

FEDERAL MEDIATION AND CONCILIATION SERVICE INTERAGENCY AGREEMENT FOR REIMBURSABLE SERVICES

The purpose of this agreement is to provide reimbursement of costs incurred by the Federal Mediation and Conciliation Service in providing requested services. Costs include, but are not limited to, salaries and benefits, travel and subsistence, and material expenses related to this project

AGENCY: _____

SERVICE DELIVERY ADDRESS: _____

DATE(S) OF SERVICE DELIVERY: _____

Description of Service:

Mediator(s) Assigned: _____ Phone: _____

Customer Contact: _____ Phone: _____

TOTAL AMOUNT TO BE CHARGED UPON DELIVERY: _____

METHOD OF PAYMENT:

FEDERAL OPAC: _____ INVOICE: _____ CREDIT CARD: _____

OFFICIAL RESPONSIBLE FOR BILLING

NAME: _____

ADDRESS: _____

PHONE: _____

AGENCY LOCATION CODE (SPECIFIC NUMBER): _____

VISA or MASTER CARD Number and Expiration Date: _____

APPROVED BY:

FMCS: _____
SIGNATURE DATE

AGENCY: _____
SIGNATURE DATE

TITLE PHONE

TITLE PHONE

ADDRESS

ADDRESS

FEDERAL MEDIATION AND CONCILIATION SERVICE
INTERAGENCY AGREEMENT FOR REIMBURSABLE SERVICES
MEDIATOR WORKSHEET

ESTIMATED COSTS

TRAVEL: _____

PER DIEM: _____

PROFESSIONAL TIME (Includes Preparation, Travel, and Delivery):

() HOURS X (\$70.00) PER HOUR = _____

OTHER EXPENSES (Printing, Supplies, ETC.): _____

TOTAL ESTIMATED COST: _____