

AOC Travel and Living, Reimbursable Expenses Policy and Guidelines

Compensation for Travel and Living Expenses:

Contractor shall be compensated according to the following AOC Policy for Compensation for Travel and Living Expenses:

The State shall reimburse Contractor for actual and reasonable transportation, meals, and lodging expenses actually incurred by Contractor's and its Subcontractor's employees in the course of their performance of the Work, but subject to the following:

If air transportation is authorized, the State will reimburse Contractor only at the actual cost incurred. All air transportation is limited to coach fares and must be booked a minimum of fourteen (14) Days prior to travel, unless the Project Manager agrees to a shorter period in writing in advance of the travel.

If overnight lodging expense is authorized, in accordance with the California Victim Compensation and Government Claims Board (formerly State Board of Control) guidelines, the State will reimburse Contractor only (i) for hotel room rental at the actual cost not to exceed **\$110.00** per Day, plus occupancy tax and/or energy surcharge; and (ii) for meals, at the actual cost not to exceed the following maximum amounts per person per Day: breakfast-**\$6.00**; lunch-**\$10.00**; dinner-**\$18.00**; and incidentals-**\$6.00**.

If private vehicle ground transportation expense is authorized, the State will reimburse Contractor at **\$0.485** cents per mile.

The State is not obligated to pay for, and Contractor shall not invoice for any hours of non-production work expended by the Contractor or its Subcontractor's employees that are spent traveling to or from the location where the Work is performed.

Travel and Living Expenses shall be billed to the State at Contractor's actual cost, including any discounts or rebates accorded to Contractor or its Subcontractors, and are not subject to any markup, fee, or other charge.

Compensation for Reimbursable Expenses:

If a Contractor is to be compensated for Reimbursable Expenses, Contractor shall be compensated as follows:

Reimbursable Expenses shall be limited to extraordinary costs incurred by the Contractor in pursuit of the Work, and only when approved in advance and in writing by the State's authorized Project Manager.

Reimbursable expenses are limited to itemized expenses for goods or services necessary to the performance of the Work and actually incurred by Contractor and or its Subcontractors or their respective employees in the performance of the Work.

Reimbursable Expenses shall be billed to the State at Contractor's or its Subcontractor's actual cost, including any discounts or rebates accorded to Contractor or its Subcontractors, and are not subject to any markup, fee, or other charge.

