

**CONTRACT AMENDMENT NO. 10**  
**TO**  
**WILLIAMSON COUNTY CONTRACT FOR**  
**ENGINEERING SERVICES**

**WILLIAMSON COUNTY LONG RANGE  
TRANSPORTATION CORRIDOR PROJECT:  
Corridor A-1 and A-2 ("Project")**

THIS CONTRACT AMENDMENT NO. 10 to Williamson County Contract for Engineering Services is by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and Johnson, Mirmiran & Thompson, Inc. (JMT) (the "Engineer") and becomes effective as of the date of the last party's execution below.

WHEREAS, the County and the Engineer executed the Williamson County Contract for Engineering Services dated effective March 13, 2017 (the "Contract");

WHEREAS, pursuant to Article 14 of the Contract, the terms of the Contract may be modified by a written fully executed Contract Amendment;

WHEREAS, the "Compensation Cap" under Article 5 of the Contract limits the maximum amount payable under the Contract to \$8,850,000.00; and,

WHEREAS, the Rate Schedule in Exhibit D of the Contract are limited to the rates noted in said Exhibit D; and,

WHEREAS, it has become necessary to amend the Contract.

**AGREEMENT**

NOW, THEREFORE, premises considered, the County and the Engineer agree that the Contract is amended as follows:

- I. The Compensation Cap under Article 5 of the Contract is hereby increased from \$8,850,000.00 to \$9,500,000.00.
- II. The Direct Expenses in the original Exhibit D of the Contract are hereby amended as shown in the attached revised Exhibit D-10.
- III. Updated Exhibit E – Williamson County Vendor Reimbursement Policy is attached.

All other terms of the Contract are unchanged and will remain in full force and effect.

IN WITNESS WHEREOF, the County and the Engineer have executed this Contract Amendment, in duplicate, to be effective as of the date of the last party's execution below.

**ENGINEER:**

Johnson, Mirmiran & Thompson, Inc.

By: DocuSigned by:  
JASON WEST  
AD03723F2CDB444...  
Signature

Jason West, P.E.  
Printed Name

Vice President  
Title

9/30/2025 | 5:05:46 PM EDT  
Date

**COUNTY:**

Williamson County, Texas

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**APPROVED**  
*By Christen Eschberger at 8:11 am, Oct 01, 2025*

**EXHIBIT D-10**  
**RATE SCHEDULE**

Exhibit D-10 -Rate Schedule  
 TRANSPORTATION CORRIDOR A-1

Johnson, Mirmiran & Thompson, Inc.

Labor/Staff Classification	FY 2017 Fully Burdened Labor Rates Per Hour	FY 2023 Fully Burdened Labor Rates Per Hour	FY 2024 Fully Burdened Labor Rates Per Hour
Project Director	\$225.00	\$278.48	\$292.00
Sr. Project Manager	\$220.00	\$272.29	\$285.00
Senior Professional 2	\$200.00	\$247.54	\$259.00
Senior Professional 1	\$175.00	\$216.60	\$227.00
Professional 2 / Sr. Engineering Technician	\$150.00	\$185.66	\$194.00
Professional 1 / Engineering Technician	\$115.00	\$142.33	\$149.00
Admin / Clerical	\$65.00	\$80.45	\$84.00
Sr. ENV Scientist II			\$150.00
Sr. ENV Scientist			\$140.70
ENV Professional I			\$ 95.00
ENV Staff III			\$ 85.00
ENV Staff II			\$ 75.00

Exhibit D-10 – Rate Schedule  
 TRANSPORTATION CORRIDOR A-1

Alliance Transportation Group, Inc.

Labor/Staff Classification	FY 2017 Fully Burdened Labor Rates Per Hour	FY 2023 Fully Burdened Labor Rates Per Hour	FY 2024 Fully Burdened Labor Rates Per Hour
Project Principal	\$250.00	\$309.43	\$324.00
Senior Project Engineer	\$244.00	\$302.00	\$316.00
Senior Engineer	\$193.00	\$238.88	\$250.00
Project Engineer	\$144.00	\$178.23	\$187.00
Engineer-in-Training (EIT)	\$101.00	\$125.01	\$131.00
Senior Engineering Technician	\$133.00	\$164.61	\$172.00
Engineering Technician	\$90.00	\$111.39	\$117.00
Planning Director	\$230.00	\$284.67	\$298.00
Senior Travel Demand Modeler	\$182.00	\$225.26	\$236.00
Travel Demand Modeler III	\$137.00	\$169.56	\$178.00
Travel Demand Modeler II	\$117.00	\$144.81	\$152.00
Senior Planner	\$162.00	\$200.51	\$210.00
Planner II	\$125.00	\$154.71	\$162.00
Planner I	\$85.00	\$105.20	\$110.00
Project Administrator	\$104.00	\$128.72	\$135.00
Clerical	\$65.00	\$80.45	\$84.00

Exhibit D-10 – Rate Schedule  
TRANSPORTATION CORRIDOR A-1

Buie & Co. Public Relations

Labor/Staff Classification	FY 2017 Fully Burdened Labor Rates Per Hour	FY 2023 Fully Burdened Labor Rates Per Hour	FY 2024 Fully Burdened Labor Rates Per Hour
Principal	\$185.00	\$228.97	\$240.00
Account Manager	\$140.00	\$173.28	\$181.00
Graphic Designer	\$125.00	\$154.71	\$162.00
Account Coordinator	\$120.00	\$148.52	\$156.00
Administrative	\$58.00	\$71.79	\$75.00

Exhibit D-10 - Rate Schedule  
TRANSPORTATION CORRIDOR A-1

Stantec Consulting Services, Inc.

Labor/Staff Classification	FY 2017 Fully Burdened Labor Rates Per Hour	FY 2023 Fully Burdened Labor Rates Per Hour	FY 2024 Fully Burdened Labor Rates Per Hour
Sr. Environmental Scientist II	\$150.00	\$185.66	\$194.00
Sr. Environmental Scientist I	\$130.00	\$160.90	\$168.00
Environmental Professional II	\$110.00	\$136.15	\$143.00
Environmental Professional I	\$ 95.00	\$117.58	\$123.00
Environmental Staff III	\$ 85.00	\$105.20	\$110.00
Environmental Staff II	\$ 75.00	\$92.83	\$97.00
Environmental Staff I	\$ 65.00	\$80.45	\$84.00
Environmental Tech II	\$ 55.00	\$68.07	\$71.00
Environmental Tech I	\$ 45.00	\$55.70	\$58.00

Exhibit D-10 - Rate Schedule  
TRANSPORTATION CORRIDOR A-1

Cobb, Fendley & Associates, Inc.

Labor/Staff Classification	FY 2017 Fully Burdened Labor Rates Per Hour	FY 2023 Fully Burdened Labor Rates Per Hour	FY 2024 Fully Burdened Labor Rates Per Hour
Senior Engineer	\$235.00	\$290.86	\$305.00
Project Engineer	\$125.00	\$154.71	\$162.00
Senior Tech	\$135.00	\$167.09	\$175.00
Tech	\$110.00	\$136.15	\$143.00
Senior Utility Specialist	\$150.00	\$185.66	\$194.00
Utility Specialist	\$125.00	\$154.71	\$162.00

Exhibit D-10 - Rate Schedule  
 TRANSPORTATION CORRIDOR A-1

HVJ, Inc.

Labor/Staff Classification	FY 2017 Fully Burdened Labor Rates Per Hour	FY 2023 Fully Burdened Labor Rates Per Hour	FY 2024 Fully Burdened Labor Rates Per Hour
Senior Project Manager	\$175.00	\$216.60	\$227.00
Project Engineer	\$125.00	\$154.71	\$162.00
Staff Engineer	\$100.00	\$123.77	\$130.00
Senior Technician	\$60.00	\$74.26	\$78.00
Technician	\$55.00	\$68.07	\$71.00

Exhibit D-10 -Rate Schedule  
 TRANSPORTATION CORRIDOR A-1

Hardesty & Hanover, LLC

Labor/Staff Classification	FY 2017 Fully Burdened Labor Rates Per Hour	FY 2023 Fully Burdened Labor Rates Per Hour	FY 2024 Fully Burdened Labor Rates Per Hour
Principal Engineer	\$200.00	\$247.54	\$259.00
Senior QC Engineer	\$165.00	\$204.22	\$214.00
Senior Project Manager	\$155.00	\$191.84	\$201.00
Senior Engineer	\$145.00	\$179.47	\$188.00
Project Engineer	\$120.00	\$148.52	\$156.00
Design Engineer	\$105.00	\$129.96	\$136.00
Engineer-in-Training II	\$95.00	\$117.58	\$123.00
Engineering-in-Training	\$87.00	\$107.68	\$113.00
Graduate Engineer	\$70.00	\$86.64	\$91.00
Senior CAD Manager	\$120.00	\$148.52	\$156.00
CAD Technician	\$85.00	\$105.20	\$110.00
Junior CAD Technician	\$70.00	\$86.64	\$91.00
Admin/Clerical	\$60.00	\$74.26	\$78.00

Exhibit D-10 -Rate Schedule  
TRANSPORTATION CORRIDOR A-1

Rifeline, LLC

Labor/Staff Classification	FY 2017 Fully Burdened Labor Rates Per Hour	FY 2023 Fully Burdened Labor Rates Per Hour	FY 2024 Fully Burdened Labor Rates Per Hour
President	\$200.00	\$247.54	\$259.00
Vice President	\$180.00	\$222.79	\$233.00
Sr. Public Affairs Manager	\$180.00	\$222.79	\$233.00
Director of Communications and Strategy	\$170.00	\$210.41	\$220.00
Public Involvement Manager	\$160.00	\$198.03	\$207.00
Community Outreach Manager	\$150.00	\$185.66	\$194.00
Community Outreach Coordinator	\$120.00	\$148.52	\$156.00
Admin/Clerical	\$58.00	\$71.79	\$75.00

Exhibit D-10 - Rate Schedule  
TRANSPORTATION CORRIDOR A-1

Surveying and Mapping, LLC

Labor/Staff Classification	FY 2017 Fully Burdened Labor Rates Per Hour	FY 2023 Fully Burdened Labor Rates Per Hour	FY 2024 Fully Burdened Labor Rates Per Hour
Principal	\$170.00	\$210.41	\$220.00
Senior Project Manager	\$145.00	\$179.47	\$188.00
Project Manager	\$125.00	\$154.71	\$162.00
Senior Survey Technician	\$96.00	\$118.82	\$124.00
Survey Technician	\$88.00	\$108.92	\$114.00
Administrator/Clerical Support	\$70.00	\$86.64	\$91.00
Two (2) Person Survey Field Crew	\$130.00	\$160.90	\$168.00
Three (3) Person Survey Field Crew	\$160.00	\$198.03	\$207.00
Additional Rodperson, Chainperson, Flagperson	\$32.00	\$39.61	\$41.00
One (1) Person Survey Field Crew w/REceiver or Robotic total station	\$105.00	\$129.96	\$136.00
Project Coordinator - Mobil LiDAR	\$120.70	\$149.39	\$156.00
Mobile LiDAR Processing Technician	\$96.56	\$119.51	\$125.00
Project Coordinator - AM	\$131.67	\$162.97	\$171.00
Certified Photogrametrists	\$108.6	\$133.99	\$140.00
Analytical Triangulation Specialists	\$85.35	\$105.64	\$111.00
Aerial Mapping Technician	\$86.32	\$106.84	\$112.00
Orthophoto Specialist	\$86.32	\$106.84	\$112.00
Mapping Editor (includes QA/QC, Finishing & Finalization)	\$75.34	\$93.25	\$98.00
Aerial Office Technician	\$73.15	\$90.54	\$95.00
Project Coordinator - AP	\$115.02	\$142.36	\$149.00
Aerial Processing Technician	\$84.82	\$104.98	\$110.00
Project Coordinator - FWAL	\$110.37	\$136.60	\$143.00
Airborn LiDAR Processing Technician	\$86.29	\$106.80	\$112.00
Project Coordinator - HAL	\$110.46	\$136.72	\$143.00
Helicopter LiDAR Processing Technician	\$107.71	\$133.31	\$140.00
Geospatial Project Manager, Senior	\$215.00	\$266.11	\$279.00
Geospatial Project Manager	\$175.00	\$216.60	\$227.00
Photogrammetrist/Project Lead	\$115.00	\$142.34	\$149.00
2 Person UAS Crew - Unmanned Pilot & Observer	\$195.00	\$241.35	\$253.00
Pilot	\$130.00	\$160.90	\$168.00

Exhibit D-10 -Rate Schedule  
TRANSPORTATION CORRIDOR A-1

Charles D. Frederick

Labor/Staff Classification	FY 2017 Fully Burdened Labor Rates Per Hour	FY 2023 Fully Burdened Labor Rates Per Hour	FY 2024 Fully Burdened Labor Rates Per Hour
Geoarcheologist II			\$140.79
Geoarcheologist I			\$100.00

Exhibit D-10 -Rate Schedule  
TRANSPORTATION CORRIDOR A-1

SWCA Environmental Consultants

Labor/Staff Classification	FY 2017 Fully Burdened Labor Rates Per Hour	FY 2023 Fully Burdened Labor Rates Per Hour	FY 2024 Fully Burdened Labor Rates Per Hour
Specialist IV			\$114.00
Specialist VI			\$137.00
Specialist IX			\$169.00
Specialist X			\$189.00

Exhibit D-10 -Rate Schedule  
TRANSPORTATION CORRIDOR A-1

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Labor/Staff Classification	FY 2017 Fully Burdened Labor Rates Per Hour	FY 2023 Fully Burdened Labor Rates Per Hour	FY 2024 Fully Burdened Labor Rates Per Hour
Environmental Scientist II			\$140.00
Environmental Scientist I			\$120.00

Exhibit D-10 -Rate Schedule  
 Direct Expenses  
 TRANSPORTATION CORRIDOR  
 A-1  
 Johnson, Mirmiran & Thompson, Inc.

DESCRIPTION	UNIT	UNIT COST
In-house Photocopies B/W (8 1/2" X 11")	Per Page	\$0.16
In-house Photocopies Color (8 1/2" X 11")	Per Page	\$0.75
In-house Photocopies B/W (11" X 17")	Per Page	\$0.32
In-house Photocopies Color (11" X 17")	Per Page	\$1.50
In-house Plots (B/W on Bond)	SF	\$0.75
In-house Plots (Color on Bond)	SF	\$1.75
In-house Large Format Plotting	SF	\$2.50
In-house Mounting of Large Exhibits	SF	\$10.00
Trimble On-Demand	Per Hour	Actual Cost
Backhoe Rental	Per Day	Actual Cost
Radiocarbon Dating	Per Sample	Actual Cost
Records Curation Fees	Per Project	Actual Cost
Collections Curation Fees	Per Project	Actual Cost
TARL Site Form	Per Form	Actual Cost
Paleoethnobotanical Analysis	Per Sample	Actual Cost
Magnetometer Survey	Per Project	Actual Cost
Total Station Rental	Per Month	Actual Cost
Gradall Rental	Per Day	Actual Cost
Mileage	Mile	IRS Current Rate
Rental Trucks	Per Day	Actual Cost
Field Supplies (pencils, artifact bags, fencing, etc.)	Per Project	Actual Cost
Portable Toilet with Hand Sanitizer	Per Month	Actual Cost
POD Storage	Per Month	Actual Cost
Generator, tents, tables, etc.	Per Month	Actual Cost

Exhibit D-10 -Rate Schedule Direct Expenses  
TRANSPORTATION CORRIDOR A-1  
Alliance Transportation Group, Inc.

DESCRIPTION	UNIT	UNIT COST
In- house Photocopies B/W (8 1/2" X 11")	Per Page	\$0.16
In-house Photocopies Color (8 1/2" X 11")	Per Page	\$0.75
In-house Photocopies B/W (11" X 17")	Per Page	\$0.32
In-house Photocopies Color (11" X 17")	Per Page	\$1.50
24 Hour Counts (4)	Each	\$135.00
2-Hour Turning Movement Counts (2)	Each	\$650.00

Exhibit D-10 -Rate  
Schedule Direct Expenses  
TRANSPORTATION CORRIDOR A-1  
BUIE & Co. Public Relations

DESCRIPTION	UNIT	UNIT COST
In- house Photocopies B/W (8 1/2" X 11")	Per Page	\$0.16
In-house Photocopies Color (8 1/2" X 11")	Per Page	\$0.75
In-house Photocopies B/W (11" X 17")	Per Page	\$0.32
In-house Photocopies Color (11" X 17")	Per Page	\$1.50

Exhibit D-10 -Rate  
 Schedule Direct Expenses  
 TRANSPORTATION CORRIDOR A-1  
 Stantec Consulting Services, Inc.

DESCRIPTION	UNIT	UNIT COST
In-house Photocopies B/W (8 1/2" X 11")	Per Page	\$0.16
In-house Photocopies Color (8 1/2" X 11")	Per Page	\$0.75
In-house Photocopies B/W (11" X 17")	Per Page	\$0.32
In-house Photocopies Color (11" X 17")	Per Page	\$1.50
Hazardous Materials Database Search	Per Search	\$550.00
Environmental Database Search	Per Mile	\$250.00
Historical Aerial Photographs	Each	\$35.00
Noise Meter Rental	Per Project	\$165.00
Environmental Field Supplies (lathes, stakes, flagging, spray paint, etc.)	Day	\$40.00
Backhoe Rental	Day	\$1,350.00
TARL Curation Fee	Drawer	\$6,640.00
TARL Site Registration	Site	\$96.00
Overnight Mail – Letter Size	Each	\$22.95
Overnight Mail – Oversized Box	Each	\$70.00

Exhibit D-10 -Rate Schedule  
Direct Expenses  
TRANSPORTATION CORRIDOR A-1  
Cobb Fendley & Associates, Inc.

DESCRIPTION	UNIT	UNIT COST
In-house Photocopies B/W (8 1/2" X 11")	Per Page	\$0.16
In-house Photocopies Color (8 1/2" X 11")	Per Page	\$0.75
In-house Photocopies B/W (11" X 17")	Per Page	\$0.32
In-house Photocopies Color (11" X 17")	Per Page	\$1.50
In-house Plots (B/W on Bond)	SF	\$0.75
In-house Plots (Color on Bond)	SF	\$1.75

Exhibit D-10- Rate Schedule  
Direct Expenses  
TRANSPORTATION CORRIDOR A-1  
HVJ, Inc.

DESCRIPTION	UNIT	UNIT COST
Rig Mobilization	EACH	\$566.50
Undisturbed Sample Boring w/3" Shelby Tube	LF	\$22.50
Add Rock Coring (Rock Voing Cost-Soft&Hard Rock)	LF	\$22.50
Texas Cone Penetration	EACH	\$22.50
Standard Penetration Test	EACH	\$22.50
Grout Backfill	LF	\$5.00
Moisture Content	EACH	\$18.00
Hydrometer Test	EACH	\$200.00
Atterberg Limits Test	EACH	\$75.00
Unconfined Compressive Strength Test	EACH	\$65.00
Texas Triaxial Test	EACH	\$1750.00
Percent Passing No. 200 Sieve Test	EACH	\$35.00
Sulfate Testing	EACH	\$75.00
Soil pH Testing	EACH	\$200.00
Consolidation Testing	EACH	\$350.00
Swell Test	EACH	\$300.00
Mobilization/Demobilization for Falling Weight	EACH	\$400.00
FWD Equipment	DAY	\$2,600.00
Sieve Analysis	EACH	\$77.25
Consolidated Undrained Triaxial Testing	EACH	\$725.00
Unconsolidated Undrained Triaxial Testing	EACH	\$135.00
Soil Lime/Cement Compression Testing	EACH	\$1750.00
California Bearing Ratio Testing	EACH	\$600.00
Traffic Control	DAY	\$2,500.00
Clearing	DAY	\$3,000.00
ATV Rib Mobilization Surcharge	EACH	\$1,500.00

Exhibit D-10 -Rate  
 Schedule Direct Expenses  
 TRANSPORTATION CORRIDOR A-1  
 Hardesty & Hanover, LLC

DESCRIPTION	UNIT	UNIT COST
In-house Photocopies B/W {8 1/2" X 11"}	Per Page	\$0.16
In-house Photocopies Color {8 1/2" X 11"}	Per Page	\$0.75
In-house Photocopies B/W {11" X 17"}	Per Page	\$0.32
In-house Photocopies Color {11" X 17"}	Per Page	\$1.50
In-house Plots {B/W on Bond}	SF	\$0.75
In-house Plots {Color on Bond}	SF	\$1.75
In-house Large Format Plotting	SF	\$2.50
In-house Mounting of Large Exhibits	SF	\$10.00

Exhibit D-10 -Rate Schedule  
Direct Expenses  
TRANSPORTATION CORRIDOR A-1  
Rifeline, LLC

DESCRIPTION	UNIT	UNIT COST
In- house Photocopies B/W (8 1/2" X 11")	Per Page	\$0.16
In-house Photocopies Color (8 1/2" X 11")	Per Page	\$0.75
In-house Photocopies B/W (11" X 17")	Per Page	\$0.32
In-house Photocopies Color (11" X 17")	Per Page	\$1.50

Exhibit D-10 - Rate  
 Schedule Direct Expenses  
 TRANSPORTATION CORRIDOR A-1  
 Surveying and Mapping, LLC

DESCRIPTION	UNIT	UNIT COST
In-house Photocopies B/W (8 1/2" X 11")	Per Page	\$0.16
In-house Photocopies Color (8 1/2" X 11")	Per Page	\$0.75
In-house Photocopies B/W (11" X 17")	PerPage	\$0.32
In-house Photocopies Color (11" X 17")	Per Page	\$1.50
In-house Plots (B/W on Bond)	SF	\$0.75
In-house Plots (Color on Bond)	SF	\$1.75
In-house Large Format Plotting	SF	\$2.50
In-house Mounting of Large Exhibits	SF	\$10.00
In-house Traffic Control	Day	\$1,500.00
GPS Receiver	Hour	\$25.00
Terrestrial Laser Scanner	Hour	\$80.00
LiDAR Workstation	Hour	\$25.00
Helicopter Rate	Hour	\$1,650.00
Aerial Lidar System	Day	\$6,500.00
Digital Imagery Processing	Each	\$20.00
LiDAR Mobile Mapping System	Day	\$6,000.00
Aerial Photography Flight Crew Fixed Wing Aircraft	Hour	\$180.00
LiDAR Flight Crew Fixed Wing Aircraft (includes Pilot and LiDAR Operator)	Hour	\$192.00
Helicopter Flight Crew (Includes Pilot and LiDAR Operator)	Hour	\$190.00
AP Transit Miles	Mile	\$5.90
AP Project Flight Miles	Mile	\$20.00
AP ABGPS Processing	Project	\$2,250.00
FWAL Transit Miles	Mile	\$6.00
FWAL Project Flight Miles	Mile	\$20.00
B&W processing (film, development, scanning)	Each	\$16.00
CIR processing (film, development, scanning)	Each	\$23.00
Color processing (film, development, scanning)	Each	\$26.00
Digital Image Processing	Each	\$20.00

Exhibit D-10 -Rate Schedule  
Direct Expenses  
TRANSPORTATION CORRIDOR  
A-1  
Charles D. Frederick

DESCRIPTION	UNIT	UNIT COST
Organic Carbon Analysis	Each	\$25.00
Dating (Radiocarbon/OSL)	Each	\$1445.00
Soil Micromorphology	Each	\$400.00
Postage	Each	Actual Cost
Mileage	Mile	IRS Current Rate
Supplies (soil cubes, OSL tubes, etc.)	Each	Actual Cost

Exhibit D-10 -Rate Schedule  
Direct Expenses  
TRANSPORTATION CORRIDOR  
A-1  
SWCA Environmental Consultants

DESCRIPTION	UNIT	UNIT COST
Mileage	Mile	IRS Current Rate
Photocopies B/W (8.5X11)	Each	\$.15
Artifact Bags and Tags	Each	\$20.00

## **Williamson County**

# **Vendor Reimbursement Policy**

The purpose of this Williamson County Vendor Reimbursement Policy (“Policy”) is to provide clear guidelines to vendors on Williamson County’s expectations and requirements regarding allowable reimbursable expenditures and required backup. The Policy will also minimize conflicts related to invoice payments and define non-reimbursable items. This Policy is considered a guideline and is not a contract.

This Policy may be altered, deleted or amended, at any time and without prior notice to vendors, by action of the Williamson County Commissioners Court. Unenforceable provisions of this Policy, as imposed by applicable law, regulations, or judicial decisions, shall be deemed to be deleted. Any revisions to this Policy will be distributed to all current vendors doing business with the County.

### **1. Invoices and Affidavits**

- 1.1 Invoices must adequately describe the goods or services provided to County and include all required backup (i.e. reimbursable expenses, mileage log, timesheets, receipts detailing expenses incurred etc.) that is in a form acceptable to the Williamson County Auditor. Invoices that do not adequately describe the goods or services provided to County or contain backup that is satisfactory to the Williamson County Auditor will be returned to vendor for revisions and the provision above relating to invoice errors resolved in favor of the County shall control as to the required actions of vendor and when such invoice must be paid by the County.
- 1.2 In the event an invoice includes charges based upon hourly billing rates for services or any other rates based upon the amount of time worked by an individual or individuals in performing services, whether the charges are being billed directly to the County or whether they are the basis of invoices from subcontractors for which the vendor seeks reimbursement from the County, the charges shall be accompanied by an affidavit signed by an officer or principal of the vendor certifying that the work was performed, it was authorized by the County and that all information contained in the invoice that is being submitted is true and correct.
- 1.3 Upon County’s request, vendor must submit all bills paid affidavits wherein vendor must swear and affirm that vendor has paid each of its subcontractors, laborers, suppliers and material in full for all labor and materials provided to vendor for or in connection with services and work performed for County and, further, vendor must swear and affirm that vendor is not aware of any unpaid bills, claims, demands, or causes of action by any of its subcontractors, laborers, suppliers, or material for or in connection with the furnishing of labor or materials, or both, for services and work performed for County.

### **2. Travel Reimbursement**

- 2.1 The County will only cover costs associated with travel for vendors outside a 45-mile radius from the Williamson County Courthouse, 710 Main Street, Georgetown, Texas 78626.
- 2.2 The County will only cover costs associated with travel as documented work for County. If a vendor is also doing business for another client, the travel costs must be split in proportion to the amount of work actually performed for the County and the other client. The only allowable travel expense will be for the specific days worked for Williamson County.
- 2.3 No advance payments will be made to vendor for travel expenditures. The travel expenditure may only be reimbursed after the expenditure/trip has already occurred and vendor has provided the Williamson County Auditor with all necessary and required backup.

- 2.4 Vendors must submit all travel reimbursement requests on each employee in full. Specifically, a travel reimbursement request must include all related travel reimbursement expenses relating to a particular trip for which vendor seeks reimbursement. Partial travel reimbursement requests will not be accepted (i.e. vendor should not submit hotel and mileage one month then the next month submit rental car and airfare). If the travel reimbursement appears incomplete, the invoice will be sent back to the vendor to be submitted when all information is ready to submit in full.
- 2.5 Reimbursement for transportation costs will be at the most reasonable means of transportation (i.e.: airline costs will be reimbursed for coach rate, rental car costs will only be reimbursed if rental car travel was most reasonable means of travel as compared to travel by air).
- 2.6 The County will not be responsible for, nor will the County reimburse additional charges due to personal preference or personal convenience of individual traveling.
- 2.7 The County will not reimburse airfare costs if airfare costs were higher than costs of mileage reimbursement.
- 2.8 Additional expenses associated with travel that is extended to save costs (i.e. Saturday night stay) may be reimbursed if costs of airfare would be less than the cost of additional expenses (lodging, meals, car rental, mileage) if the trip had not been extended. Documentation satisfactory to the Williamson County Auditor will be required to justify expenditure.
- 2.9 County will only reimburse travel expense to necessary personnel of the vendor (i.e. no spouse, friends or family members).
- 2.10 Except as otherwise set forth herein, a vendor must provide a paid receipt for all expenses. If a receipt cannot be obtained, a written sworn statement of the expense from the vendor may be substituted for the receipt.
- 2.11 Sales tax for meals and hotel stays are the only sales taxes that will be reimbursed. Sales tax on goods purchased will not be reimbursed. A sales tax exemption form is available from the Williamson County Auditor's Office upon request.
- 2.12 The County will not pay for any late charges on reimbursable items. It is the responsibility of the vendor to pay the invoice first and seek reimbursement from the County.

### **3. Meals**

- 3.1 Meal reimbursements are limited to a maximum of \$59.00 per day on overnight travel. On day travel (travel that does not require an overnight stay), meal reimbursements are limited to a maximum of \$25.00 per day. The travel must be outside the Williamson County Courthouse, 710 Main Street, Georgetown, Texas 78626 by a 45-mile radius.
- 3.2 Receipts are required on meal reimbursement amounts up to the maximum per day amount stated for overnight or day travel. If receipts are not presented, the vendor can request per diem (per diem limits refer to 3.2). However, a vendor cannot combine per diem and meal receipts. Only one method shall be allowed.
- 3.3 Meals are reimbursable only to vendors who do not have necessary personnel located within a 45-mile radius of the Williamson County Courthouse, 710 Main Street, Georgetown, Texas 78626, who are capable of carrying the vendor's obligations to the County. Meals will not be reimbursed to vendors who are located within a 45-mile radius of the Williamson County Courthouse.
- 3.4 County will not reimburse for alcoholic beverages.
- 3.5 Tips are reimbursable but must be reasonable to limitation of meal allowance
- 3.6 No meals purchased for entertainment purposes will be allowed.
- 3.7 Meal reimbursement must be substantiated with a hotel receipt.

#### **4. Lodging**

- 4.1 Hotel accommodations require an itemized hotel folio as a receipt. The lodging receipt should include name of the motel/hotel, number of occupant(s), goods or services for each individual charge (room rental, food, tax, etc.) and the name of the occupant(s). Credit card receipts or any other form of receipt are not acceptable.
- 4.2 Vendors will be reimbursed for a single room rate charge plus any applicable tax. If a single room is not available, the vendor must provide documentation to prove that a single room was not available in order to justify the expense over and above the single room rate. A vendor may also be required to provide additional documentation if a particular room rate appears to be excessive.
- 4.3 Personal telephone charges, whether local or long distance, will not be reimbursed.

#### **5. Airfare**

- 5.1 The County will only reimburse up to a coach price fare for air travel.
- 5.2 The County will exclude any additional charges due to personal preference or personal convenience of the individual traveling (i.e. seat preference charges, airline upgrades, etc. will not be an allowable reimbursement)
- 5.3 Air travel expenses must be supported with receipt copy of an airline ticket or an itinerary with actual ticket price paid. If tickets are purchased through a website, vendor must submit a copy of the webpage showing the ticket price if no paper ticket was issued.
- 5.4 Cancellation and/or change flight fees may be reimbursed by the County but vendor must provide the Williamson County Auditor with documentation in writing from a County department head providing authorization for the change.
- 5.5 The County will not reimburse vendor for tickets purchased with frequent flyer miles.

#### **6. Car Rental**

- 6.1 Vendors that must travel may rent a car at their destination when it is less expensive than other transportation such as taxis, airport shuttles or public transportation such as buses or subways.
- 6.2 Cars rented must be economy or mid-size. Luxury vehicle rentals will not be reimbursed. Any rental costs over and above the cost of a mid-size rental will be adjusted.
- 6.3 Vendors will be reimbursed for rental cars if the rental car cost would have been less than the mileage reimbursement cost (based on the distance from vendor's point of origin to Williamson County, Texas) had the vendor driven vendor's car.
- 6.4 Vendors must return a car rental with appropriate fuel levels as required by rental agreement to avoid the car rental company from adding fuel charges.
- 6.5 Rental agreement and credit card receipt must be provided to County as back up for the request for reimbursement.
- 6.6 Insurance purchased when renting vehicle may also be reimbursed.
- 6.7 Car Rental optional extras such as GPS, roadside assistance, and administrative fees on Tolls will not be reimbursed.

#### **7. Personal Car Usage**

- 7.1 Personal vehicle usage will be reimbursed in an amount equal to the standard mileage rate allowed by the IRS.
- 7.2 Per code of Federal Regulations, Title 26, Subtitle A, Chapter 1, Subchapter B, Part IX, Section 274(d), all expense reimbursement requests must include the following:
  - 7.2.1.1 Date
  - 7.2.1.2 Destination
  - 7.2.1.3 Purpose

- 7.2.1.4 Name of traveler(s)
- 7.2.1.5 Correspondence that verifies business purpose of the expense
- 7.3 The mileage for a personal vehicle must document the date, location of travel to/from, number of miles traveled and purpose of trip.
- 7.4 Mileage will be reimbursed on the basis of the most commonly used route.
- 7.5 Reimbursement for mileage shall not exceed the cost of a round trip coach airfare.
- 7.6 Reimbursement for mileage shall be prohibited between place of residence and usual place of work.
- 7.7 Mileage should be calculated from employee's regular place of work or their residence, whichever is the shorter distance when traveling to a meeting or traveling to Williamson County, Texas for vendors who are located outside of the Williamson County Courthouse, 710 Main Street, Georgetown, Texas 78626 by at least a 45-mile radius.
- 7.8 When more than one person travels in same vehicle, only one person may claim mileage reimbursement.
- 7.9 Tolls, if reasonable, are reimbursable. Receipts are required for reimbursement. If a receipt is not obtainable, then written documentation of expense must be submitted for reimbursement (administrative fees on Tolls will not be reimbursed).
- 7.10 Parking fees, if reasonable are reimbursable for meetings and hotel stays. For vendors who contract with a third party for visitor parking at vendor's place of business, Williamson County will not reimburse a vendor based on a percentage of its contracted visitor parking fees. Rather, Williamson County will reimburse Vendor for visitor parking on an individual basis for each time a visitor uses Vendor's visitor parking. Receipts are required for reimbursement. If a receipt is not obtainable, then written documentation of expense must be submitted for reimbursement.
- 7.11 Operating and maintenance expenses as well as other personal expenses, such as parking tickets, traffic violations, and car repairs and collision damage are not reimbursable.

**8. Other Expenses**

- 8.1 Taxi fare, bus tickets, conference registrations, parking, etc. must have a proper original receipt.

**9. Repayment of Non-reimbursable Expense.**

Vendors must, upon demand, immediately repay County for all inappropriately reimbursed expenses whenever an audit or subsequent review of any expense reimbursement documentation finds that such expense was reimbursed contrary to these guidelines and this Policy. Williamson County reserves the right to retain any amounts that are due or that become due to a vendor in order to collect any inappropriately reimbursed expenses that a vendor was paid.

**10. Non-Reimbursable Expenses**

In addition to the non-reimbursable items set forth above in this Policy, the following is a non-exhaustive list of expenses that will not be reimbursed by Williamson County:

- 10.1 Alcoholic beverages/tobacco products
- 10.2 Personal phone calls
- 10.3 Laundry service
- 10.4 Valet service (excludes hotel valet)
- 10.5 Movie rentals
- 10.6 Damage to personal items
- 10.7 Flowers/plants

- 10.8 Greeting cards
- 10.9 Fines and/or penalties
- 10.10 Entertainment, personal clothing, personal sundries and services
- 10.11 Transportation/mileage to places of entertainment or similar personal activities
- 10.12 Upgrades to airfare, hotel and/or car rental
- 10.13 Airport parking above the most affordable rate available
- 10.14 Excessive weight baggage fees or cost associated with more than two airline bags
- 10.15 Auto repairs
- 10.16 Babysitter fees, kennel costs, pet or house-sitting fees
- 10.17 Saunas, massages or exercise facilities
- 10.18 Credit card delinquency fees or service fees
- 10.19 Doctor bills, prescription and other medical services
- 10.20 Hand tools
- 10.21 Safety Equipment (hard hats, safety vests, etc.)
- 10.22 Office Supplies
- 10.23 Lifetime memberships to any association
- 10.24 Donations to other entities
- 10.25 Any items that could be construed as campaigning
- 10.26 Technology Fees
- 10.27 Sales tax on goods purchased
- 10.28 Any other expenses which Williamson County deems, in its sole discretion, to be inappropriate or unnecessary expenditures.