

**Guidelines for Submission of Reimbursable Construction Phase Expenses
Construction Manager (CM Agent)**

1. The pay application process will be conducted utilizing the eznetpay® system. The Construction Manager shall submit a monthly statement in the Owner's standard format listing all compensation then due to Construction Manager, including a breakdown of Construction Manager's compensation by Fee, Costs of the Services, Reimbursable Expenses, and General Conditions Items as an attachment to the pay application in eznetpay®.
2. Expenses to be reimbursed shall be limited to those incurred in the performance of services directly attributable to the project and identified and listed in the Agreement. Any expenses other than those listed must be approved by the Owner's Representative prior to expenditure to be considered for reimbursement.
3. Reimbursable personnel expenses are limited to Direct Personnel Expense as defined in the agreement. All personnel expenses to be listed on the Iowa State University standard invoice by personnel classification, employee name, hourly rate, hours and total cost for the period listed and totaled. Reimbursement for employees paid on a salary basis but billed on an hourly basis is limited to 40 hours per week maximum.
4. Costs to be reimbursed for supplies and services are limited to actual costs, without markup.
5. Costs for items that are provided as a condition of employment or an employee's position and not directly attributable to the project should be considered a benefit and included in Direct Personnel Expense.
6. Costs for supplies and services should be totaled appropriately by category on the Iowa State University standard invoice form. A summary sheet should be attached that itemizes each expense individually and identifies the amount of the expense and the vendor/supplier to which disbursement was made. Costs should be subtotaled by category and subtotals should correspond to the amounts listed on the invoice form.
7. Records for all expenses pertinent to compensation under the Agreement must be maintained on file. Photocopies of receipts are must be included with the invoice for all expenditures \$75.00 and over.
8. Reimbursable transportation and travel expenses shall be limited to those incurred in travel on behalf of the Project. These expenses are subject to the "Guidelines for Reimbursable Transportation and Travel Expenses by Professional Consultants" available at <http://www.fpm.iastate.edu/planning/professionalconsultants/>. Costs for subsistence of personnel will not be reimbursed except in unusual or special circumstances. Requests for reimbursement of subsistence expense will not be approved unless disclosed and approved prior to the selection.
9. Records of the Construction Manager's reimbursable expenses shall be made available to the Owner upon request or shall be made available for examination by the Owner's Representative at mutually convenient times at no expense to the Owner.
10. Records of the Construction Manager's reimbursable expenses shall be kept for not less than five years after completion of services.