



BC Housing

## **Guidelines For Engaging Professional Services**

The following is a list of points to be addressed when engaging Professional Services. Not all points pertain to all types of services and should therefore be applied according to your specific requirements.

### **EXPENSES**

The following expenses will be reimbursed at cost when submitted with supporting receipts if required. Expenses must be paid directly by the consultant prior to being claimed for reimbursement.

Where receipts are required by BC Housing, contractors must submit photocopies, which are of good quality. The originals will be required for claiming your G.S.T. input tax credit.

#### **Travel Expenses**

Where travel is required in the performance of the contract, the most economical means shall be utilized. No traffic violations or penalties will be accepted by BC Housing.

#### **Vehicle Expense**

Private vehicle distance allowances will be reimbursed at the current BC Housing rate/km in effect at the date of travel. Days traveled must be recorded.

Rental vehicle/U drive charges. Receipts required.

#### **Parking Expenses**

Parking charges incurred in the performance of duties in respect of the contract. Receipts required if individual charges over \$10.00.

#### **Bus / Taxi Expenses**

Claims for bus or taxi costs incurred in the performance of duties in respect of the contract. Receipts required for charges over \$10.00.

#### **Airline Travel**

Airline ticket and invoice required.

### **Accommodation Expenses**

Overnight accommodation for the period **May 1 to September 30** (peak season) shall not exceed:

- a) \$115.00 plus taxes, for Greater Vancouver (Vancouver, North Vancouver, West Vancouver, Richmond, Delta, Burnaby, New Westminster, Coquitlam, Port Coquitlam, and Surrey);
- b) \$95.00 plus taxes, for Greater Victoria (which includes Victoria, Saanich, Esquimalt, Oak Bay, Saanich Peninsula, Sidney, Colwood, Metchosin and Langford);
- c) \$85.00 plus taxes for Prince George and Prince Rupert;
- d) \$99.00 plus taxes for Fort St. John;
- e) \$65.00 plus taxes for Whistler;
- f) \$70.00 plus taxes for all other areas of British Columbia;

For the period **October 1 to April 30** (off peak season) reimbursement shall not exceed:

- a) \$80.00 plus taxes for Greater Vancouver (which includes Vancouver, Burnaby, North Vancouver, West Vancouver, Richmond, Delta, New Westminster, Coquitlam, Port Coquitlam, Surrey and White Rock);
- b) \$70.00 plus taxes, for Greater Victoria (which includes Victoria, Saanich, Esquimalt, Oak Bay, Saanich Peninsula, Sidney, Colwood, Metchosin and Langford);
- c) \$85.00 plus taxes for Prince George and Prince Rupert;
- d) \$99.00 plus taxes for Fort St. John;
- e) \$80.00 plus taxes for Whistler;
- f) \$65.00 plus taxes, for other areas of British Columbia;

### **Meal Allowance**

Meal costs incurred by the Consultant or his designate while on travel will be reimbursed at the rates in effect at that time.

Breakfast: \$11.25  
Lunch: \$13.00  
Dinner: \$22.00

### **Mileage**

\$0.49 per kilometer

### **Permits**

Building permits, rezoning applications, water service connections may be endorsed to BC Housing for payment, or funds may be advanced by the consultant. (Such requests for payment are to be accompanied by appropriate back up documents and clearly state the service contract number, project address, tile number and cost centre).

## **DISBURSEMENTS**

### **Office Disbursements**

Office Expenses: Long distance charges, cellular phone charges, courier, and messenger services will be reimbursed at cost. Receipts required if over \$50.00.

Black and White Photocopies: Will be reimbursed at \$.25/page.

Colour Photocopies: Will be reimbursed at \$.75/page

No fee is allowed for facsimiles, but we will reimburse at cost for facsimile long distance connection charges.

Printing: Will be reimbursed at cost. Invoice required.

### **Printing Drawings/Plans**

For **Hourly Rate** contracts

The consultants will provide sets of drawings/plans at BC Housing expense. A maximum of cost plus 10% mark-up shall apply only when identified during contract negotiations. Invoice required when charges exceed \$50.00.

For **Stipulated Price** contracts

The consultant shall provide, at no additional cost, the requested number of drawings indicated in the contract. A charge for extra copies over requested number will be permitted up to a maximum value of cost plus 10% only when identified during contract negotiations. Invoice required when extra charges exceed \$50.00.

### **Subcontractors**

All subcontractors and their rates must be identified and approved by the Contract Administrator prior to engagement.

Subcontractors fees are firm but a markup of up to 10% may be applied by the consultant. Invoices are required to support claim.