

Environmental Division Invoice Guidance

To assist firms in submitting consistently approvable invoices and to increase efficiency and speed in invoice reviews and approvals, the Environmental Division developed templates for invoice submittals. These templates can be found on the Environmental Division website and firms are encouraged to check that site periodically to ensure the most up-to-date template is being used. These templates include embedded instructions to assist the preparer.

In addition to those instructions, this document provides further instruction for submitting an approvable invoice. This is not an exhaustive list, but compliance with the template instructions and the instructions listed here should be sufficient to ensure an invoice is approvable in most cases. Also, this list will be updated as needed, so please check the Environmental Division website for the latest version.

Items outlined below are in addition to, not instead of, the instructions embedded in the Environmental Division invoice templates.

General Guidance

- **Rounding** - **ALL** figures **must** be rounded to two decimal spaces, whether these figures are auto-populated by the template or if they are manually entered.
- **PPI** - All PPI (Personal Private Information) must be removed or redacted from the invoice and all supporting/attached documentation prior to submittal (examples of PPI include: social security numbers, tax ID numbers, personal tax information, bank acct/routing numbers, EFT/ACH forms and credit card information).
- **FPIN/TPIN** - If a project is generally referenced by one PIN (Project Identification Number), but its funding is connected to another PIN, both PINs should be referenced on the invoice. The PIN for funding is the FPIN (Funding PIN) and the generally referenced PIN for the project is the TPIN (Tracking PIN).
- **State Project Number** - All invoices must note the appropriate TDOT state project number. The federal project number can be noted but is not required.
- **Service Range** – All charges must be within the service range shown on the invoice, or the invoice must include a memo on firm letterhead explaining the charge that is outside the service range. For Direct Costs, the date that the services or goods were provided, if noted on the supporting documentation, must be within the service range of the invoice to which the Direct Costs are charged. If the supporting documentation does not note the date the services or goods were provided, then the date on the receipt/invoice/bill for those goods or services is considered the date of service, and that date must be within the service range of the invoice to which the Direct Costs are charged.
- **Template Progress Reports** – The percent complete noted on the invoice must be supported by a progress report. The invoice templates include two options for progress reports. Firms need not complete both reports unless requested by the TDOT project manager. Only Progress Report A auto-populates fields in the Invoice Summary Sheet tab. If the percent complete is

based on anything other than Progress Report A, manual entries will be required for all cells on the Invoice Summary Sheet that are auto-populated by the Progress Report A sheet.

- Sheets Submitted – If one or more tabs/sheets from the invoice template are not relevant and/or are not used in the generation of a firm's invoice, those sheets should be removed before the invoice is submitted to TDOT.

Travel

Travel expenses (meals, per diems, lodging rates, etc.) must be in accordance with the [State of Tennessee Travel Regulations](#).

- Per diem can only be requested if travel requires an overnight stay
- Per diem is 75% of the full day per diem rate on the first and last day of travel
- Consultant must obtain written authorization from the TDOT PM before purchasing airfare for which reimbursement will be requested

Supporting Documentation

Most Direct Expenses require supporting documentation, for instance:

- Lodging – requires a hotel receipt that clearly shows
 - The traveling consultant's name
 - The duration of the stay (date to date)
 - Itemization of charges (including room rate)
 - If room rate exceeds allowable rate per State Travel Regs, reduction math must be shown on the lodging receipt
 - A \$0.00 balance
 - Which nights are to be charged to the current invoice, and include relevant math (for lodging receipts that can be charged to more than one project)
- Car Rental – requires a \$0.00 balance receipt
- Per diem – requires proof of an overnight stay.
 - If the overnight stay was in a hotel – provide a hotel receipt as described above, even if hotel expense isn't being invoiced.
 - If the overnight stay was in a home (i.e. staying with friends/family) – provide a statement noting the city and state where the traveler stayed and noting that no lodging charges accrued due to staying with friend/family/etc.
- Actual Cost Reimbursement – requires receipts for all charges. If charges are for meals and incidentals, proof of an overnight stay as described above must also be provided. Actual cost reimbursement for meals and incidentals cannot exceed the per diem allowable and cannot be combined with a per diem request.
- Parking – parking receipts are required if parking fees exceed \$8.00 per day. However, separate parking receipts are not required for parking listed and paid for as part of a hotel receipt.

- Airfare – requires an itemized receipt and a copy of written pre-authorization for air travel provided by the appropriate TDOT project manager.
- Printing – requires a receipt from any printing service used. However, if reimbursement for in-house printing is requested, no receipt is required but the invoice must note the number of copies made, whether the copies were color or black and white, and the per page rate.
- Mileage - Mileage rates are set in the [State of Tennessee Travel Regulations](#). Requests for mileage reimbursement must include:
 - Traveling employee’s name
 - Date(s) of travel
 - Beginning and end location
 - Number of miles (indicate if round trip)
 - If the mileage reported from the departure point to the destination is different than the return mileage from the destination back to the original departure point, then an explanation for the difference must be provided.
 - Purpose of travel

For all supporting documentation:

- The final digital invoice, including all attachments, must be clear and legible, including any scanned attachments.
- Where a receipt includes multiple charges, the charges applicable to the invoice must be clearly marked.
- Where any notes or markings are needed to clarify the charges, highlighting should not be used. Highlighting obscures data if the invoice is later copied.
- To the extent possible, supporting documentation should be in the same order that the charges appear in the invoice.

Sub-Consultant Charges

- Sub-Consultant charges are not included with Direct Costs, and are shown separately on the invoice
- Sub-Consultant charges must be supported and described in the same manner and detail as described herein for a prime. The same information and categorization of expenses as provided in the invoice template should be provided for sub-consultant charges, but sub-consultant charges should not be submitted on the invoice template unless the header for each page of the template is changed.
- Sub-Consultants should be noted as either a Disadvantaged Business Enterprise (DBE) (“Yes” on the invoice template), or not (“No” on the invoice template) on the invoice.
- If the Agreement between TDOT and the Prime Consultant does not specify the potential for lump sum work orders and the agreement between the Prim and the Sub-Consultant is a lump sum agreement, then each invoice that includes charges for the Sub-Consultant must include a full copy of that lump sum agreement.

- The terms sub-contractor and sub-consultant are used interchangeably within the Environmental Division. Any reference made to sub-contractor costs would also fall under this guidance.
- Additional information on the distinction between sub-consultant charges and direct costs can be found in Section IV, subsection K of [TDOT Policy 301-01](#).