



CEI Consultant Invoice Template Instructions

The CEI Consultant Invoice Template is available on TDOT's Construction Division webpage, under CONSULTANT INFORMATION.

Instructions

Summary/Cover Sheet (Required)

The 'Invoice Summary' form must be used for all invoices, including subconsultants. It is the responsibility of the consultant to ensure that all rows and columns are printed to a single page. The form may be modified so long as no information is omitted. (e.g. - extra project rows may be hidden)

- Fill in **all** applicable areas containing grey background.
- Invoices using OH rates lower than those approved by TDOT External Audit must include an attachment indicating the voluntary intent to charge less than the approved rate/s.
- The (Extra Category) may be used for any additions/deductions which are separate from the other expense categories.
- The Principal's Signature must be handwritten or electronically pasted. Typed approval will not be accepted.
- INVOICE SUBMITTALS SHALL BE MADE ELECTRONICALLY BY EMAIL to the TDOT Project/District Supervisor. *In addition, hard-copy submittals may be submitted or requested at the Project/District Supervisor's discretion.*

Schedules and Logs (templates are optional)

These templates provide the minimum amount of information required for invoices to be approved. Independent (in-house) schedules and logs may be substituted for the templates, so long as they provide the required information and are clear and legible.

- 'Total Hours' are the actual hours the employee works.
- 'Premium Hours' are calculated using the equation: (Total Hours – Straight Hours)
- 'Premium Rate' is calculated using the equation: $0.5 \times \text{Rate}$
- Subtotals may be entered on the Direct Labor logs.
 - THE FIRST COLUMN MUST BE LEFT BLANK ON ALL SUBTOTAL ROWS.
 - Example:

Date	Ref. No.	Employee Name	Title	Rate	Total Hours	Amount	Premium Rate	Premium Hours	Premium Amount
11/25/14	1	James Polk	Project Specialist	25.00	9.00	225.00	12.50	1.00	12.50
11/26/14	1	James Polk	Project Specialist	25.00	9.00	225.00	12.50	1.00	12.50
		SUBTOTAL				18.00	-	2.00	-

- Links may be created between sheets; however it is the responsibility of the consultant to verify all calculations before submitting an invoice for payment.



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Direct Costs

- Subconsultant costs shall be listed on a separate schedule and not included in the Direct Costs Schedule.
- Every direct cost shall have a reference source listed and attached. (e.g. – log, receipts, report, etc.)
- Direct costs must be project-specific expenses, with supporting documentation.
 - Per Diem is allowed with overnight stay and must be supported with proof of lodging (Hotel receipt or written statement from place of stay). Days of travel should be charged at 75% of rate.
 - Rental equipment costs specific to the project must be supported.
- When working on multiple projects in one day, vehicle reimbursement shall be split equally between projects.

Multiple Projects under one Agreement/ Work Order

- When an agreement’s funding is based on a percentage of each applicable project number, and it is difficult to separate the expenses for each project, the expenses shall be allocated to the each project based on the percentages.
 - Example:
 - On the agreement shown below, the expenses (Direct Labor, Direct Costs, Premium Labor, etc.) would be divided **91:9 (%)** if the actual hours/expenses are not economically feasible to separate on the Schedules/Logs. *Refer to the agreement/work order to determine the percentages.*

SCOPE OF WORK: Construction engineering & inspection services and field surveys.	
EFFECTIVE DATE OF CONTRACT	August 15, 2013
AGREEMENT AMOUNT (THIS REQUEST)	\$3,977,197.19
STATE PROJECT NUMBER	FUNDS REQUESTED
XXXX (91%) - XXXXXX 3186-44	\$3,619,249.45
XXXXXX (9%) - XXXXXX 3212-04	357,947.74

Submittals

- INVOICE SUBMITTALS SHALL BE MADE ELECTRONICALLY BY EMAIL to Project/District Supervisors. In addition, hard-copy submittals may be submitted or requested. *Ask respective Project/District Supervisor.*