

DPAC REIMBURSIBLE EXPENSES POLICY

June 20, 2008

1. OBJECTIVE:

Provide rules governing reimbursable expenses for consultants and other contractors.

2. TERMS AND DEFINITIONS

A. Dollar Not-to-Exceed Limits Identified by Task:

Consultant agreements and other contracts should include not-to-exceed limits (not estimates) for reimbursable expenses by task. Any reimbursement for expenses in excess of the not-to-exceed limits shall not be considered under any circumstances unless such limits are adjusted in writing by agreement between the consultant and/or contractor and Hines and/or DPAC.

B. Definition of Reimbursable Expenses:

Reimbursable Expenses are defined as actual out-of-pocket reasonable expenses for travel, lodging, subsistence, communications and reproduction, necessary in the performance of a contract. Traditional and customary business operating expenses such as, but not limited to, overhead costs, benefits, equipment, computer time, word processing time, and minor copying as well as “entertainment expenses” unless previously approved in writing by Hines or DPAC shall be not considered reimbursable expenses. “Entertainment” expenses shall include sporting events, theatrical productions, concerts and similar activities but do not include meals or beverages. All reimbursable expenses will be reimbursed at actual costs, no multipliers on actual costs will be allowed.

3. SPECIFIC LIMITATIONS

A. Specific Travel Expense Limitations:

Consultant agreements or contracts may include provisions for travel. Only travel expenses described below may be reimbursable:

1. Airline Travel

All travel should be by economy or tourist class, at the lowest fares obtainable for reasonable travel times. If first class travel is booked, reimbursement will be made only for the economy class rate for that trip.

2. Car Rentals

Car rentals shall be small or mid-sized cars for one or two individuals, can be full-size cars for three or more individuals, can be sports utility or vans for transporting large presentation materials or five or more individuals, arranged at the most economical rates and actual fuel usage. DPAC will not reimburse for car rental insurance or other add-on costs such as GPS units.

3. Lodging

Lodging expenses shall be for mid-business class hotels and preferable at corporate or better pre-arranged rates. DPAC discounted rates should be requested whenever possible for travel in Orlando. For travel elsewhere, Consultants should coordinate with Hines and/or DPAC to determine whether a discount program exists.

4. Meals in Orlando

Reimbursement for meals in Orlando and for travel to other cities not included in 5 below should be based on the actual cost of meals not to exceed the following per person limits:

Breakfast	\$9.00 including tip & tax
Lunch	\$9.00 including tip & tax
Dinner	\$22.00 including tip & tax

In cases where the traveler is traveling more than one night, the allowed aggregate reimbursement for meals on the full days of travel is \$40.00 including tip & tax and can be treated as a per diem allowance without a requirement for the submission of receipts. When group meals are provided, the per diem meal reimbursement shall be reduced by the limit described above.

In cases where the traveler did not find it necessary to spend the night out of town, but was unable to return home by 7:00 p.m. in time for dinner, reimbursement will be allowed for the evening meal. Similarly, when the traveler finds it necessary to leave home before 7:00 a.m., reimbursement for breakfast is allowed.

5. Reimbursement for meals in Los Angeles, San Francisco, New York, Chicago, Washington DC should be based on the actual cost of meals not to exceed the following per person limits:

Breakfast	\$13.00 including tip & tax
Lunch	\$13.00 including tip & tax
Dinner	\$34.00 including tip & tax

In cases where the traveler is traveling more than one night, the allowed aggregate reimbursement for meals on the full days of travel is \$60.00 including tip & tax and can be treated as a per diem allowance without a requirement for the submission of receipts. When group meals are provided, the per diem meal reimbursement shall be reduced by the limit described above.

In cases where the traveler did not find it necessary to spend the night out of town, but was unable to return home by 7:00 p.m. in time for dinner, reimbursement will be allowed for the evening meal. Similarly, when the traveler finds it necessary to leave home before 7:00 a.m., reimbursement for breakfast is allowed.

6. Gratuities

Gratuities (tips) are recognized as a legitimate part of the cost of travel and a proper charge against DPAC when such expenses are necessary. All payments of this type should be kept to reasonable and customary amounts not to exceed 20%.

7. Telephone Calls

Tolls against the hotel bill will not be reimbursed.

8. Internet Connection fees

Fees for internet usage will not be reimbursed unless required for DPAC business.

9. Mileage

Reimbursement will be made for business mileage on personal vehicles at the stated current IRS rate. The current IRS standard mileage rate from July 1, 2008 to December 31, 2008 is 58.5 cents per mile for out-of-town travel. Effective January 1, 2009 the standard mileage rate is 55 cents per mile for out-of-town travel. This new effective rate is lower than the second half of 2008 as it factors in the recent reversal of rising gasoline prices.

10. Other Travel Expenses

Tolls, parking, taxis and other reasonable business expenditures will be reimbursed at actual cost.

B Alcoholic Beverages

Reimbursement for alcoholic beverages is strictly prohibited

C. Local Travel

Travel between locations within Orlando or other destinations may be reimbursed but only up to the maximum rate allowed at standard IRS rates.

D. Subcontract Services

Reimbursement is permitted for sub consultant services rendered in support of the scope of work. Fees paid for such services shall be according to the same terms and priorities identified herein. No surcharge or multiplier will be payable to the prime consultant for reimbursable expenses incurred by subcontractors.

E. Expense Documentation

The Consultant shall provide legible receipts and explanatory details sufficient to explain the reason for the expenditure and its relationship to the contract task. Travel Expense Reports in the form of the attached Exhibit A must be submitted with associated receipts.

F. Questionable Reimbursed Costs

Expenses that have been reimbursed to the consultant but are deemed questionable by Hines or DPAC or others (example: City of Orlando) after the fact, should be reviewed with the consultant or contractor and additional supporting documentation may be required and shall be provided. If questioned expenses are not found reasonable or justified, then such expense shall be considered not-allowable and deducted from the next approved payment to the consultant or contractor.

J. Effective Date

These policies shall be effective June 20, 2008.