



Consultant Contract

This contract is entered into as of this _____ day of _____, 20____ between Educational Service Unit 7 and _____, to be referred to as the Consultant.

Payment to be made to:

NAME _____

AGENCY/FIRM _____

ADDRESS _____

1) Consultant shall, in a satisfactory manner, serve as a consultant for the Educational Service Unit 7 for: _____ on the date(s) of _____

2) Educational Service Unit 7 may cancel or renegotiate the factors of this consultant contract _____ day(s) in advance of the initial program date.

3) Financial Options: The following financial arrangements are agreed upon between the Consultant and Educational Service Unit 7. Consultant payment shall be made after the third Monday of the following month of contracted date(s), unless otherwise agreed upon by Educational Service Unit 7 and the Consultant.

A. FIXED FEE – The honorarium for such services shall be \$ _____ per _____ (hour or day) plus expenses incurred for travel, etc. (see travel reimbursement procedure)
Comments:

B. CONTRACTED FEE - \$ _____ per contract/project agreement. Expenses incurred for travel are the responsibility of the Consultant.

C. PER PARTICIPANT – The honorarium for such services shall be computed on the following formula: Per Participant Fee \$ _____ with _____% paid to the Consultant and _____% to ESU 7 for administration and direct costs incurred. Minimum number of registrants shall be _____ and will be determined _____ days prior to initial date of program.

 Consultant

 Date

 ESU 7 Representative

 Date

 ESU 7 Administrator

 Date

ESU 7 TRAVEL REIMBURSEMENT PROCEDURES

RECEIPT (S):

Please submit the following:

- A) **All** meal receipts must be **ITEMIZED RECEIPTS ONLY**. (Credit card receipts showing only the total are **NOT** accepted unless submitted with itemized receipt. Both receipts must be submitted for reimbursement (credit card and itemized receipts). Handwritten receipts will only be reimbursed if the restaurant does not serve alcohol and a copy/photo of the menu is provided.
- B) Meal tips are reimbursed at 15% of the total bill.
- C) No alcohol receipts reimbursed.
- D) Meals are reimbursed at no more than the IRS per-diem rate.
- E) Parking in a garage or lot—receipt required for reimbursement. Airport Parking will be reimbursed at the long-term economy rate. Metered on-street parking costs do not require a receipt.
- F) Taxi, Uber, etc. must have a receipt. ESU will reimburse no more than a 15% tip of total bill.
- G) Airfare receipts must show the air itinerary and cost and payment summary.
- H) Car rental receipts require a cost and payment summary.

MILEAGE:

- A) Reimbursement is based on the current **IRS mileage rate**.
- B) Central accounting requires map quest (beginning and end address and directions included)

To check for a Per Diem rate go to: <https://www.gsa.gov/portal/category/100120>