

INDOT Consultant Billing Requirements

In order to process invoices efficiently INDOT requires that invoices incorporate the information described below and shown in the attached examples.

- **Invoices**
 - Invoices need to be original.
 - Invoices need to be signed and dated. Rejected invoices must be re-dated with a current date when they are resubmitted.
 - Invoices must have a *remit to* address that has been registered with the Auditor of State.
 - Do not combine projects or phases on one invoice. Separate each part. RW phase services must be billed separately from PE phase services.
 - Show the RFP, PO and DES number, brief project description and phase on the invoice.
 - Only one invoice per month per phase should be submitted (i.e. all “tasks” included in a phase should be billed on one invoice).
 - Show the billing period for charges on the invoice.
 - If an invoice is a ‘final’ state “Final Invoice” on the invoice and specify if it is the final for the purchase order or the project.
 - Contract Invoice-vouchers are not required for direct INDOT consultant contracts. Invoice-vouchers ARE required for LPA invoices. LPA Invoice-vouchers must be signed and dated by the Local Agency and must have their consultants and sub-consultants invoice and the supporting documentation for both/all vendors attached.
 - Invoices may not be submitted prior to issuance of a fully executed contract and notice to proceed.
 - Invoice numbers do not have to run in consecutive order but, must be *unique*.
 - Submit invoices to the invoicing address listed in the contract.

- **Invoice Support required for contracts that allow hourly labor charges or direct non-salary cost charges.**
 - Supporting documentation does not have to be original.
 - Do not combine projects or phases on supporting documentation.
 - Time documents: for each billed employee:
 - Identify the employee by name and labor classification
 - Project
 - Date
 - Hours worked on the project
 - Starting and stopping time if more than 12 hours were spent in travel and work in a single day (important in determining the allowable per diem).
 - Direct labor for cost plus fixed fee contracts **MUST** be billed by employee name and not billed by the labor classification, since these contracts state reimbursement at “actual” cost.
 - Direct labor for negotiated labor rate contracts **MUST** show both employee name and classifications for labor charges.

- Expense reports and supporting receipts for billed direct non-salaried costs (DNS costs). These expenses may include, but are not limited to:
 - Meals (subject to State maximum per diem)
 - State Travel Website: <http://www.in.gov/idoa/2459.htm>
 - Lodging (subject to State maximum)
 - Mileage (see detail below)
 - Appropriate mileage rate per firm's prior INDOT approval, up to State maximum
 - Equipment Rentals (Generally allowed only if rented from a third unrelated party)
 - Field Supplies
 - Materials
- Mileage Records/Log must identify
 - Project
 - Date
 - Employee
 - Vehicle used
 - Beginning and Ending miles, or miles to and from the project
 - Departure location and arrival location
 - This information may be recorded on an expense report or a document other than a mileage log.

ACME Engineering

2222 Peak Ave.
Zenith, IN 46222

11/23/2011

Indiana Department of Transportation
Attn: Administrative Services Manager

Use address from contract

INVOICE # 0771

SR 42 bridge replacement over Big Creek

RFP No. 014206

P.O. No's. 96023749 & 99025522

Des No. 9834256

Billing Period 10/15/2011 through 1/14/2011 – PE Phase

	Contract Fee	% Complete	Amount Complete	Less Prior Billings	Amount This Billing
Road	\$85,000	20%	17,000	8,500	8,500
Bridge	30,000	10%	3,000	0	3,000
Signals	2 @ 4,000ea.	10%	800	800	0
Preconst.					
Conf.	500	0%	0	0	0
Const. Chgs. & Partnering	10,000	Hourly	0	0	0
Total	\$133,500		\$20,800	\$9,300	\$11,500

DBE Goal	5%
DBE Amount This Invoice	\$ 664
DBE Amount Complete	\$1,664
DBE % of Amount Complete	8 %

Note: All elements shown above must appear on your company's invoice, even if the suggested format is not used. *Status reporting forms must be attached to the invoice. Hourly and direct expense support should not be submitted unless the contract allows for these charges. Invoices that include billing of hourly or direct cost charges should include the additional elements shown in the example invoice for the applicable compensation method.

*Road and bridge design status reporting forms are available at www.in.gov/dot/div/contracts/design/forms.html .

ACME Engineering

2222 Peak Ave.
Zenith, IN 46222

11/23/2011

Indiana Department of Transportation
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Use address from contract

INVOICE # 0771

On-Call Bridge Project Development Contract

RFP No. 014206

Assignment No. 2 for SR 42 bridge replacement over Big Creek

P.O. No's. 96023749 & 99025522

Des No. 9834256

Billing Period 10/15/2011 through 11/14/2011 – PE Phase

Total Amount for this Invoice: \$7,621.02

Total Billable Amount for this Assignment: \$85,000.00

Total billed to date, including this invoice: 25,000.00

Assignment Balance: \$60,000.00

Employee Name	Number of Hours	Employee Hourly Rate	Extension	Overhead/ Profit Multiplier	Amount Claimed this Invoice
B Jones	1.0	23.43	23.43		
J Smith	56.0	15.25	854.00		
L Black	99.0	14.91	1,476.09		
M Woods	5.0	10.35	51.75		
			<u>\$2,405.27</u>	2.85	\$6,855.02
Direct Expenses (detailed support attached):					
Subconsultant Name, Inc.					664.00
232 miles @ \$.44/mile					<u>102.00</u>
					\$7,621.02

DBE Goal 5%
DBE Amount This Invoice \$ 664
DBE Amount Complete \$1,664
DBE % of Amount Complete 8 %

Note: All elements shown above must appear on your company's invoice, even if the suggested format is not used. Project assignments to on-call contracts should be billed on separate invoices. Hourly and direct expense supporting documentation described above must be included.

ACME Engineering

2222 Peak Ave.
Zenith, IN 46222

11/23/2011

Indiana Department of Transportation
Attn: Administrative Services Manager

Use address from contract

INVOICE # 0771

On-Call Bridge Project Development Contract
RFP No. 014206
Assignment No. 2 for SR 42 bridge replacement over Big Creek
P.O. No's. 96023749 & 99025522
Des No. 9834256
Billing Period 10/15/2011 through 11/14/2011 – PE Phase

Total Amount for this Invoice: \$8,474.22

Total Billable Amount for this Assignment: \$85,000.00
Total billed to date, including this invoice: 25,000.00
Assignment Balance: \$60,000.00

Employee Name	Labor Classification	Number of Hours	Class Labor Rate	Extension	Amount Claimed this Invoice
B Jones	Proj Mgr	1.0	66.78	66.78	
J Smith	Sr Eng	56.0	43.46	2,433.76	
L Black	Eng II	99.0	42.49	4,206.51	
M Woods	Tech II	5.0	29.50	147.50	
				\$6,854.55	\$6,854.55
Direct Expenses (detailed support attached):					
Subconsultant Name, Inc.					664.00
300 miles @ \$.44/mile					102.00
					\$7,620.55

DBE Goal	5%
DBE Amount This Invoice	\$ 664
DBE Amount Complete	\$1,664
DBE % of Amount Complete	8 %

Note: All elements shown above must appear on your company's invoice, even if the suggested format is not used. Project assignments to on-call contracts should be billed on separate invoices. Hourly and direct expense supporting documentation described above must be included.

ACME Engineering

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Zenith, IN 46222

11/23/2011

Indiana Department of Transportation
Attn: Administrative Services Manager

Use address from contract

INVOICE # 0771

Interchange Modification at I-69 & SR 5

RFP No. 014206

P.O. No's. 96023749 & 99025522 Specify PO being billed against.

Des No. 9834256

Billing Period 10/15/2011 to 11/14/2011 – PE Phase

Total PE Amount for this Invoice: \$10,059.40

Task	Fixed Fee	Labor & OH	Direct Costs	Total
Road Design	\$1,500.00	\$5,435.91	\$880.00	\$7,815.91
Bridge 1457	\$450.00	\$1,793.49	\$0.00	\$2,243.49
Utility Coord	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$1,950.00</u>	<u>\$7,229.40</u>	<u>\$880.00</u>	<u>\$10,059.40</u>

DBE Summary

Goal 5%, This Invoice \$664, Total Amount Billed \$1,664, DBE % to Date 8%

Contract PE Amounts Complete Including this Invoice

Task	Task NTE	Fixed Fee	Labor & OH	Direct Costs	Total
Road Design	\$200,000.00	\$2,500.00	\$20,000.00	\$1,493.00	\$23,993.00
Bridge 1457	\$40,000.00	\$200.00	\$2,000.00	\$0.00	\$2,200.00
Utility Coord	\$8,000.00	\$240.00	\$2,000.00	\$164.00	\$2,540.00
	<u>\$248,000.00</u>	<u>\$2,940.00</u>	<u>\$24,000.00</u>	<u>\$1,657.00</u>	<u>\$28,733.00</u>

Fixed Fee Computations

Task	Fixed Fees	% Complete	Amount Complete	Less Prior Billings	Amount This Billing
Road Design	\$15,000.00	20%	3,000.00	1,500.00	1,500.00
Bridge 1457	4,500.00	10%	450.00	0.00	450.00
Utility Coord	90.00	10%	9.00	9.00	0.00

Labor and Overhead Computations, this billing period

Overhead Multiplier = 1 + 1.26* = 2.26

*Current Provisional Overhead Rate (approved for 2010)

Road Design

Employee Name	Number of Hours	Employee Hourly Rate	Extension	Overhead Multiplier	Hourly Amount Claimed this Invoice
B Jones	1.0	23.43	23.43		
J Smith	56.0	15.25	854.00		
L Black	99.0	14.91	1,476.09		
M Woods	5.0	10.35	51.75		
			\$2,405.27	2.26	\$5,435.91

Bridge 1457

Employee Name	Number of Hours	Employee Hourly Rate	Extension	Overhead Multiplier	Hourly Amount Claimed this Invoice
B Jones	1.0	23.43	23.43		
J Smith	8.0	15.25	122.00		
L Black	40.0	14.91	596.40		
M Woods	5.0	10.35	51.75		
			\$793.58	2.26	\$1,793.49

Direct Expenses, this billing period (detailed support attached)

Road Design

Subconsultant Name, Inc.	\$664.00
232 miles x \$.44/mile =	\$102.00
Hotel Rooms: 1 persons x 2 nights x \$57.00/night =	\$114.00
Total Direct:	\$880.00

Note: All elements shown above must appear on your company's invoice, even if the suggested format is not used. Status reporting forms documenting the computation of completion percentages for fixed fee billing must be attached to the invoice. Hourly and direct expense supporting documentation described above must be included.