

**CONSULTANT CONTRACTS - REIMBURSABLE MATRIX**

December 12, 2012

	REIMBURSABLE	NOT REIMBURSABLE	NEGOTIABLE	COMMENTS
Parking		X		
Mileage		X		Mileage is not reimbursable regardless of distance.
Travel Time		X		
Computer Time		X		
Project Equipment			X	The City may require equipment to be purchased and used during the project. The City will take possession of the equipment at the designated time in the project.
In-house Copies		X		No internal photocopy cost may be submitted for reimbursement.
In-house Blueprints		X		No internal blueprint cost may be submitted for reimbursement.
Blueprints (outside source)	X			Only reimbursable with receipt.
Office Supplies		X		
Computer software and licenses			X	If the ultimate user and owner will be the City and the project warrants the particular software, the software can be a reimbursable.
Final Mylars		X		The cost is included within the proposal, not as a reimbursable.
Plot Time		X		
Faxes		X		
Postage		X		Postage will only be reimbursed if the City authorizes the consultant to send information to various entities not at City locales.
Travel-including the following: meals plane tickets hotel rental cars			X	Prior authorization from City is required.
Photographs (developing)	X			Consultant should include as a line item in proposal. Only reimbursable with receipt.
Subconsultants	X			There will be no mark-ups on subconsultants.