

# TDOT Local Programs Invoicing Requirements

The following items must be shown on all reimbursement requests sent to [lpd.invoices@tn.gov](mailto:lpd.invoices@tn.gov).

## **COVERSHEET INFORMATION**

This information is on our provided coversheet(s), which can be found here: <https://www.tn.gov/tdot/program-development-and-administration-home/local-programs/reimbursement.html>

- Supplier/local government name
- Supplier/local government contact information
- Remittance address
- State project number (for the correct phase being billed)
- PIN
- Federal project number, if applicable
- Unique invoice number (all invoices are to be titled with the invoice number only, do not place any additional information/markings in the invoice number field)
- Invoice date (submitted)
- Total amount requested on the invoice (cannot exceed reimbursable amount available)
- TDOT contract and / work order number, if applicable
- Previously invoiced amount
  - When the previously invoiced amount is included on the invoice, this amount should reflect the correct amount billed to date.
- Service period (meaning all charges included in invoice are within the service period dates)
  - If fiscal year is crossed, must separate into two invoices (fiscal year runs from July 1-June 30 of each year)
- The invoice marked Final Invoice, if applicable
- Invoice must be signed by authorized signatories ([Form 9-1](#))

## **CALCULATION TIPS**

- The invoice must summarize the total amount being billed and the documents that support a given cost must accompany the invoice.
- Check all addition and mathematical calculations, twice.
- TDOT uses the industry standard in regard to rounding, being three decimals (i.e. \$1,080.927 will be considered \$1,080.93).

## **GENERAL PROJECT COSTS**

- Each invoice must clearly and legibly include a summary detailing the individual expense items and show categorized subtotals. As much as possible, the supporting documentation should be collated to match the order of the items listed in the cover sheet.
- For each expense type, the supporting documentation for the reimbursable expenditures must include itemization of the charges being billed
- Labor Schedule- a summary table of employee name and/or employee ID, title, rate of pay, date(s) worked, and number of hours involved (Must list actual dates worked not a date range)
- Net Fee- the formula used to calculate the net fee must be shown on the invoice. The Local Programs Development Office will note if there is a difference in the amount billed/calculated.
- Burden (Benefits)\*- itemized reports from payroll or accounting systems  
\*not applicable when using audited overhead rates
- Overhead- the overhead rate used must be stated on the invoice and be in effect as of the date of the invoice
  - If overhead rates changes due to audit invoice date, the rate at time of services performed should be used.
- Equipment- logs or summaries of equipment usage with the times, usage rates, and total amounts for all equipment used. (rental equipment invoices should be included, if applicable)
- Business Expenses- copies of receipts.
  - All receipts must be legible with no highlighting that may result in redaction on scanned copies.
- Phone Charges- bill/receipt, if charges are not included in overhead costs

- Materials & Supplies- itemized statements detailing the items purchased or used

### **Travel Expenses**

*All expenses must be in accordance with State of TN travel regulations.*

- Mileage logs- logs must contain employee name, date(s) of travel, beginning and ending location, number of miles, and purpose of travel
- Lodging- receipts for lodging must have a zero balance receipt or be accompanied with a credit card statement with the transaction marked accordingly
  - Lodging receipt must also show room rate
- Car Rental- receipts for car rentals must have a zero balance receipt or be accompanied with a credit card statement with the transaction marked accordingly
- Meals- there must be a lodging receipt in order to reimburse meals/per diem.
  - With overnight travel, only 75% per diem is allowed on first and last day of travel
- Parking- receipts for parking over \$8.00 must be included