

# Mini Video Series – 5/5

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# Common Errors to Avoid (1/2)

- TN ECD has compiled a **list of recurring errors** in invoices to aid the grantees in preventing these mistakes in the future invoices and to ensure an **efficient and seamless payment process**

Section of the Invoice Request Package	Reminders
Cover Sheet and Backup Details Page	<ul style="list-style-type: none"><li>• Make sure that the details such as <b>invoice date and number</b> on the backup details sheet <b>match</b> with the details on the supporting documentation</li><li>• Invoice dates in the back-up detail page(s) <b>cannot cross fiscal years</b>. Exception is made for make-ready invoices or inventory dates that precede the contract start date with the allowable back date specified in the grant contract</li><li>• The grantee will have to use the earliest and the latest invoice dates create the invoice period.</li></ul>
Supporting documentation	<ul style="list-style-type: none"><li>• Ensure to attach supporting documentation of all invoices listed on the back-up details page.</li><li>• All the pages of the supporting documentation must be clear and legible.</li></ul>

# Common Errors to Avoid (2/2)

Section of the Invoice Request Package	Reminders
<b>Invoices – Supporting Documentation</b>	<ul style="list-style-type: none"><li>• Please ensure that the invoice is <b>billed to the grantee’s legal name</b>.</li><li>• Please <b>do not make handwritten adjustments</b> on the invoices.</li><li>• Please ensure to mention a description or at least the name of the item purchased on the invoice documentation.</li><li>• Though TNECD will be able to pay charges on permits, subscriptions, licenses, and miscellaneous similar fees in most instances (at least with respect to TEBF-ARP), they will require communication with Grantee and possibly a <b>“Justification Memo”</b>.</li><li>• Mileage rates* charged as a part of engineering expenses should be brought down to the state level regulations (<b>\$ 0.655/mile</b>) which also needs to be shown on the invoices.</li></ul>



Note\* - Mileage expenses are eligible only for TEBF-ARPA, Last Mile, Middle Mile and DSEW grants

# Common Errors to Avoid (2/2)


## Section of the Invoice Request Package

## Reminders


For grants that allow the below listed travel expense, the grantee must summarize them as a single "Mobilization Cost" line-item:

- Mileage (at the federal rate, which is \$0.655/mile)
- Lodging
- Per diem (including meals)

## Invoices – Supporting Documentation



MRP Planning & Coordination	0.5	175.00	87.50
Project Management	2	85.00	170.00
Planning/Coordinating	1	75.00	75.00
Motel 05/30/2023 - 06/08/2023		889.80	889.80
Motel 07/07/2023-07/12/2023 split		210.32	210.32
Dining (J)		11.00	11.00
Mileage		152.62	152.62
<b>Total Reimbursable Expenses</b>			<b>1,263.74</b>



MRP Planning & Coordination	0.5	175.00	87.50
Project Management	2	85.00	170.00
Planning/Coordinating	1	75.00	75.00
<b>Mobilization Cost</b>			<b>1,263.74</b>

# Key Contacts

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**New invoice request must be sent to**

[ECD.invoices@tn.gov](mailto:ECD.invoices@tn.gov)

**Revised invoice request must be sent to**

[ECDBroadband.Invoices@tn.gov](mailto:ECDBroadband.Invoices@tn.gov)

# Resources

Putting Together your Request Packet

<https://www.tn.gov/content/dam/tn/ecd/documents/grants-management/Grantee%20Reimbursement%20Request%20Instructions.pdf>

Capital Purchase Form

[https://stateoftennessee.formstack.com/forms/broadband\\_capital\\_purchase](https://stateoftennessee.formstack.com/forms/broadband_capital_purchase)

# Feedback

- Please scan the QR code on the slide to provide feedback on the mini video series.
- We would appreciate your valuable feedback in order to improve future training sessions.
- **Link** - <https://forms.office.com/g/NeKKm4bBx4>







Department of  
**Economic &  
Community Development**

**THANK YOU**