

REIMBURSABLE GUIDELINES FOR
AGREEMENT BETWEEN OWNER AND DESIGN PROFESSIONAL / CONSULTANT

A. TRAVEL EXPENSES (when authorized):

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| 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):

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| 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:

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| 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](#).