**09.12.2018**

Effective for contracts awarded on or after August 1, 2018, the following costs are allowable when requested by the Tollway and included in the contract. The costs are allowable when it is customary for the firm to bill for the cost and it can be itemized in the firm’s billing and accounting systems.

Per Diem (per GOVERNOR’S TRAVEL CONTROL BOARD) Up to State rate maximum

Lodging (per GOVERNOR’S TRAVEL CONTROL BOARD) Actual cost (up to State rate maximum) Lodging Taxes and Fees (per GOVERNOR’S TRAVEL CONTROL BOARD) Actual cost

Air Fare Coach Rate with 2 weeks advance purchase with

ISTHA approval

Vehicles

Mileage (per GOVERNOR’S TRAVEL CONTROL BOARD) Up to State rate maximum

Vehicle Rental (including tolls) Actual cost up to $55/day Vehicle Owned or Leased (does not include

personal vehicles, not owned by the company) (includes tolls) $65/full day, $32.50/half day (4 hours or less)

Parking Actual Cost

Tolls (Personal Vehicles only) Actual Cost

Overtime Premium portion

Shift Differential Actual cost (based on firm’s policy)

Overnight Delivery/Postage Courier Service Actual Cost

Copies of Deliverables Actual Cost

Specific Insurance – required for project Actual Cost

CADD Actual Costs (Maximum of $450.00/Mo)

Monuments – Permanent Actual Cost

Advertisements Actual Cost

1. way Radio Actual cost (Survey or Phase III only)

Telephone Usage Actual Cost (Traffic System Monitoring Only)

Web Site Actual Cost

Facility Rental for Public Meetings & Exhibits/Rendering

& AV Equipment/Transcriptions Actual Cost

Recording Fees Actual Cost

Courthouse Fees Actual Cost

Testing of Soil Samples Actual Cost

Lab Services (excluding Phase III normal construction inspection such as beam breaks, cylinder breaks,

pavement cores) Actual Cost

Equipment rental specific for project (snooper for bridge

inspection, noise meter, etc.) Actual Cost

Specialized equipment – on an as needed basis with prior

approval Actual Cost

Traffic Systems Actual Cost

Storm sewer cleaning and televising Actual Cost

Traffic control and protection Actual Cost

Aerial photography, mapping and drone usage Actual Cost

Utility exploratory trenching Actual Cost

# \*website for State Reimbursement Rates<http://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>

* + On all agreements authorization after January 1, 2005, GPS Equipment is considered a “tool of the trade.”

The number of days will be calculated as follows for extended stay \*\*- Weekly (vehicle and hotel) – Number of days on job site plus one day to travel to and from job site per week.

\*\*Extended Stay Status applies to individuals on the project over 20 Consecutive working days. The decision whether individuals will stay over the weekend will be made after the Contractor’s schedule is available and shall be made jointly by the Consultant Liaison and the Tollway project manager.

NOTES:

* + For CM contracts, beam and cylinder breaks are not reimbursable. Overtime to employees traveling to and from the site will be allowed depending on the firm’s policy and limited to the Tollway’s CM Manual allowance.