



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

July 18, 2018

MAXIMUM ALLOWABLE NON-SALARY DIRECT COSTS

CONSULTANTS ARE LIMITED TO THE LOWER OF THEIR ACTUAL RATES OR THE RATES IMPOSED BELOW

REPRODUCTION:		<u>42" x72"</u>	<u>11"x17"</u>
XEROX COPIES	\$ .04		\$ .10
BLUEPRINTS	\$ .35	\$ 1.30	
BOND	\$ .42		
BOND (34" X 68")	\$ 3.50		
VELLUMS	\$ 3.00		
STICK-ONS	\$ 1.00		
COVERS	\$ 0.50		
BINDING	\$ 0.50		
MYLARS	\$ 5.90	\$ 21.00 (3'x4')	

COMPUTER: CADD \$ 0.00/HR (Recovered Through Overhead)

OTHER: FILM & DEVELOPING \$ 20.00/ROLL

MILEAGE: SEDAN \$ 0.545/MILE  
CARRYALL \$ 0.565/MILE  
CAR RENTAL \$ 45.00/DAY  
GAS FOR RENTAL \$ 0.20/MILE

CEI/Technician-type Contracts:

2-WD Truck @ \$770 per month Base Rate

4-WD Truck @ \$840 per month Base Rate

Gas Reimbursement: 2-WD Truck @ **\$0.16 per mile**. Gas reimbursement based on **\$2.57/gal/16 mpg**.

Gas Reimbursement: 4-WD Truck @ **\$0.18 per mile**. Gas reimbursement based on **\$2.57/gal/14 mpg**.

Phones, Computers, iPads, Data Plans, Wi-Fi ...etc., are recovered through overhead

SUBSISTENCE:	<u>In-State</u>	<u>Out of State<sup>2</sup></u>
BREAKFAST	\$ 8.40	\$ 8.40
LUNCH	\$ 11.00	\$ 11.00
DINNER	\$ 18.90	\$ 21.60
LODGING	<u>\$ 71.20<sup>1</sup></u>	<u>\$ 84.10<sup>1</sup></u>
Total	\$109.50	\$125.10

<sup>1</sup> Hotel is limited to actual costs not to exceed \$71.20/day+tax; \$84.10/day + tax for out of state.  
  
\$80.00/day when proposing on lump sum jobs.

<sup>2</sup> Out of State travel status only applicable when performing contracted services for NCDOT requires travel outside of North Carolina. Status begins when employee(s) leaves the state and remains in effect until returning to the state.

- Subsistence is an allowance related to lodging and meals (including gratuities).
- The payment of sales tax, lodging tax, local tax, or service fees applied to the cost of lodging is allowed in addition to the lodging rate and is to be paid as a lodging expense.
- Reimbursement of actual costs of overnight lodging, whether in-state or out-of-state, must be documented by a receipt of actual lodging expenses from a commercial establishment.

All subsistence rates comply with NC GS 138-6, the NC Office of State Budget & Management Budget Manual and the NCDOT Travel Policy and Reimbursement Procedures.

Employees may be reimbursed for meals for partial days of travel when in overnight travel status and the partial day is the day of departure or day of return. The following applies:

- Breakfast: depart duty station prior to 6:00 am
- Lunch: depart duty station prior to Noon (day of departure) or return to duty station after 2:00 pm (day of return)
- Dinner: depart duty station prior to 5:00 pm (day of departure) or return to duty station after 8:00 pm (day of return)

*ALL OTHER COSTS MUST SHOW SUPPORTING DOCUMENTATION*

ADDRESS ANY QUESTIONS TO THE [CONSULTANT, UTILITY, RAIL, TURNPIKE AUDIT UNIT](#):

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