1 Fees

1.1 Fees are negotiated for each project. Hourly based fees will only be considered if accompanied by a not-to-exceed maximum.

2 Billing

2.1 Most firms bill the University monthly for work completed to that date. Fee billings and reimbursable billings should be on separate invoices.

2.2 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.

2.3 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.

3 Reimbursable

3.1 Requests for reimbursements will be for items directly associated with the project. Unreasonable or undocumented requests will be challenged and require justification.

3.2 Reimbursable invoices must contain the following:
   - 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

3.3 No alcoholic beverages will be reimbursed

3.4 No travel expenses will be reimbursed unless the travel had been previously approved by the PM in writing

3.5 Each invoice must be on the appropriate University form