

Examples of Costs to be Reimbursed and Paid from Management Fee	
Cost to be Reimbursed by HPHA	Costs to be Paid from Management Fee
Contractor's project site personnel salaries, fringe benefits and taxes as reflected in Attachment 12	Contractor's supervisory staff salaries fringe benefits and taxes.
Direct project administrative expenses other than salaries (postage, telephone, copying and supplies)	Contractor's overhead expenses (postage, telephone, copying and supplies
Long distance calls related to project operations (log must be maintained	Long distance calls from on site staff to Contractor
Contractor's site staff training required by HPHA for HUD required compliance.	Contractor's supervisory staff's travel expenses for site visits and meetings
Contractor's site staff travel expenses required for HPHA business	Advertising expenses for recruitment of all Contractor's staff
Mileage for Contractor's site maintenance staff for direct maintenance duties (travel between projects, picking up project maintenance equipment or materials)	Training of Contractor's staff
Mileage for Contractor's on site staff for administrative functions (attending meetings, mail pick up, travel to Contractor's office, site inspections).	
Required insurance expenses of Contractor	