



<b>Section:</b>	5. NTEP
<b>Subpart:</b>	5.2. Fees
<b>Policy No.:</b>	5.2.3.
<b>Title:</b>	Fees for VCAP Audits
<b>Effective:</b>	May 8, 2014
<b>Revised:</b>	N/A

## Fees for VCAP Audits

**Purpose:** Establish fees for time and expenses related to performance of VCAP Audits by NCWM staff.

**Background:** In 2014, NCWM hired an additional staff person who would have as part of their duties to conduct VCAP Audits at manufacturer facilities. This necessitates the establishment of fees for time spent on office time, communication, travel, and actual audits.

**Policy:**

Fees shall be assessed as follows for the conduct of VCAP audits.

Evaluation Time	Includes time spent on site, in consultation with client, and office time.	\$165/hour
Travel Time	Includes travel to and from the location	\$100/hour
Travel Expenses	Includes airfare, hotel, personal vehicle use, rental car meals and miscellaneous expenses	Actual Cost