

Exhibit G Reimbursement Schedule

Cover Sheet and Instructions

PURPOSE OF DOCUMENT:	Sets forth the conditions and bases for reimbursement for the design professional's employees' and consultants' transportation expenses in the interest of the project.				
CROSS-REFERENCES TO FACILITIES MANUAL (FM):	FM3[II]				
CONTENTS:	Cover page				
FOR USE WITH: (Not Applicable to Some Documents)		Long Form (LF)		Brief Form (MF)	Mini Form (MF)
COMPLETED BY:		Filling In		Adding Text	⊥ No Data Required
ITS USE IS:	√	Required		Optional	

Completion Instructions:

1. When completed, attach this exhibit to the Executive Agreement before issuing it to the design professional.

Modifications and Additions:

(None)

Comments:

(None)

EXHIBIT G

REIMBURSEMENT SCHEDULE

Design Professional will be reimbursed actual expenditures (up to the maximum limit) in accordance with the following reimbursement schedule only when said expenditures are authorized in writing in advance by University, and only when paid invoices, receipts or other proof of payment is submitted:

Item	Description	Maximum Limit
Mileage	Non-rented car	Current Rate*
Per diem	Daily meal and incidental expenses (for periods in excess of 24 hours)	\$64.00**
Air Fare	Refundable ticket, coach, roundtrip	As approved in advance by University
Rental car	Rented car	As approved in advance by University
Hotel	Lodging expenses must be supported by original itemized receipts, regardless of the amounts incurred, and must be reasonable for the locality of travel	

* The mileage reimbursement rate is the standard rate for automobiles published by University in Business & Finance Bulletin G-28, "Policy and Regulations Governing Travel," as may be adjusted from time to time by University. Said rate is currently 58.5 cents/mile.

** For travel of less than 24 hours, Meals and Incidental Expenses ("M&IE") shall not be reimbursed unless the travel includes an "overnight stay" as supported by a lodging receipt. For domestic travel, reimbursement is limited to the actual cost of lodging. Actual M&IE shall be reimbursed up to a maximum of \$64.00 for the entire trip. An exception to the overnight stay requirement may be allowed when the traveler incurs a meal expense as part of a business meeting and must be substantiated as specified in advance by University.

Transportation, lodging, per diem and related expenses for travel between Design Professional's offices and travel between offices of Design Professional and offices of its consultants are not reimbursable. Transportation expenses shall be paid on the same basis and shall be subject to the same conditions as those in effect for employees of University. These expenses shall not be compensable unless authorized, in writing, in advance by University.

REPRODUCTION, POSTAGE, AND MISCELLANEOUS EXPENSES:

Expenses for printing, reproductions, postage, handling and delivery for documents, reports, surveys, drawings, and other materials, excluding reproductions for office use by Design Professional and its consultants and postage and delivery for transmittals between Design Professional's offices or between Design Professional and its consultants.