



# TDOT Professional Services Invoice Requirements

## The following Items must be shown on the invoices

- Vendor name
- Vendor contact information
- Remittance address
- TDOT State project number
- PIN, Federal Project number if available
- Unique Invoice number: all invoices are to be titled with the agreement number\_workorder Number\_progress billing number (i.e. E12340101). If there is not a work order number just use the agreement number\_progress billing number (i.e. E123401)
- Invoice date
- Work order #
- Invoice must indicate date received within TDOT division
- Pay terms
- Total amount requested on the invoice
- TDOT Contract (when applicable)
- Previously Invoiced Amount: If the vendor includes the previously invoiced amount on the invoice, this amount should reflect the correct amount billed to date.
- Location: If the company is a partnership, it is helpful when CAT-7 is shown on the invoice.
- Service Period and all charges are within the contract terms.
- Check all addition and mathematical calculations.
- Our office will use the industry standard in regard to “rounding” being three decimals (i.e. \$1,080.927 will be considered \$1,080.93) (=5 Round UP).
- The invoice must be marked “Partial” or “Final”.
- Invoice must be signed by a company representative.
- Invoice must be reviewed by the TDOT Project Manager or division and approved by the Professional Services Office- Finance Office maintains a log of employees who are allowed to approve invoices.



## TDOT Professional Services Invoice Requirements

- The invoice must summarize by cost category the total amount being billed and the documents that support a given cost category must accompany the invoice. For example, schedules could be used to summarize the expenses for each category.
- Each invoice must include a summary detailing the individual expense items and showing categorized subtotals. To as much a degree as possible, the support should be collated to match the order of the items in the summary.
- For each expense type, the supporting documentation for the reimbursed expenditures must include the following itemization of the charges being billed:
  - Labor Schedule- summary table of employee name and/ or employee ID, title, rate of pay, Date(s) worked, and number of hours invoiced.
  - Net Fee – the formula used to calculate the net fee must be shown on the invoice and the divisions will note if there is a difference in the amount billed/calculated.
- Copies of Sub-Consultant Invoices- the same level of detail is expected for the sub-consultants that perform work and proof of payment can be included. Sub-consultant charges shall be listed as a separate item on the front page of the invoice and not included with the Direct Costs. **Sub-consultants must use the same invoice template as the prime.**
- Burden (Benefits) - Itemized reports from Payroll or accounting systems
  - Not applicable when audited overhead rates are used. Common with activities performed by contractors.
- Equipment- Logs or summaries of equipment usage with the times, usage rates, and total amounts for all equipment used. Rental equipment invoices are presented if applicable.

### Receipts

- ALL receipts must be legible. No “highlighting” that may result in redact on copies printed. All receipts should be in order as shown on the Direct Cost Schedule.
- **Do not include any Personally Identifiable Information (PII) information such as bank account numbers or federal tax ID numbers.**
- There must be a rental receipt for car or equipment in order to reimburse for gasoline.
- Business Expenses- Copies of receipts
- Phone Charges: Bill/ Receipt- if the charges are not included in Overhead Costs.
- Materials & supplies/ Minor Materials- Itemized statements detailing the items purchased or used, which includes explanations for expenditures that were only partially charged to the relocation projects



## TDOT Professional Services Invoice Requirements

### Mileage, Travel Expenses, & Meals

- Mileage logs containing the following information – The employee name, date(s) of travel, beginning and ending location, number of miles, and purpose of travel should be included.
- Copies of receipts for travel expenses being charged. \*Note: travel expenses (meals, per diems, hotel rates, etc.) must be in accordance with the State of TN Travel regulations.
- Car Rental and Hotel receipts must be a zero balance receipt or be accompanied by a copy of the credit card statement with the transaction marked accordingly.
- Hotel receipt must show the room rate.
- There must be a detailed lodging receipt to reimburse for meals/per diem. (Overnight travel with 75% per Diem first and last day of travel)
- Costs of hotel room and/or per diem must follow State regulations. If out-of-state travel, justification/explanation for out-of-state travel is required, and CONUS rates can be used.
- Overhead – The overhead rate used must be stated on the invoice and/ or method of allocation. Overhead used must be in effect as of the date of the invoice. The vendors as well as their sub-consultants must be prequalified and included in the consultant overhead database. The overhead rate must be validated in the database by the division, before approving the invoice for payment.
- Invoice Reductions: It is acceptable to include in the supporting documentation that correspondence has been made with the vendor concerning updates to invoiced amounts. A confirmation e-mail is not needed to proceed with processing the invoice for payment.

### Invoice Submittal

- Invoices should be submitted to [TDOT.PSInvoices@tn.gov](mailto:TDOT.PSInvoices@tn.gov)
- Each email should only include one invoice.