

Consultant Billing Procedures for INDOT Design Division

The Design Division does not require INDOT contract invoice vouchers be submitted with company invoices. In order to process your invoices efficiently, however, we do request that invoices incorporate the information shown in the attached examples.

It is very important that the first page of each invoice be clearly marked as an invoice and that the following is shown: complete project description information, Design Agreement Number, list of all associated purchase order numbers, and total invoice amount being claimed for the billing period. Only one invoice is to be submitted per agreement per month.

Construction Change and Partnering Claims

All invoices including charges for construction changes or partnering must have these expenses clearly identified as such. Invoices for construction changes must also include explanation/justification of services performed and copies of any prior approval documents for incurring the charges.

ACME Engineering Invoice

11/23/99

SR 42 bridge replacement over Big Creek
DA# 014206
P.O. No's. 96023749 & 99025522
Des No. 9834256
Project No. STP-5242(2)
Structure: 42-88-4441

	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

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. For invoices that include billing for construction changes a detail of the hourly cost breakdown must also be shown and explanation/justification must be provided. See the example for cost plus invoices for assistance in formatting the hourly cost breakdown.

ACME Engineering Invoice

11/23/99

Open-End Bridge Rehabilitation Contract
DA# 014206
P.O. No's. 96023749 & 99025522
Billing Period 10/15/99 to 11/14/99

Total Amount for this Invoice: \$8,474.22

Total Billable Amount for this Contract: \$285,000.00
Total billed to date, including this invoice: 25,000.00
Contract Balance: \$260,000.00

Structure No.: 12-34-5678A&JA Des. No.: 9212345

Total billed to date for this structure, including this invoice: \$15,000.00

Employee	Number of Hours	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: 300 miles @ \$.34/mile					<u>102.00</u>
					\$6,957.02

Structure No.: 231-19-7777A Des. No.: 9054321

Total billed to date for this structure, including this invoice: \$10,000.00

B Jones	5.0	23.43	117.15		
J Smith	49.0	15.25	747.25		
L Black	1.0	14.91	14.91		
			<u>\$879.31</u>	2.85	\$2,506.03

Structure No.: 231-19-7780A Des. No.: 9054324

Total billed to date for this structure: \$12,000.00, No charges this period.

Structure No.: 231-19-7781A Des. No.: 9054325

Total billed to date for this structure: \$16,000.00, Plans Completed.

Note: All elements shown above must appear on your company's invoice, even if the suggested format is not used. All project assignments associated with the contract should be listed even when there are no current charges.

ACME Engineering Invoice

11/23/99

Interchange Modification at I-69 & SR 5
 DA# 014206
 P.O. No's. 96023749 & 99025522
 Project No. IM-65-4(123)4
 Billing Period 10/15/99 to 11/14/99

Total Amount for this Invoice: \$7,601.91

Total Billable Amount for this Contract: \$285,000.00
 Total billed to date, including this invoice: 25,000.00
 Contract Balance: \$260,000.00

Overhead Multiplier = $1 + 1.26^* = 2.26$
 *Current Provisional Overhead Rate

Fixed Fee Computation

	Fixed Fees	% Complete	Amount Complete	Less Prior Billings	Amount This Billing
Road	\$15,000.00	20%	3,000.00	1,500.00	1,500.00
Bridge	4,500.00	10%	450.00	0.00	450.00
Preconst. Conf.	90.00	0%	0.00	0.00	0.00

Total Fixed Fee Amount Claimed this Invoice: \$1,950.00

Salary Computation

Employee	Number of Hours	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		
			<u>\$2,405.27</u>	2.26	\$5435.91

Direct Expenses:

300 miles x \$.34/mile = \$102.00
 Hotel Rooms: 1 persons x 2 nights x \$57.00/night = \$114.00
Total Direct: \$216.00

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