

2022AS RFP
Appendix Q-1.08

2021 Demand Response RFP
Requirements for Demand-side Bids, including
PacifiCorp Professional Services Contract

Exhibit G
Expense Guidelines
For PacifiCorp Contractor Expense Reports

Receipts are required for all reimbursable expenses except meals less than \$25.00*

- **AIRFARE/LODGING:** All travel, that you request reimbursement from PacifiCorp, must be approved prior to booking.
 - PacifiCorp will reimburse for coach class travel only. Charges in excess of coach ticket are the responsibility of the contract firm. Booking flights less than seven (7) days prior to departure is strongly discouraged and must be approved by the hiring manager.
 - PacifiCorp will only reimburse for standard hotel rooms and prefers that contractors use hotels where negotiated discounts are available.
 - Contract firms may make their own arrangements for air travel, rental car and hotel stays, but expenses must meet these guidelines. The contractor is welcome to utilize PacifiCorp discounts or their own corporate discounts. Check with PacifiCorp for hotels with discounted rates.
- **RENTAL CAR/GROUND TRANSPORTATION:** If a rental car is required, it will require the approval of the hiring manager. One car per contract firm is allowed. PacifiCorp may require proof of insurance. Discounted rates are available with Enterprise.
 - PacifiCorp will reimburse shuttle, cab or mileage for one trip to and one trip from the airport up to a maximum of \$60 per trip. (\$120 for each business trip). If you park at the airport, PacifiCorp will reimburse you for economy parking only. Receipts for all ground transportation, parking and mileage are required.
 - Use of personal or company vehicles will be reimbursed at the currently effective IRS allowed rate per mile. Required automobile insurance is required.
- **MEALS:** Standard meal reimbursement should not exceed \$65 per day. PacifiCorp will reimburse for breakfast, lunch and dinner for each day of contract work for non-local contractors. However, this is not a per diem amount that is automatically paid for each day of work. All reimbursable items to be listed on expense log.
 - PacifiCorp will not reimburse for any meals that the contractor (or contracting agency) purchases for PacifiCorp employees, such as team lunches/dinner. If meal receipt is for more than once person, please specify other contractor(s) name from your firm.
 - PacifiCorp will only reimburse for meal gratuities @ 15%. All other gratuities are not reimbursable (e.g. taxis, porters, bellhops, or hotel staff).
- **FOREIGN EXCHANGE RATE:** For contractors that are outside the United States, please calculate your exchange rate using a monthly average. All reimbursable receipts within that month shall be calculated on that average.
- **NON-REIMBURSABLE EXPENSES:** The following is a list, though not all inclusive, of expenses that will not be reimbursed;
 - Hand-written receipts
 - Business gifts
 - Expenses for non-business purposes
 - Alcoholic beverages
 - Fines
 - Local travel time (within 50 miles of consultants office)
 - Personal entertainment (in-room movies, health club)
 - Expenses incurred by contractor family members
 - Expenses not supported with a valid receipt
 - Laundry service
 - Barber and beautician fees
 - Personal hygiene products (shampoo, razors blades, toothbrushes)

- **REPORT DOCUMENTATION:** Accurate expense reports to include cover log/worksheet with type of expense, date and amount. Reports submitted in a timely manner substantially reduce the invoice processing time.

Receipts are required for all reimbursable expenses.*

PacifiCorp may agree to one-time exceptions. Prior approval required.