

Memo 1153: Trip Charge Deductions
To: All Safeguard Contractors
From: Vendor Management

As you know, Safeguard's current policy does not permit the payment of trip charges for providing second bids and estimates. Going forward, Safeguard will also no longer provide a trip charge when a contractor visits a property, is unable to perform work, but provides a bid to complete the work. Trip charges are not a claimable HUD expense or billable to Safeguard clients. In addition, allocating the charge after receiving bid approval has made the invoice reconciliation process difficult for contractors. Therefore, effective May 1, 2006 Safeguard will no longer reimburse contractors for trip charges when bids are submitted and no work is performed. Please contact your Regional Coordinator with any questions or concerns.