

Invoice Cover Page

Grantee Name:

Invoice Number:

Invoice Period:

Grantor Number:

State Project Number:

Invoice Remittance Address:

Grantor:

Invoice Date:

Edison Vendor ID:

Grantee Contact:

Grant Contract Number:

SPR Funds Due From TDOT Long Range Planning Division:

Personnel (Per Schedule 1)	\$
Fringe Benefits for Employees (Per Schedule 1)	\$
Indirect Costs/Overhead (note percentage used) (If Applicable)	\$
Direct Costs (Per Schedule 2)	\$
Subtotal for SPR Grant:	\$
Less Federal Amount (80% of Subtotal) (Remaining Budget)	\$
Less Local Match (10% of Subtotal)	\$
State Match (10% of Subtotal) (Remaining Budget)	\$
<u>Total Due for SPR Grantee</u> (80% Federal + 10% State Match)	\$ _____

Invoice Checklist

THE ITEMS BELOW ARE REQUIRED FOR INVOICE TO BE APPROVED FOR PAYMENT			
Please initial that all of the following are in compliance with the invoice instructions		Grantee Initial	TDOT Initial
1.	All receipts have a zero balance . Particularly, all hotel or conference receipts provided have a zero balance and are not substituted with reservation or registration confirmations		
2.	Any travel reimbursement documentation and/or forms reflect the exact amount being requested and is not grouped with unrelated agency items. If exclusion of unrelated expenses or items is not possible, applicable items are clearly highlighted		
3.	If hotel costs are not being reimbursed a receipt for any reimbursable meal is provided		
4.	Invoice amount does not exceed contract amount		
5.	No rounding. All documentation must equal the totals on the cover page		
6.	Any and all personal information or bank routing numbers have been redacted		
7.	Grantee is requesting reimbursement for either gas or mileage but NOT both		
8.	All Documents are scanned clearly and in the same direction		
9.	Parking receipts are provided unless covered as part of a hotel receipt		
10.	If resubmitted with corrections, a corrected cover page is accompanying the completed invoice package. Partial invoice submissions are not accepted.		
11.	<p>Invoice accurately details all of the required documentation in the order listed below:</p> <ol style="list-style-type: none"> 1. Cover letter addressed to appropriate TDOT contact 2. Invoice Cover Page in the format provided 3. Schedule One Document 4. Schedule Two Document 5. Schedule 2 Direct Cost Itemization Form 6. Expense Documentation shall be in the same order as documented in the schedules and/or Schedule 2 Direct Costs Itemization Form. As an example, salaries are usually first so that documentation should be first and in the same order as shown on the Schedule 1 page. For Schedule 2, as an example, expense documentation shall be grouped and in the same order as shown on the Schedule 2 page. 7. The Quarterly Progress Report 	Grantee Initial: _____ _____ _____ _____ _____ _____ _____	
12.	<p><u>Please verify that the items below ARE NOT included in the invoice package:</u></p> <ul style="list-style-type: none"> • Employee timesheets • Directions • Meeting agendas and/or brochures • Email correspondence regarding travel authorization • Hotel Reservations • Travel logs containing miscellaneous or extra information for employees not receiving reimbursement. Please note, if your department groups all travel information together and is unable to extract the travel information for specific employees, any pages that do not contain information for reimbursable employees must be removed. 		