REIMBURSEMENT EXPENSE GUIDELINES FOR AGREEMENT BETWEEN OWNER AND DESIGN PROFESSIONAL

A. **TRAVEL EXPENSES**
when authorized, shall follow Florida Statute 112.061

1. Automobile Mileage:	Mileage for personal vehicles only, based on Google Maps, at Statute rate of $0.445 cents per mile.
2. Air Travel: *	Non-refundable, commercial tickets for main cabin, economy, or coach seats. Higher class tickets are not reimbursable. Seat selection costs are not reimbursable.
3. Rental Vehicle: *	Compact-size vehicles only, unless justification is provided and approved detailing the necessity for a larger vehicle. (Additional items such as GPS, satellite radio, etc. are not reimbursable.) Fuel costs are reimbursable; no mileage can be claimed.
4. Taxi, Airport Shuttle: *	Actual cost, including gratuity of maximum 20%.
5. Parking: *	Actual cost. For metered parking provide date, location, and cost. (Valet parking is not reimbursable.) Long-term parking passes require prior approval.
6. Lodging: *	Location must be more than 50 miles from home office. Nightly rate, prior to taxes and fees, may not exceed $225/night. If base rate exceeds $225/night, must provide justification of the rate and obtain pre-approval from University Project Manager.
7. Meals: *	Meals for overnight travel more than 50 miles from home office. One day trips do not allow for meal reimbursement. (Alcohol expenses are not reimbursable, including associated tax and tip) Meal Allowance Rates: • Breakfast - $6 (travel begins *before* 6:00 am and extends *beyond* 8:00 am) • Lunch - $11 (travel begins *before* 12:00 pm and extends *beyond* 2:00 pm) • Dinner - $19 (travel begins *before* 6:00 pm and extends *beyond* 8:00 pm) • Maximum of $36/day. • On overnight trips, Per Diem may be claimed in lieu of meal allowance for any day that lodging is not claimed. This is typically the last day of a trip. Rates vary by return time.

B. **OTHER EXPENSES:**

1. Booklets, Presentation Material, Design Documents, Construction Documents, Final Reports, etc.*	Actual cost.

2.	Submittal Module*	Actual cost.
3.	Correspondence, copies, etc.	No reimbursement.
4.	Fax & Phone Expenses:	No reimbursement.
5.	Postage & Delivery Expenses:	No reimbursement.

* Itemized receipts required