

CHAPTER 2: DESIGNER AGREEMENTS AND PAYMENTS

2. Follow the requirements of the Terms and Conditions.
 3. Postage, delivery, and other handling costs for design submittals, construction documents, and correspondence will not be reimbursed.
- I. Invoices for Travel Expenses
1. The Terms and Conditions define the conditions under which travel expenses are reimbursable in accordance with the “State Comprehensive Travel Regulations”.
 2. Travel expenses shall be itemized separately from other reimbursable expenses.
 3. Receipts for each travel expense item being reimbursed for the actual amount shall be submitted with the travel expense invoice. Do not submit receipts for travel expenses covered by the meals and incidentals daily allowance.
- J. Final Invoice
1. Provide documents required by the Terms and Conditions prior to the final request for payment.
 2. An SBC-25 Project Information Form as provided in Appendix 1 must be completed and submitted with the final Designer invoice.
 3. Invoices for all additional and reimbursable services must be submitted prior to final billing for Basic Services. For any services billed after that date, the Owner will have no obligation to pay.
- K. Automated Clearing House (ACH) Wire Transfers
- Refer to the Terms and Conditions regarding ACH requirements.

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B. Basic Services Compensated by a Multiple of Direct Expense with a Maximum Fee

To: <<Capital Project Dept. Name>>
<<SPA/University Name>>

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C. Additional Services Compensated by a Multiple of Direct Expense with a Maximum Fee

To: <<Capital Project Dept. Name>>
<<SPA/University Name>>

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D. Reimbursable Expenses for Bid Document Printing

To: <<Capital Project Dept. Name>>
<<SPA/University Name>>
<<Address Line 1>>
<<Address Line 2>>

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E. Additional Services for Professional Services

To: <<Capital Project Dept. Name>>
<<SPA/University Name>>
<<Address Line 1>>
<<Address Line 2>>

Example Invoice

Invoice Date: <<Date>>
Invoice Number: <Number>>

Designer: <<Firm Name>>
Remit to Address: <<Address>>

Project: <<Name>>
SBC No.: <<Number>>

Services / Expenses: **Additional Services, Testing Services**

Current Fee Approved: <5y.8 4n<5y5 (A)2 (m)-6 (oun)10.5 (t)-6.6 (t)-5.9 (>)Multiple Q q 8€

