



**Highway Maintenance Manual**  
**Chapter 02 Administration**  
**Section 20 Eligible Costs**  
**Subject 25 Administrative Support**

**Bureau of Highway Maintenance**  
**January 2024**

### ***1.0 General Policy***

The department shall provide an amount for administrative support provided by the county. For calendar year CY 2024, this amount shall be four and thirty hundredths percent (4.30%) of the total amounts invoiced under the annual agreement for labor (including fringe benefits and patrol supervision), machinery, and materials. This amount shall be added to each invoice and is to be included on all work performed on the state trunk highway system.

### ***2.0 Highway Administration Costs***

Administration is considered the cost required to support an organization, regardless of work performed by the organization. The nature of the individual's work, and not the location of an employee's office, should govern the allocation of costs.

Highway administration costs include activities supporting the other major operational areas by providing an organizational structure and related support services. These support services are generally considered to include (but not limited to the following): budgeting, accounting, auditing, personnel, information technology, general administration, purchasing, printing and duplicating services, legal advisory services and management analysis.