

**REIMBURSABLE GUIDELINES FOR
AGREEMENT BETWEEN OWNER AND DESIGN PROFESSIONAL / CONSULTANT**

A. TRAVEL EXPENSES (when authorized):

1. Automobile Mileage: Current IRS reimbursement rate allowable for travel date.
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 Standard/Midsize 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. MAXIMUM DAILY ALLOWANCES (when authorized):

1. Lodging: * / ** Up to maximum allowable per travel date, including state and local taxes.
2. Meals: * / ** Up to maximum daily allowance per travel date, including gratuity, state and local taxes. (Alcohol expenses are not reimbursable, including associated tax & tip on alcohol item.)

Please visit <https://ap-purchasing.fo.uiowa.edu/travel/domestic-travel> for current rates per fiscal year.

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, 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 for travel to a non-UI location/destination require additional documentation of business justification & approval received prior to date incurred.

Expenses shall be submitted using the **University's Reimbursable Expense Worksheet**, found [here](#).