

# Travel Expenses Reimbursement Requirements

(July 2020\_rev 8-27-20)

This document is intended to provide clarification on NDOT's requirements for reimbursement of travel expenses and outline the primary revisions to the Cost-plus-Fixed-Fee Fees and Payments Exhibit. These revisions and requirements will also be included in the other payment method exhibits. It is NDOT's intent that allowable travel expenses for Consultants be in line with the requirements for NDOT employees.

**Mileage Log:** When Consultant is seeking only reimbursement for mileage, Consultant must itemize travel on NDOT's Travel log, or include a separate mileage log which includes the following: employee name, vehicle identification, date of travel and miles driven, reimbursement rate and total expenses. The total expenses are to be shown on the invoice as a direct expense.

Consultant may submit only one receipt for each meal: breakfast, lunch, and dinner (except as provided for groceries). State will reimburse no more than \$35.00 for any meal, including tax and tip. Tips exceeding 20% will not be paid.

**Snacks:** State will not reimburse for any purchases that are not part of a meal, such as snacks, sodas, coffee, or water bottles; although, such purchases may be submitted as a meal, if all items are on a single receipt and the receipt indicates the purchases were as a meal.

Meals are not reimbursable if a meal was provided by a lodging facility or as part of a conference, official function, or event unless Consultant's employee leaves the worksite or home before meal is served, or has dietary restrictions or food allergies that prevent them from participating in the provided meal and must eat elsewhere.

Meals (including groceries) and incidental expenses will be reimbursed at actual costs not to exceed the prevailing standard daily rate as indicated on the GSA [website](#). While the GSA rates were established as per diem, NDOT is using the amount to establish a daily maximum and calculation of partial days.

**Grocery Receipts:** In lieu of eating at a restaurant, Consultant may be reimbursed for food and food service items purchased from a grocery store. Consultant shall provide the following supporting information/notes with the receipt: what items were consumed by an employee for which meal on what day. A unit price must be provided for items purchased in bulk so that Consultant can properly bill for only items that were used for meals. The dollar amounts on the receipts shall match the amounts shown on the Travel Log. These costs must be reasonable and the State reserves the right to not reimburse if it is not deemed reasonable by State. Reimbursable grocery expenses do not include non-food items, with the exception of paper/plastic plates and plastic utensils as needed to eat.

Consultant will not be reimbursed for purchasing meals for State employees. State employees are responsible for their own meals.

**Field Expenses:** Consultant must provide a breakdown of miscellaneous and field expenses and, when applicable, provide receipts.

**Extended Lodging:** When preapproved by NDOT, Consultant will be allowed to rent temporary housing in lieu of lodging near the project location and to submit itemized grocery receipts in lieu of, or in addition to, meal receipts for accommodating staff temporary assigned construction engineering duties associated with an agreement. Items which are commonly provided by motels, hotels and restaurants would **not** be eligible for reimbursement. Consultant shall submit lease documents with initial invoice showing actual lease cost to support the reimbursement amount.

NDOT now requires that time records be included with the invoices.

The updated exhibit and a full comparison of the 10/24/19 to the 8/12/20 version can be found [here](#).

-NDOT Consultant Services Team