University of Notre Dame

Office of the University Architect

Consultant's Expense Policy

The following policy is to be used for the engagement of all consultants by the Office of the University Architect to perform professional services. This policy will distinguish the difference in appearance of a consultant's invoice for a "lump sum" contract versus an hourly basis contract, discuss the required supporting documentation for an invoice, and detail the University's policy for reimbursable expenses.

Lump Sum Consulting Agreements

Fixed Professional Fees

For contracts with fixed professional fees, a consultant's monthly invoice should show the percentage completed for each task of the contract. The University's project manager is responsible for assessing the validity of the percentage completed. The dollars invoiced for a particular line item will reflect the percentage completed for that particular task.

In some cases sub-consultant fees are included in the fixed fee portion of an invoice. In this circumstance, a separate line item should appear in the fixed fee portion of the invoice with the corresponding dollar amount stated in the contract and a copy of the subconsultant invoice attached as supporting information.

Invoice Format

To assure during the duration of the project that the consultant and the University agree on the contract dollar amount and project-to-date professional fees, the consultant's invoice to the University should include the following:

> Contract Professional Fees- This shall be the dollar amount specified in the contract for professional fees, adjusted for any amendments to the contract. If the contract specifies dollar amounts for specific phases, then each phase along with the corresponding dollar amount should be referenced on the invoice.
>
> Project-to-Date Fees- This will show the project-to-date professional fees incurred from the inception of the contract through the current billing period.
>
> Prior Month Project-to-Date Fees- This will indicate the project-to-date professional fees that appeared on the previous month's consultant's invoice.
>
> Current Month Fees- This will equal the Project-to-Date Professional Fees minus the Prior Month Project-to-Date Professional Fees. This should be calculated for each phase.

Attachment #1 represents the invoice and detail format required for lump sum contracts.

University of Notre Dame
Office of the University Architect
Invoice Format for Lump Sum Contract

Attachment # 1

Summary Format

Example

Task	Contract $	Percent Complete	Project-to-Date Fees	Prior Month Project-to-Date Fees	Current Month Fees
Preliminary Consultation	$27,500.00	100%	$27,500.00	$27,500.00	$0.00
Schematic Design	$55,000.00	75%	$41,250.00	$35,500.00	$5,750.00
Design Development	$137,500.00	50%	$68,750.00	$50,000.00	$18,750.00
Construction Documents	$192,500.00	40%	$77,000.00	$63,000.00	$14,000.00
Constuction Administratio	$137,500.00	35%	$48,125.00	$23,000.00	$25,125.00
Sub-Consultants	$31,000.00	50%	$15,500.00	$12,500.00	$3,000.00
Subtotal	$581,000.00		$278,125.00	$211,500.00	$66,625.00

Reimbursable Expenses	
Copy Service	$1,542.27
Lab Services	$1,454.29
Phone/Fax	$90.82
Photos	$655.18
Postage	$253.97
Reproductions	$106.65
Sub-consultant	$34,857.67
Travel	$1,250.00
Subtotal Reimbursable Expenses	$40,210.85

Total Invoice Amount $106,835.85

University of Notre Dame
Office of the University Architect
Invoice Format for Lump Sum Contract

Detail Format

Example

Reimbursable Expenses:

Category	Vendor	Description	Date Incurred	$
Copy Service	Quick Copy Service	Copies of letter to contractors.	03/05/01	$1,542.27
Lab Services	Acme Lab	Test soil samples	03/10/01	$954.29
Lab Services	Acme Lab	Test concrete samples	03/07/01	$500.00
Phone/Fax	AT & T	Conference call to discuss contract.	03/11/01	$90.82
Photo Shop	1 Hour Photo	Development of photos of completed structure.	03/10/01	$455.18
Photo Shop	1 Hour Photo	Film purchase for photos of completed structure.	03/10/01	$200.00
Postage	Federal Express	Shipping of contract revisions to owner.	03/05/01	$25.67
Postage	Federal Express	Ship blueprints to contractor.	03/06/01	$100.00
Postage	Federal Express	Ship blueprints to contractor.	03/07/01	$100.00
Postage	UPS	Send letter to subcontractors.	03/05/01	$14.15
Postage	UPS	Send letter to owner.	03/05/01	$14.15
Reproductions	XYZ Blueprint Service	Copy blue prints of exterior.	03/10/01	$56.65
Reproductions	XYZ Blueprint Service	Copy blue prints of north wall.	03/11/01	$50.00
Sub-consultant	XYZ Engineering, Inc.	Travel expenses to confer with contractor.	03/24/01	$15,757.62
Sub-consultant	ABC Engineering	Review structure changes.	03/24/01	$14,000.05
Sub-consultant	DEF Acoustical	Travel to site to review acoustical material.	03/24/01	$5,100.00
Travel	John Doe	Travel expenses for document review meeting.	03/06/01	$350.00
Travel	Bill Smith	Travel expenses for document review meeting.	03/06/01	$500.00
Travel	Mary Jones	Travel expenses for document review meeting.	03/06/01	$400.00
Reimbursable Expenses				$40,210.85

Hourly Fee Consulting Agreements

Hourly Fees

Contracts based on an hourly fee for services rendered to the University should include a listing of the consultant's current labor rates for each job type that will perform services for the University. The labor rates that are used on a consultant's invoice must agree with the labor rates presented in the contract. Consultants will need to seek approval in writing from the University before submitting invoices with hourly labor rates that deviate from the contract.

Invoice Format

The invoice format for an hourly fee based contract will consist of a summary of hours and dollars on the invoice as well as an attached detailed report. The invoice will be a summary of individual hours and dollars by name and job title for hours worked during the billing period. The detailed report will provide support to the hours and dollars summarized on the invoice. The detail will consist of the employee's name, job title, work performed, date, labor rate, hours, and dollar amount. Note that the detail for hours worked must be for each day. The report will be subtotaled by each employee that charged hours to the project during the current billing period. The hours on the detail page should be totaled and match the total hours for each employee that appears on the invoice.

Attachment #2 represents the invoice and detail format for an hourly fee based contract.

University of Notre Dame **Attachment # 2**

Office of the University Architect

Invoice Format for Hourly Based Consultant

Summary Format

Example

Hourly Fee Charges:

Name	Title	Rate	Hours	Amount
John Doe	Principal	$155.00	4.50	$697.50
John Smith	Principal	$155.00	15.00	$2,325.00
Bill Doe	Sr. Cons.Eng/Arch	$135.00	25.00	$3,375.00
Bill Smith	Sr. Eng/Arch	$100.00	45.00	$4,500.00
Mary Jones	Sr. Eng/Arch	$100.00	35.00	$3,500.00
Bill Williams	Eng/Arch III	$75.00	55.00	$4,125.00
Bob Jones	Eng/Arch III	$75.00	4.50	$337.50
Mary Miller	Eng/Arch III	$75.00	0.50	$37.50
Tim Robertson	Sr. Tech	$69.00	43.00	$2,967.00
Sally Rivers	Eng/Arch II	$65.00	35.00	$2,275.00
Jeff Lake	Tech III	$55.00	38.00	$2,090.00
Mike Jones	Tech II	$45.00	22.50	$1,012.50
Jane Doe	Tech II	$45.00	8.50	$382.50
Mary Doe	Tech II	$45.00	49.50	$2,227.50
Subtotal Hourly Fees			381.00	$29,852.00

Reimbursable Expenses

Copy Service	$1,542.27
Lab Services	$1,454.29
Phone/Fax	$90.82
Photos	$655.18
Postage	$253.97
Reproductions	$106.65
Sub-consultant	$34,857.67
Travel	$1,250.00
Subtotal Reimbursable Expenses	$40,210.85

Total Invoice Amount $70,062.85

University of Notre Dame
Office of the University Architect
Invoice Format for Hourly Based Consultant

Detail Format

Example

Hourly Fee Charges:

Name	Title	Work Performed	Date	Rate	Hours	Amount
John Doe	Principal	Confer with staff and review drawing preparation.	03/05/01	$155.00	1.00	$155.00
John Doe	Principal	Prepare document review and confer with staff.	03/06/01	$155.00	2.00	$310.00
John Doe	Principal	Consult on drainage concept evaluations for concourse; research drainage systems for trench drain application.	03/08/01	$155.00	1.50	$232.50
Subtotal-John Doe					4.50	$697.50
John Smith	Principal	Review and edit field note transcript. Review post grout labortoratory fee. Review contract issues and discuss with ABC.	03/05/01	$155.00	6.00	$930.00
John Smith	Principal	Begin preparation for meeting with the general contractor. Supply the subcontractor with the appropriate prints.	03/06/01	$155.00	7.00	$1,085.00
John Smith	Principal	Discuss requested file materials and gather for copying. Review intermediate addition plans with subcontractors.	03/08/01	$155.00	2.00	$310.00
Subtotal-John Smith					15.00	$2,325.00
Bill Doe	Sr. Cons.Eng/Arch	Design structure and construction sequencing.	03/05/01	$135.00	9.00	$1,215.00
Bill Doe	Sr. Cons.Eng/Arch	Discuss field issues with ABC and resolve.	03/06/01	$135.00	10.00	$1,350.00
Bill Doe	Sr. Cons.Eng/Arch	Perform calculations for design sections.	03/08/01	$135.00	6.00	$810.00
Subtotal-Bill Doe					25.00	$3,375.00
Bill Smith	Sr. Eng/Arch	Discuss project details for individual repairs.	03/05/01	$100.00	9.00	$900.00
Bill Smith	Sr. Eng/Arch	Review calculations and discuss the status of the project with senior management.	03/06/01	$100.00	9.00	$900.00
Bill Smith	Sr. Eng/Arch	Drawing review and revision.	03/07/01	$100.00	9.00	$900.00
Bill Smith	Sr. Eng/Arch	Review detailing for masonry wall.	03/08/01	$100.00	9.00	$900.00
Bill Smith	Sr. Eng/Arch	Drawing review and revision. Check calculations.	03/09/01	$100.00	9.00	$900.00
Subtotal-Bill Smith					45.00	$4,500.00
Mary Jones	Sr. Eng/Arch	Discuss project details for individual repairs.	03/06/01	$100.00	6.00	$600.00
Mary Jones	Sr. Eng/Arch	Review calculations and discuss the status of the project with senior management.	03/07/01	$100.00	8.00	$800.00
Mary Jones	Sr. Eng/Arch	Drawing review and revision.	03/08/01	$100.00	8.00	$800.00
Mary Jones	Sr. Eng/Arch	Review detailing for masonry wall.	03/09/01	$100.00	6.00	$600.00
Mary Jones	Sr. Eng/Arch	Drawing review and revision. Check calculations.	03/10/01	$100.00	7.00	$700.00
Subtotal-Mary Jones					35.00	$3,500.00
Bill Williams	Eng/Arch III	Field observation of repair work.	03/05/01	$75.00	11.00	$825.00
Bill Williams	Eng/Arch III	Field observation of repair work.	03/06/01	$75.00	11.00	$825.00
Bill Williams	Eng/Arch III	Field observation of repair work.	03/07/01	$75.00	11.00	$825.00
Bill Williams	Eng/Arch III	Field observation of repair work.	03/08/01	$75.00	11.00	$825.00
Bill Williams	Eng/Arch III	Field observation of repair work.	03/09/01	$75.00	11.00	$825.00
Subtotal-Bill Williams					55.00	$4,125.00
Bob Jones	Eng/Arch III	Field observation of repair work.	03/10/01	$75.00	4.50	$337.50
Subtotal-Bob Jones					4.50	$337.50
Mary Miller	Eng/Arch III	Field observation of repair work.	03/10/01	$75.00	0.50	$37.50
Subtotal-Mary Miller					0.50	$37.50
Tim Robertson	Sr. Tech	Inspect and measure beam & cylinder samples.	03/05/01	$69.00	9.00	$621.00
Tim Robertson	Sr. Tech	Project discussion and work site.	03/06/01	$69.00	9.00	$621.00
Tim Robertson	Sr. Tech	Test thichness of concrete.	03/07/01	$69.00	9.00	$621.00
Tim Robertson	Sr. Tech	Package hollow core samples for storage	03/08/01	$69.00	8.00	$552.00
Tim Robertson	Sr. Tech	Update joint measurement database.	03/09/01	$69.00	8.00	$552.00
Subtotal-Tim Robertson					43.00	$2,967.00

Name	Title	Work Performed	Date	Rate	Hours	Amount
Sally Rivers	Eng/Arch II	Work on model.	03/05/01	$65.00	7.00	$455.00
Sally Rivers	Eng/Arch II	Analyze shear walls.	03/06/01	$65.00	7.00	$455.00
Sally Rivers	Eng/Arch II	Design frame connection.	03/07/01	$65.00	7.00	$455.00
Sally Rivers	Eng/Arch II	Work on model.	03/08/01	$65.00	7.00	$455.00
Sally Rivers	Eng/Arch II	Analyze shear walls.	03/09/01	$65.00	7.00	$455.00
Subtotal-Sally Rivers					35.00	$2,275.00
Jeff Lake	Tech III	Worked on drawings and started to setup new drawings.	03/05/01	$55.00	10.00	$550.00
Jeff Lake	Tech III	Worked on drawing details.	03/06/01	$55.00	9.00	$495.00
Jeff Lake	Tech III	Revised the plans and details for structure.	03/08/01	$55.00	8.00	$440.00
Jeff Lake	Tech III	Print out a final set of drawings	03/09/01	$55.00	11.00	$605.00
Subtotal-Jeff Lake					38.00	$2,090.00
Mike Jones	Tech II	Recording core locations.	03/05/01	$45.00	11.00	$495.00
Mike Jones	Tech II	Revisions to column & anchor bolt layout design	03/06/01	$45.00	6.50	$292.50
Mike Jones	Tech II	Prepare and gather tools and equipment for sampling.	03/09/01	$45.00	5.00	$225.00
Subtotal-Mike Jones					22.50	$1,012.50
Jane Doe	Tech II	Cut, clean, and prep metal conduit.	03/09/01	$45.00	8.50	$382.50
Subtotal-Jane Doe					8.50	$382.50
Mary Doe	Tech II	Recording core locations.	03/05/01	$45.00	10.00	$450.00
Mary Doe	Tech II	Recording core locations.	03/06/01	$45.00	12.00	$540.00
Mary Doe	Tech II	Recording core locations.	03/07/01	$45.00	10.00	$450.00
Mary Doe	Tech II	Revisions to column & anchor bolt layout design	03/08/01	$45.00	11.00	$495.00
Mary Doe	Tech II	Prepare and gather tools and equipment for sampling.	03/09/01	$45.00	6.50	$292.50
Subtotal-Mary Doe					49.50	$2,227.50
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Reimbursable Expenses:

Category	Vendor	Description	Date	$
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Postage	Federal Express	Shipping of contract revisions to owner.	03/05/01	$25.67
Postage	Federal Express	Ship blueprints to contractor.	03/06/01	$100.00
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Travel	Mary Jones	Travel expenses for document review meeting.	03/06/01	$400.00
Subtotal Reimbursable Expenses				$40,210.85

Total Invoice Amount $70,062.85

Reimbursable Expenses

Outside Architects and other consultants shall be entitled to reimbursable expenses incurred in the interest of a project performed for the University. Reimbursable expenses shall be paid for the actual amounts expended on behalf of a project which can be verified by paid receipts, canceled checks, or such other written forms of proof of payment. If a sub-consultant's fee is determined to be part of the reimbursable portion of the contract then the dollar amount of the sub-consultant's invoice should be listed under the reimbursable section of the consultant's invoice and a copy of the sub-consultant's invoice must accompany the consultant's invoice.

Reimbursable expenses include the following items:

-The fees of sub-consultants.
-The reasonable and necessary transportation and living expenses incurred in traveling.*
-The cost and expense of reproduction.
-Postage and handling of drawings.
-The cost of construction and transportation of models.
-The cost of preparation and transportation of color renderings.
-The cost of photo development.
-The cost of electronic project models.
-Long distance telephone/fax.

Any additional items not listed above must be approved in writing by the University.

*Reimbursement for travel expenses will follow the policy established by the University. The University will reimburse for reasonable travel, meals, lodging and out-of-pocket expenses incurred in the transaction of University business. That policy requires receipts for all meals. It also requires receipts for all other expenses over $25.

The following are considered acceptable travel expenses:

-Airline tickets.(lowest priced nonstop coach class airfare available)
-Lodging.
-Taxi/cab fare.
-Parking/tolls.
-Meals.(must list names, position, and organization)
-Rental cars.(mid-size 4 door vehicle or smaller)
-Actual auto fuel costs.
-Mileage(miles driven in personal car times mileage rate(should not be higher than the rate established by the Internal Revenue Service))

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When possible, consultants that come to campus for business should stay at the Morris Inn(574-631-2000). Consultants will pay the hotel bill and then submit the bill for reimbursement on their next invoice.

The following are expenses not reimbursable by the University:

-Upgrades—air, hotel or car rental.
-Personal expenses such as movies, snacks, haircuts, reading material, toiletries, etc.
-Transportation costs of any kind from home to office and office to home.
-Liquor and entertainment expenses associated with federally funded projects.
-Portion of air travel, train travel, auto rental, mileage, hotel costs, or meals for personal use.

Reimbursable Expense Detail

Reimbursable expenses can be summarized on the invoice but must be supported by a detail page which is then supported by receipts, invoices, etc. The detail for travel expenses should be summarized by each employee's travel expense report, not by travel categories. Categories on the invoice page can include travel, reproduction costs, consultant's costs, postage, telephone/fax charges, etc. The consultant's invoice should show reimbursable expenses per the contract, actual project-to-date, and for the current billing. All reimbursable expenditures must have specific detail for each charge. If a sub-consultant's fee is determined to be part of the reimbursable portion of the contract then the dollar amount of the sub-consultant's invoice should be listed under the reimbursable section of the consultant's invoice.

Below is the detail required for some reimbursable expenses:

Sub-consultants fees- invoice from the sub-consultants.
Travel- airline ticket receipts, hotel invoices, rental car invoices, meal receipts, etc.
Reproduction- quantities reproduced along with the size of the prints.
Postage- invoice from the shipping company.
Color Renderings- invoice from sub-consultant.
Photo development- copy of invoice from the photo shop.
Long distance telephone/fax.- copies of phone bills detailing each phone call or fax.