

# ADMINISTRATIVE COST LOG

Business Replacement Payment - Reasonable Project Costs  
 Unnumbered Form 02/2020

Business tenants and business owners are eligible for reasonable project costs, as defined under s. 32.19 (2) (hm), Wis. Stats. and authorized under the business replacement payment (s. 32.19 (4M), Wis. Stats.), including administrative costs and reasonable charges for time spent by the owner or tenant in connection with the purchase, rental, rehabilitation and construction of the replacement property.

All submitted expenses must be determined by WisDOT BTS as actual, reasonable and necessary to reestablish a functionally comparable replacement property. The items claimed must be supported by adequate documentation including dates and hours spent with explanation of specific tasks completed by the owner or tenant only and other documentation, as requested by the agency, by the displaced business. Hourly rates are not to exceed \$30.00 per WisDOT policy. If submitting a claim with a higher hourly rate, justification must be provided. Reasonable project costs must occur during the two-year claim period of the displaced business and have been paid for by the displaced business.

No duplication of payments under this category will be provided if the displaced business previously received payments for items claimed under acquisition or other relocation costs.

DATE	TASKS COMPLETED (detailed description)	TIME (hours)	HOURLY RATE *not to exceed \$30/hour
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
TOTALS			

I certify that this is a true and accurate record of expenses I, the relocatee, have incurred for the time spent in connection with the purchase or rental of my replacement business property and/or the rehabilitation or construction of my replacement business property.

Project ID

County

Parcel No.

Claimant Name

X   
 Business Owner's Signature

Date