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.

Revised Dec 2013
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](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.
Example invoice for Lump Sum Contracts

ACME Engineering
2222 Peak Ave.
Zenith, IN 46222

11/23/2011
Indiana Department of Transportation
Attn: Administrative Services Manager

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

<table>
<thead>
<tr>
<th></th>
<th>Contract Fee</th>
<th>% Complete</th>
<th>Amount Complete</th>
<th>Less Prior Billings</th>
<th>Amount This Billing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road</td>
<td>$85,000</td>
<td>20%</td>
<td>17,000</td>
<td>8,500</td>
<td>8,500</td>
</tr>
<tr>
<td>Bridge</td>
<td>30,000</td>
<td>10%</td>
<td>3,000</td>
<td>0</td>
<td>3,000</td>
</tr>
<tr>
<td>Signals</td>
<td>2 @ 4,000ea.</td>
<td>10%</td>
<td>800</td>
<td>800</td>
<td>0</td>
</tr>
<tr>
<td>Preconst. Conf.</td>
<td>500</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Const. Chgs. &amp; Partnering</td>
<td>10,000</td>
<td>Hourly</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$133,500</strong></td>
<td></td>
<td><strong>$20,800</strong></td>
<td><strong>$9,300</strong></td>
<td><strong>$11,500</strong></td>
</tr>
</tbody>
</table>

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.

Revised Dec 2013
11/23/2011
Indiana Department of Transportation
Attn: Administrative Services Manager

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

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Number of Hours</th>
<th>Employee Hourly Rate</th>
<th>Extension</th>
<th>Overhead/Profit Multiplier</th>
<th>Amount Claimed this Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Jones</td>
<td>1.0</td>
<td>23.43</td>
<td>23.43</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J Smith</td>
<td>56.0</td>
<td>15.25</td>
<td></td>
<td>854.00</td>
<td></td>
</tr>
<tr>
<td>L Black</td>
<td>99.0</td>
<td>14.91</td>
<td></td>
<td>1,476.09</td>
<td></td>
</tr>
<tr>
<td>M Woods</td>
<td>5.0</td>
<td>10.35</td>
<td></td>
<td>51.75</td>
<td></td>
</tr>
</tbody>
</table>

$2,405.27 2.85 $6,855.02

Direct Expenses (detailed support attached):
Subconsultant Name, Inc. 664.00
232 miles @ $.44/mile 102.00
$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.

Revised Dec 2013
Example invoice for Negotiated Labor Rate Contracts

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

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Labor Classification</th>
<th>Number of Hours</th>
<th>Class Labor Rate</th>
<th>Extension</th>
<th>Amount Claimed this Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Jones</td>
<td>Proj Mgr</td>
<td>1.0</td>
<td>66.78</td>
<td>66.78</td>
<td>$6,854.55</td>
</tr>
<tr>
<td>J Smith</td>
<td>Sr Eng</td>
<td>56.0</td>
<td>43.46</td>
<td>2,433.76</td>
<td></td>
</tr>
<tr>
<td>L Black</td>
<td>Eng II</td>
<td>99.0</td>
<td>42.49</td>
<td>4,206.51</td>
<td></td>
</tr>
<tr>
<td>M Woods</td>
<td>Tech II</td>
<td>5.0</td>
<td>29.50</td>
<td>147.50</td>
<td>$6,854.55</td>
</tr>
</tbody>
</table>

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.
11/23/2011
Indiana Department of Transportation
Attn: Administrative Services Manager

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

<table>
<thead>
<tr>
<th>Task</th>
<th>Fixed Fee</th>
<th>Labor &amp; OH</th>
<th>Direct Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Design</td>
<td>$1,500.00</td>
<td>$5,435.91</td>
<td>$880.00</td>
<td>$7,815.91</td>
</tr>
<tr>
<td>Bridge 1457</td>
<td>$450.00</td>
<td>$1,793.49</td>
<td>$0.00</td>
<td>$2,243.49</td>
</tr>
<tr>
<td>Utility Coord</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$1,950.00</td>
<td>$7,229.40</td>
<td>$880.00</td>
<td>$10,059.40</td>
</tr>
</tbody>
</table>

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

Contract PE Amounts Complete Including this Invoice

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

Fixed Fee Computations

<table>
<thead>
<tr>
<th>Task</th>
<th>Fixed Fees</th>
<th>% Complete</th>
<th>Amount Complete</th>
<th>Less Prior Billings</th>
<th>Amount This Billing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Design</td>
<td>$15,000.00</td>
<td>20%</td>
<td>3,000.00</td>
<td>1,500.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Bridge 1457</td>
<td>4,500.00</td>
<td>10%</td>
<td>450.00</td>
<td>0.00</td>
<td>450.00</td>
</tr>
<tr>
<td>Utility Coord</td>
<td>90.00</td>
<td>10%</td>
<td>9.00</td>
<td>9.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Labor and Overhead Computations, this billing period
Overhead Multiplier = 1 + 1.26* = 2.26
*Current Provisional Overhead Rate (approved for 2010)
### Road Design

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Number of Hours</th>
<th>Employee Hourly Rate</th>
<th>Extension</th>
<th>Overhead Multiplier</th>
<th>Hourly Amount Claimed this Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Jones</td>
<td>1.0</td>
<td>23.43</td>
<td></td>
<td></td>
<td>23.43</td>
</tr>
<tr>
<td>J Smith</td>
<td>56.0</td>
<td>15.25</td>
<td></td>
<td></td>
<td>854.00</td>
</tr>
<tr>
<td>L Black</td>
<td>99.0</td>
<td>14.91</td>
<td></td>
<td></td>
<td>1,476.09</td>
</tr>
<tr>
<td>M Woods</td>
<td>5.0</td>
<td>10.35</td>
<td></td>
<td></td>
<td>51.75</td>
</tr>
</tbody>
</table>

$$\text{Total: } \$2,405.27 \times 2.26 = \$5,435.91$$

### Bridge 1457

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Number of Hours</th>
<th>Employee Hourly Rate</th>
<th>Extension</th>
<th>Overhead Multiplier</th>
<th>Hourly Amount Claimed this Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Jones</td>
<td>1.0</td>
<td>23.43</td>
<td></td>
<td></td>
<td>23.43</td>
</tr>
<tr>
<td>J Smith</td>
<td>8.0</td>
<td>15.25</td>
<td></td>
<td></td>
<td>122.00</td>
</tr>
<tr>
<td>L Black</td>
<td>40.0</td>
<td>14.91</td>
<td></td>
<td></td>
<td>596.40</td>
</tr>
<tr>
<td>M Woods</td>
<td>5.0</td>
<td>10.35</td>
<td></td>
<td></td>
<td>51.75</td>
</tr>
</tbody>
</table>

$$\text{Total: } \$793.58 \times 2.26 = \$1,793.49$$

### 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.