EXHIBIT B
REIMBURSABLE GUIDELINES FOR
STANDARD AGREEMENT BETWEEN OWNER AND DESIGN PROFESSIONAL

A. TRAVEL EXPENSES (when authorized):

1. **Automobile Mileage**: IRS allowable reimbursement rate for current calendar year.

2. **Air Travel:*** / ** Coach class fare only. (Flight insurance, seat upgrades are not reimbursable.)

3. **Rental Automobile:*** / ** Rental cost for Mid-sized car or smaller, including fuel costs. (Additional items such as GPS, satellite radio, etc. are not reimbursable.)

4. **Taxi, Airport Shuttle**: Actual cost including gratuity.

5. **Parking**: Actual cost. For metered parking provide date, location and cost. (Valet parking is not reimbursable.)

B. PER DIEM EXPENSES (when authorized):

1. **Lodging**: Maximum $120.00 per day, including state and local taxes.

2. **Meals**: Maximum $31.00 per day, including gratuity, state and local taxes. (Alcohol is not reimbursable.)

C. PRINTING EXPENSES:

1. **Design Documents, Construction Documents or Final Reports**: No reimbursement. Vendor shall use Owner’s printing vendor for all documents.

2. **Correspondence, check prints, copies, etc.**: No reimbursement.

D. FAX & PHONE EXPENSES: No reimbursement.

E. POSTAGE & DELIVERY EXPENSES: No reimbursement.

* Itemized receipts required

** See Travel Information Advisory form for additional details

Expenses shall be submitted using the University’s Reimbursable Expense Worksheet