

**TENNESSEE DEPARTMENT OF TRANSPORTATION  
DESIGN DIVISION**

**Reasons For Returning Previously Submitted Invoice**

- STANDARD INVOICE FORMAT was not used
- NUMBER OF INVOICES COPIES was incorrect (Number needed: \_\_\_\_\_ )
- UNREQUESTED RECEIPTS, TIME SHEETS, etc. were included with invoice (see Design Division standard invoice format for an example of the degree of detail required to accompany invoices)

**OMITTED:**

- Certification statement and/or the principal's signature
  - Sub-consultant's invoice
  - TDOT's STATE project number
  - Agreement number
  - Work order number
  - Progress report
  - TDOT's Progress Billing Number (i.e. our invoice number)
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- TDOT'S PROGRESS BILLING NUMBER had its correct sequence interrupted by using the same number on different invoices or by skipping a number
  - REQUEST FOR RETAINAGE was mixed with regular invoice charges
  - OVERHEAD RATE was applied to the premium portion of overtime labor
  - NET FEE CHARGES were based on labor and overhead rather than percentage of work completed
  - MATH ERRORS
  - DIRECT EXPENSE CALCULATIONS for mileage, lodging, meals were not shown as per standard invoice format

**CEILING OVERRUN:**

- Of COSTS CEILING (Are you maintaining a separate log for invoice costs and net fee?)
  - Of NET FEE CEILING (Are you maintaining a separate log for invoice costs and net fee?)
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- STATE PROJECT NUMBER was wrong on invoice though it shows the correct project route and termini
  - PROJECT INFORMATION for this work order was wrong
  - TRAVEL EXPENSE CHARGES did not comply with State or Federal Travel Regulations
  - EMPLOYEE'S POSITION(S) on the hour/rate breakdown of labor charges were not shown
  - PROGRESS REPORT did not show enough detail
  - CHARGES INADVERTENTLY OMITTED should have been submitted separately under a new invoice number rather than revising the original invoice and resubmitting under the same number. Reference the original invoice/progress billing number so as to assure your monitor the labor and costs have not been previously invoiced.

**SOMETHING TO KEEP IN MIND:** June 30th is the year ending date for the State and so the payment of invoices submitted near the end of June will be delayed significantly.

INVOICE CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

For further explanation, please call me at: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_. Thank you.