotel for the entire most recent prior month to verify # of nights stayed meets program requirements. A mixture of partial month hotel stays and commuting is not allowed.

Google Map Verification:

- A Google map print out should be submitted for both the primary and secondary address listed to determine program mileage parameters for program eligibility. (Primary and secondary distance printouts from New Hope Center, 602 Scarboro Rd, Oak Ridge, TN 37830 are required for approval)

Permanent Residence Address:

Google Maps Road miles from permanent residence to Y-12 New Hope Center: _____

Temporary Residence Address:

Google Maps Road miles from temporary residence to Y-12 New Hope Center: _____



**CNS Uranium Processing Facility (UPF)
Traveler Incentive Eligibility Certification Form**

Initial Certification

I understand and acknowledge that any false statements made on this document or in the documents I provide to receive the traveler incentive will result in severe discipline, up to and including termination of employment and will be reported to the proper government authorities.

I understand and agree that I will repay CNS for any traveler incentive funds that I received based on false information provided to CNS.

By signing below, I certify, under penalty of law, that the representations and certifications included in this form are truthful, accurate, current, and complete.

Printed Name of Employee

Phone Number

Signature of Employee

Badge Number

Date

Disclosure of Family Member

Family includes individuals who are related by blood, marriage, or adoption including the following relationships: parent, step-parent, parent-in-law, grandparent, aunt, uncle, brother, sister, half-brother, half-sister, cousin, niece, nephew, brother-in-law, sister-in-law, daughter-in-law, son-in-law, spouse, child, step-child, and grandchild,

I am not renting from a family member for either permanent or temporary residence.

I am renting from a member of my family Permanent Residence Temporary Residence

Name and Nature of Relationship

Phone Number

I understand and acknowledge that any false statements made on this document or in the documents I provide to receive the traveler incentive will result in severe discipline, up to and including termination of employment and will be reported to the proper government authorities.

I understand and agree that I will repay CNS for any traveler incentive funds that I received based on false information provided to CNS.

I understand and acknowledge that both myself and my related party could be criminally liable in the event of misuse.

By signing below, I certify, under penalty of law, that the representations and certifications included in this form are truthful, accurate, current, and complete.

Signature of Employee

Badge Number

Date



**CNS Uranium Processing Facility (UPF)
Traveler Incentive Eligibility Certification Form**

Initial Certification

To be completed by CNS-UPF Labor Relations:

Collected by

Badge Number

Date

Approved: Not Approved:

Badge Number

Date

Google Maps road miles from permanent residence to Y-12 New Hope Center: _____

Google Maps road miles from temporary residence to Y-12 New Hope Center: _____