

Allowable Non-Salary Direct Costs

Project Development and Environmental Analysis Unit		Approved: 11/8/11 Version:2.0
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Purpose

The purpose of this procedure is to ensure consistency when computing Allowable Non-Salary Direct Costs utilized in the development of estimates for contracts involving work for the Project Development and Environmental Analysis Unit (PDEA).

Background

NCDOT has defined limits and definitions on Allowable Non-Salary Direct Costs. These costs are for such items as travel expenses and reproduction costs of mapping and documents.

Responsibility

The following are responsible for performing this procedure:

- ✚ PDEA Project Development Engineers
- ✚ NES and HES Project Managers

Procedures

Follow the steps below to accurately develop estimates for contracts.

1. Original Estimate Direct Costs – In lieu of calculating Direct Expenses, the PDEA Engineer may estimate “Direct Expenses” on the NCDOT original estimate by using 5% of the “Total” cost line of the PDEA Task Order Estimate Spreadsheet.
2. Allowable Non-Salary Direct Costs are developed from:
 - NCDOT Maximum Allowable Non-Salary Direct Costs from the NCDOT Fiscal Section, and;
 - PDEA Costs - All other Allowable Non-Salary Direct Costs shown in PDEA Task Order Estimate Spreadsheet, which are based on current NCDOT or State of North Carolina policies, procedures or manuals or surveyed costs by PDEA staff.
3. The PDEA Engineer should refer to the following documents for definition of expenses:
 - [Direct Expenses Definitions](#)
 - [NCDOT – Maximum Allowable Non-Salary Direct Costs](#)

