

### **BPCA Design Consultant Direct Reimbursable Expenses Policy**

Direct reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses (supported by receipts or other verifiable records deemed acceptable to BPCA) reasonably incurred by the Consultant and the Consultant's consultants directly related to the Project, as follows:

1. Necessary transportation to attend meetings and visit job site(s) and pre-authorized out-of-town travel and subsistence; Private transportation shall be reimbursed at the IRS standard mileage rate in effect at the time of travel;
2. Unless otherwise included in the contract fee and with advance approval of BPCA, fees paid for securing approval of authorities having jurisdiction over the Project;
3. Printing, reproductions, and plots;
4. Postage, handling and delivery;
5. Renderings, models, mock-ups, professional photography, and presentation materials requested by BPCA;
6. Other Project-related expenditures or sub-consultant fees not otherwise referenced above or included in the contract fee which are approved in advance and in writing by BPCA.

For direct reimbursable expenses, the costs must be reasonable and compensation shall be the expenses incurred by the Consultant and the Consultant's consultants without addition or mark-up.