
Fees, Billing And Reimbursables

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Fees:

Fees are negotiated for each project and may be percentage based fees or a stipulated sum. Hourly based fees will only be considered if accompanied by a not-to-exceed maximum.

Billing:

Most firms bill the University monthly for work completed to that date. Fee billings and reimbursable billings should be on separate invoices. Invoices should be addressed as follows:

Business Office Account Clerk
Purdue University
Physical Facilities Business Office
Freehafer Hall
401 S. Grant Street
West Lafayette, Indiana 47907-1650

All invoices should contain the following:

- The official project title
- The phase of the project in which work is being done
- The degree of completion of that phase
- The percentage of the total project that has been completed
- The total fee on which billings are to be based
- The amount previously billed.

Billings for additional services may be included with fees, but should be accompanied by a clear explanation of the services and the reason they are required. This justification will reference the prior approval of the project manager.

Reimbursables:

We expect requests for reimbursements to be for items directly associated with the project. Unreasonable or undocumented requests will be challenged and require justification. Reimbursable invoices must contain the following:

- Each invoice must be on the appropriate University form (a copy of which follows)
- Each invoice must contain a copy of the bills, receipts, invoices, etc. referenced
- Each receipt must list the person or persons expensed
- Travel expenses must show the date and itinerary
- No alcoholic beverages will be reimbursed
- No travel expenses will be reimbursed unless the travel had been previously approved by the PM in writing