



CORRESPONDENCE/MEMORANDUM

State of Wisconsin

Date: December 20, 2023

To: Project Development Chiefs
WisDOT Consultant Unit Supervisors

From: Anna Wisner, WisDOT Consultant Services Section

Subject: Travel expense eligibility for construction contract administration field rate accounting

Moving forward, construction engineering contracts will all be eligible for travel expense reimbursement. Under current guidance, the commuting costs are not reimbursable for long-term contracts where field rates are applied per FDM 8-10-30.4. Consultant contracts that meet the criteria for field rate construction contract administration accounting in FDM 8-10-20.3.1 will now be eligible for commuting costs and therefore, reimbursement of travel expenses in the contract. This change is in effect as of the date of this memo. It can be applied to contracts in negotiation but will not be applied retroactively to signed contracts.

Guidance on calculating commuting costs remains unchanged. Allowable commuting expenses may be limited by company policy, WisDOT policy, including contract provisions, and Federal Acquisition Regulations.

The policy will remain unchanged for Project Office Accounting in FDM 8-10-20.3.2. Staffing contracts that meet the criteria for Field Rate Project Office Accounting will continue to be ineligible for commuting costs.

FDM 8-10-30.4, paragraph 5, will be revised to read:

When a contract requires a consultant employee to work full-time at a project WisDOT office on a long-term basis, the consultant's home base is the location of the office where the services are being performed. Therefore, commuting, or overnight travel costs will not be reimbursed under the contract. The period for determining "long-term basis" will be consistent with the period used to determine the application of Project Office Accounting rates published in FDM 8-10-20.3.2. This paragraph does not apply to Construction Contract Administration Accounting. Relocation expense in accordance with the FAR cost principles will be allowed unless specifically excluded in the solicitation of interest for the contract.