



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

LONG RANGE PLANNING
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JOHN C. SCHROER
COMMISSIONER

BILL HASLAM
GOVERNOR

Dear Grantee,

The Long Range Planning Administration Office strives to serve you as efficiently and effectively as possible. As you may know, new processes were implemented for the final quarter of FY16. Based on review and feedback we are making some adjustments beginning with the first quarter FY17 invoice. To help achieve this goal we are instituting new invoicing requirements that will help streamline our process. The new requirements are outlined below and information regarding all invoicing policies can be found on the following pages.

In addition, we have revised the invoice cover page to include a checklist verifying that all items are in compliance with both TDOT Finance and F&A invoicing policies. The new template is attached to this letter and must be completed before submitting any invoices for payment. We are providing this document as a PDF form for your convenience. If you need it in a Word Document we ask that it not be reformatted.

We appreciate your cooperation going forward as we strive to make TDOT the best DOT in the nation.

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The following are changes to TDOT's requirements for invoice payment.

<u>Invoice Number</u>	Each invoice must have an invoice number that is at least six characters long and contains at least three numbers. E.g. RPO-16-4Q
<u>Personal Info.</u>	Please remove all PPI (Personal Private Information) from all reimbursement backup documents. Examples are social security number, personal tax information, bank acct/routing numbers, EFT/ACH forms and credit card information, etc. Please black out this information in all locations of backup documents.
<u>Invoice amount</u>	All items must total the invoice amount. TDOT accounting procedures will reject any/all rounding discrepancies, or incorrect totaling.
<u>Quarterly Progress Report with Invoice</u>	All invoices must be accompanied by a progress report, presented at the time of the invoice, and dated the date of invoice submission. Required supporting documentation includes but is not limited to progress reports, travel documents and supply receipts etc.
<u>Invoice Date</u>	Invoice date must not precede the date of progress report and invoice submission
<u>Invoice Checklist</u>	Completed and initialed by grantee verifying all documentation properly compiled
<u>Itemization of Schedule 2</u>	An itemization of all Schedule 2 Direct Costs must be submitted with an invoice. Grantee may use their own format or the template provided.

INVOICE REQUIREMENTS

Please ensure that all of the following applicable requirements are completed before submitting an invoice for payment. We will not be able to process any reimbursement packages that do not meet these requirements.

- Invoices should be submitted for reimbursement no more often than quarterly, with all necessary supporting documentation, and sent to the appropriate TDOT sponsor.
- All PPI (Personal Private Information) should be removed from all reimbursement backup documents. Examples of PPI are social security number, personal tax information, bank acct/routing numbers, EFT/ACH forms and credit card information, etc. The PPI should be blacked out in all locations of backup documents.
- An invoice will not be paid unless the corresponding quarterly progress report is also submitted and the work performed as detailed in the progress report is deemed satisfactory by TDOT. The progress report should be dated the date of invoice submission.
- An invoice should only include reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service under the contract and the expenses will be subject to the contract Grant Budget.
- Each invoice should accurately detail all of the following Required Information in the order given below:
 1. Invoice/Reference Number (assigned by Grantee) – A unique number of at least six characters, containing at least three numbers assigned for each invoice submitted each quarter by your agency.
 2. Invoice Date – Date submitted to TDOT. The date must not precede the progress report.
 3. Invoice Period (to which the reimbursement request is applicable). – 3 month quarter; for example, October 1, 2015 – December 31, 2015
 4. Grant Contract Number (assigned by TDOT) –Each grant contract has a unique number, i.e. GG1237136.
 5. Grantor - Tennessee Department of Transportation, Long Range Planning Division
 6. Project Name -
 7. Grantor Number (assigned by Grantee) – Your city/county/agency assigns TDOT or this grant contract a unique # that tells them in the general ledger or bank account where this money is coming from. This number should always be the same.
 8. Grantee Name – For example, First TN Development District
 9. Grantee TN Edison Vendor ID – Assigned by Edison. Each grantee has a unique Edison Vendor ID.
 10. Grantee Remittance Address. – This is the address attached to your bank account, which is not necessarily where your office is physically located. Check with your Finance Office. TDOT will provide the addresses we have on file.
 11. Grantee Contact for Invoice Questions (name, phone, and/or fax). – Please include a phone number for the grantee contact in case someone other than Long Range Planning needs to contact you

12. State Project Number –TDOT will provide you with your State Project Number.
13. Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:
 1. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
 2. The amount reimbursed by Grant Budget line-item to date.
 3. The total amount reimbursed under the Grant Agreement to date.
 4. The total amount requested (all line-items) for the Invoice Period.

ADDITIONAL INFORMATION REGARDING INVOICES

- An invoice should not include any reimbursement request for future expenditures.
- Quarterly expenses must reflect the work that was actually accomplished during the reporting quarter.
- Supporting documentation, such as travel reimbursement forms, must reflect the **exact** amount requested for reimbursement. If exclusion of unrelated expenses or items is not possible, applicable items must be clearly identified. For example, if your agency 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 and applicable pages must be highlighted, circled, asterisked, or check marked, etc. accordingly.
- Required supporting documentation for expenses should be in chronological order according to when the expense was incurred.
- Required Supporting Documentation:
 - If travel is being claimed, then a travel claim form must be included
 - Hotel receipt with a -0- balance if hotel expense is being claimed. This includes conferences or meetings where another organization paid for the room. A room list, with the employee's name clearly indicated on hotel letterhead, showing payment by another organization is sufficient
 - If employee's per diem or meals are being invoiced, then Hotel receipt with a -0- balance must be submitted as proof of overnight travel, even if Hotel expense isn't being invoiced
 - Meal receipts when overnight travel is involved and the agency doesn't use the per diem method of reimbursement
 - Parking receipts, unless parking is listed and paid for as part of a hotel receipt
 - Mileage log sheet or travel claim form showing the start and end points, the number of miles, and the rate that was used to pay the claim, for example, 10 miles x \$0.47 = \$4.70. Do not include travel or car pool logs that contain information from unrelated divisions or employees.
- Items NOT REQUIRED as Supporting Documentation
 - Employee timesheets
 - Travel authorizations
 - Meeting Agendas and/or Brochures
 - Hotel Reservations/Confirmations
 - Estimates for travel or travel directions