

REIMBURSABLE GUIDELINES FOR  
AGREEMENT BETWEEN OWNER AND DESIGN PROFESSIONAL / CONSULTANT

A. TRAVEL EXPENSES (when authorized):

1. Automobile Mileage: IRS allowable reimbursement rate for current calendar year.
2. Air Travel: \*/ \*\* Coach class fare only. To obtain the lowest fare, tickets should be purchased at least 14-21 days in advance of travel whenever possible. (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 \$96.00 per day, including state and local taxes.
2. Meals: \*\* Maximum \$55.00 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