



TDOT Professional Services Invoice Requirements

The following Items must be shown on the invoices

- Vendor name
- Vendor contact information
- Remittance address
- TDOT State project number
- PIN, Federal Project number if available
- Unique Invoice number: all invoices are to be titled with the agreement number_workorder Number_progress billing number (i.e. E12340101). Do not place any additional information or markings in the invoice title as Edison will not accept it.
- Invoice date
- Work order #
- Invoice must indicate date received within TDOT division
- Pay terms
- Total amount requested on the invoice
- TDOT Contract (when applicable)
- Previously Invoiced Amount: If the vendor includes the previously invoiced amount on the invoice, this amount should reflect the correct amount billed to date.
- Location: If the company is a partnership, it is helpful when CAT-7 is shown on the invoice.
- Service Period and all charges are within the contract terms.
- Check all addition and mathematical calculations.
- Our office will use the industry standard in regard to “rounding” being three decimals (i.e. \$1,080.927 will be considered \$1,080.93) (=5 Round UP).
- The invoice must be marked “Partial” or “Final”.
- Invoice must be signed by a company representative.
- Invoice must be reviewed by the TDOT Project Manager or division and approved by the Professional Services Office- Finance Office maintains a log of employees who are allowed to approve invoices.



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- The invoice must summarize by cost category the total amount being billed and the documents that support a given cost category must accompany the invoice. For example, schedules could be used to summarize the expenses for each category.
- Each invoice must include a summary detailing the individual expense items and showing categorized subtotals. To as much a degree as possible, the support should be collated to match the order of the items in the cover letter.
- For each expense type, the supporting documentation for the reimbursed expenditures must include the following itemization of the charges being billed:
 - Labor Schedule- summary table of employee name and/ or employee ID, title, rate of pay, Date(s) worked, and number of hours invoiced.
 - Net Fee – the formula used to calculate the net fee must be shown on the invoice and the divisions will note if there is a difference in the amount billed/calculated.
- Copies of Sub-Consultant Invoices- the same level of detail is expected for the sub-consultants that perform work and proof of payment can be included. Sub- Sub-consultant charges shall be listed as a separate item on the front page of the invoice and not included with the Direct Costs. **Sub-consultants must use the same invoice template as the prime.**
- Burden (Benefits) - Itemized reports from Payroll or accounting systems
 - Not applicable when audited overhead rates are used. Common with activities performed by contractors.
- Equipment- Logs or summaries of equipment usage with the times, usage rates, and total amounts for all equipment used. Rental equipment invoices are presented if applicable.

Receipts

- ALL receipts must be legible. No “highlighting” that may result in redact on copies printed. All receipts should be in order as shown on the Direct Cost Schedule.
- **Do not include any Personally Identifiable Information (PII) information such as bank account numbers or federal tax ID numbers.**
- There must be a rental receipt for car or equipment in order to reimburse for gasoline.
- Business Expenses- Copies of receipts
- Phone Charges: Bill/ Receipt- if the charges are not included in Overhead Costs.
- Materials & supplies/ Minor Materials- Itemized statements detailing the items purchased or used, which includes explanations for expenditures that were only partially charged to the relocation projects



TDOT Professional Services Invoice Requirements

Mileage, Travel Expenses, & Meals

- Mileage logs containing the following information – The employee name, date(s) of travel, beginning and ending location, number of miles, and purpose of travel should be included.
- Copies of receipts for travel expenses and meals being charged. *Note: travel expenses (meals, per diems, hotel rates, etc.) must be in accordance with the State of TN Travel regulations.
- Car Rental and Hotel receipt must be a zero balance receipt or be accompanied with a copy of the credit card statement with the transaction marked accordingly.
- Hotel receipt must show the room rate.
- There must be a detailed lodging receipt to reimburse for meals/per diem. (Overnight travel with 75% per Diem first and last day of travel)
- Costs of hotel room and/or per diem must follow State regulations. If out-of-state travel, justification/explanation for out-of-state travel is required, and CONUS rates can be used.
- Overhead – The overhead rate used must be stated on the invoice and/ or method of allocation. Overhead used must be in effect as of the date of the invoice. The vendors as well as their sub-consultants must be prequalified and included in the consultant overhead database. The overhead rate must be validated in the database by the division, before approving the invoice for payment.
- Invoice Reductions: It is acceptable to include in the supporting documentation that correspondence has been made with the vendor concerning updates to invoiced amounts. A confirmation e-mail is not needed to proceed with processing the invoice for payment.
- The division should not mark invoices up, with the exception of pennies for rounding errors. If significant changes are necessary, an updated invoice should be requested from the vendor.

Invoice Submittal

- Invoices should be submitted to TDOT.PSInvoices@tn.gov
- Each email should only include one invoice.