APPENDIX E: LPA INVOICE-VOUCHER INSTRUCTIONS State Form 52663 (R2 / 6-16)

- An LPA Invoice-Voucher must be included with each claim submitted. The current LPA Invoice Voucher is posted on INDOT's Local Public Agency Programs Web site.

- The LPA Invoice–Voucher and claims can be submitted as copies.

- The LPA Invoice Voucher, including Countywide Bridge Inspection and Inventory Program projects, must be electronically submitted via email to: INVOICES@INDOT.IN.GOV

- The LPA should submit no more than and no less than one billing per every 30-45 days to INDOT.
  - Consultants should submit no more than and no less than one billing per every 30-45 days to the LPA.
  - Purchase Orders (PO's) are considered inactive after 45 days of no financial activity. Inactive PO's are at the risk of being closed.

❈ The FHWA states that federal funds are "reimbursement funds." It is INDOT's policy that the LPA is required to make payment to the Payee prior to submitting an LPA Invoice Voucher to the assigned Program Coordinator for reimbursement. **A legible copy of the cancelled check (front and back) to the Payee or, in the case of direct deposit, a copy of the electronic funds transfer (EFT) must accompany each invoice voucher including supporting documentation.** When proof of payment exceeds reimbursement requested, a breakdown of proof of payment is required.

- The LPA should not submit an LPA Invoice Voucher prior to receiving a copy of the Purchase Order from INDOT.

- **The LPA ERCs are responsible for completing the LPA Invoice Voucher.**

- Invoice Review of this document – "Invoices are to be reviewed for accuracy and approved by the ERC before payment." Proof of ERC review needs to be provided when requesting reimbursement. Examples of proof are, but not limited to:
  1. The ERC's signature on the LPA Invoice Voucher,
  2. The ERC's signature on the Accounts Payable Claim submitted for payment by the LPA, or
  3. The ERC's signature on the Consultant Invoice.

- It is the LPA's responsibility to track Federal Funding Allocation awarded to their project and each Purchase Order (PO) assigned to their project. A sample spreadsheet for tracking Federal Fund Allocation and Purchase Orders is posted on the LPA Web site at https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/lpa-invoice-voucher-and-project-close-out-pco/. INDOT highly recommends submission of the Purchase Order Tracking Log with each LPA Invoice Voucher. **The LPA is required to submit the Purchase Order Tracking Log with submission of LPA Invoice Voucher Claim #99 (Final).**

❈ For each 30-45 day period there will not be a billing by the LPA, an email or letter should be submitted to the assigned Program Director and Program Manager stating there were no invoices submitted for that period and billing will continue the next month unless another email or letter is submitted. Should this procedure be utilized for more than 9 consecutive months, the PO will be at risk of being closed and the project funds will become inactive and no longer available.

The supporting documentation required to be submitted with the LPA Invoice Voucher for the following types of contracts is listed below:

- *Labor Rate Multiplier Contracts*
- *Negotiated Labor Rate Contracts*

  - Supporting documentation does not have to be original.
  - Time documents for each billed employee:
    - Identify the employee(s) and classification
    - Project
    - Date
    - Weekly Timesheets - must include breakdown of hours worked on each day of the week.
      - In the event of overtime, the weekly timesheet is needed to determine if overtime is billable for the project.
    - Direct labor for cost reimbursable agreements MUST be billed/invoiced by employee name and by the labor classification, since these agreements state reimbursement at "actual" cost.
  - Payroll Records are required for LPA force projects, and union pay scales for some utilities and railroads.
  - Expense reports and supporting receipts for billed direct non-salaried costs (DNS costs). These expenses may include, but are not limited to:
    - Meals (only if trip included an overnight stay)
    - Lodging
    - Mileage
    - Equipment Rentals (Generally allowed only if rented from a third unrelated party)
    - Field Supplies
    - Materials

> ❈ Please keep in mind that INDOT will only reimburse the LPA the maximum allowable limit under the State's Travel Policy for meals, lodging and mileage. The State's Travel Policy can be found on IDOA's Web site at https://www.in.gov/idoa/procurement/travel-services/ travel-services/. Because IDOA policies change periodically, please verify current travel policies prior to billing.

  - Mileage Records/Log must identify:
    - Project
    - Date
    - Employee
    - Vehicle used
    - Beginning and Ending miles (Odometer readings)
    - Departure location and arrival location
    - This information may be recorded on an expense report or some document other than a mileage log.

- *Lump Sum Contracts*

  - Supporting documentation does not have to be original.
  - Monthly Progress Report – must show percent of each "task" completed during that billing cycle based on the "tasks" included in the LPA–Consultant Contract as well as the total percent of each "task" completed to date.

- *Cost Plus Fixed Fee Contracts*

  - Supporting documentation does not have to be original.
  - Time sheets, expense reports with supporting receipts, etc. (see specifics above) for the corresponding charges on the invoice and the Monthly Progress Report for those corresponding charges on the invoice.

> ❈ When overhead rates change during the life of a contract, consulting firms should begin billing at the revised rates when they go into effect. Overhead rates are usually adjusted at the beginning of the State fiscal year after a review by INDOT Audit.

LPA Invoice Voucher Completion Instructions

The LPA ERC's are responsible for completing the LPA Invoice Voucher.

- Invoices submitted to INDOT for payment which are not in compliance with the contract and these instructions will be rejected and returned to the LPA for correction prior to reimbursement.
- INDOT personnel are restricted from making any changes to any invoice or claim voucher. All changes must be edited by the LPA.
- INDOT cannot accept LPA INVOICE VOUCHERS which are hand completed except in areas noted below. The signature of the Vendor is the ONLY place where handwritten is acceptable.
- State Comptroller enforces the existing policy against approval of altered invoices. Invoices that have been altered, either by the local or by INDOT, will not be approved for payment by AOS. If an error has been made on an invoice, the consultant / contractor must either resubmit the invoice or send an email verifying/approving the alteration. This includes any changes to the pre-printed invoice (date, quantity, amount, invoice #, etc.).

The numbers below correspond to the red numbers shown on the LPA Invoice Voucher following these instructions. LPA MUST complete all areas shaded in grey to allow for reimbursement processing.

In addition, any number that references information from the Purchase Order will correspond to the blank example Purchase Order (also following these instructions) showing where the information is located.

1. **LPA'S NAME AND REMIT TO ADDRESS** – This Information must match the vendor information in the Remit to box located on the Purchase Order (PO). This address has been approved through the State Comptroller and is the address where the payments for claims will be sent.
2. **TO: INDIANA DEPARTMENT OF TRANSPORTATION, CARE OF** – Drop Down Menu. Select the appropriate assigned Program Coordinator.
3. **PO Number** – Enter the PO Number of PO that funds are being deducted from.
    - 3a.- **PO Number** - This space is auto populated upon data entry in number 3.
4. **Net Amount of Claim** – This amount is auto populated from Line-Item No. 7., 7a., & 7b. (Net amount of claim) - number 18.
5. **Vendor Code** – Enter the Vendor (Vendor ID) number shown on the PO that funds are being deducted from for your City/Town/County. This is the digit number on the PO proceeded by zeros.
6. **Invoice Number** – Enter a referencing number based on supporting documentation for which the LPA is requesting reimbursement. This reference number is typically a consultant invoice number or in case of a claim for right-of-way, a Parcel Identification number. **One reference number per line, DO NOT combine invoices or parcels**.
    - **6a. & 6b. - Invoice Number** - Available for entering additional referencing numbers based on supporting documentation for which the LPA is requesting reimbursement. This reference number is typically a consultant invoice number or in case of a claim for right-of-way, a Parcel Identification number.
7. **Amount** – Enter the gross amount from the supporting documentation corresponding to the entered Invoice Number the LPA is requesting reimbursement.

- **7a. & 7b. - Amount** –- Available for entering the additional gross amounts from the supporting documentation corresponding to the entered additional Invoice Voucher Numbers the LPA is requesting reimbursement.

8. **Line-Item No. 1 (Claim No.)** – The first claim should be number 001 and continue in sequence until the final claim for a PO is ready for submission.

    - The final claim for a PO MUST be numbered 099, which indicates the final claim.

    - When a project has multiple PO's, claim numbers start at 001 with the final claim being 099 for each individual PO.

    - **CLAIM NUMBER SEQUENCE DOES NOT CONTINUE WHEN PROJECT HAS MULTIPLE PO'S.**

9. **Line-Item No. 1 (Des. No.)** – Enter the Des. No. that is assigned to the project. The Des. No. can be found on the front page of the INDOT-LPA Contract. The assigned Program Director is available if you have questions.

10. **Line-Item No. 2 (Phase:)** – Drop Down Menu. Select the phase of the work the LPA Invoice Voucher includes.

    - **10a. - Line-Item No. 2 (Contract Expiration date:)** – Enter the INDOT LPA Contract Expiration Date for the phase selected. (Contract Section: Terms and Schedule.) The assigned Program Director is available if you have questions.

11. **Line-Item No. 3 (Project Description:)** – Enter the description of the project as shown in the INDOT-LPA Contract. The assigned Program Director is available if you have questions.

12. **Line-Item No. 4 (Period covered by this claim.)** – Enter the period of time the work occurred, and reimbursement is being requested. Time periods covered for the duration of a PO must be sequential with no time lapses or gaps. If no work occurred during a particular period of time, the gap period of time needs to be reflected on the claim and on all supporting documentation. It is an INDOT policy that a service period must be at least 30 days or greater.

13. **Line-Item No. 5 (Gross amount of previous claims)** – Enter the Gross amount of previous claims that have been submitted for reimbursement. The LPA should be maintaining their own records to know the amount to enter, but the assigned Program Coordinator is available if you have questions. The Gross amount of previous claims is tracked per PO. The Gross amount of previous claims **does not** extend over multiple PO's.

14. **Line-Item No. 6 (Net amount of previous claims)** – Enter the amount of federal reimbursements for previous claims that have been submitted for reimbursement. The LPA should be maintaining their own records, but the assigned Program Coordinator is available if you have questions. The Net amount of previous claims is tracked per PO. The Net amount of previous claims **does not** extend over multiple PO's.

15. **Line-Item No. 7 (This (is) (is not) a final claim.)** – Drop Down Menu. Select "IS FINAL" or "IS NOT FINAL" to indicate whether this claim is a final claim for the PO. Claim No. 099 indicates the final claim and must be entered as "IS FINAL."

16. **Line-Item No. 8 (Gross amount of this claim)** – This amount is auto populated summation of 7., 7a., & 7b.

17. **Line-Item No. 9 (Federal Share Reimbursable (Line 8 x Fed. %)** – Enter percentage of funding awarded. This amount can be found in the INDOT-LPA Contract. The assigned Program Director is available if you have questions.

- **17a. - Line-Item No. 9 (Federal Share Reimbursable (Line 8 x fed. %)** – This amount is auto populated upon data entry of numbers 16. and 17.

18. **Line -Item No. 10 (Net amount of claim)** –This amount is auto-populated. The total will pull from 17a unless the PO is exhausted. If the PO is exhausted, the local agency should enter the remaining balance of the PO as the total.

19. **Line-Item No. 11 (List PED (Project End Date)** – Enter the Project End Date (PED) – This date is assigned when the FMIS authorization is requested at the start of each project phase. You can locate the PED under the Item/Description section of your PO. If you have any questions about the correct date to enter, please reach out to the assigned Program Director.

20. **Line-Item No. 12 (My last reimbursement request was within six (6) months.)** – Drop Down Menu – Select "Yes" or "No." If this is Claim 1, leave blank.

21. **Signature of Vendor** – Signature of LPA official who is authorizing the claim. Signatures must not be stamped or typed. (Must be *Handwritten.)*

22. **Official Title** – Official title of the person signing the claim.

23. **Date (Month, Day, Year)** – Enter the date the LPA Invoice Voucher is being submitted for reimbursement. The date will need to be updated if a claim was previously rejected and is being resubmitted.

Below are the numbered screenshots to help you complete the LPA Invoice-Voucher based on the instructions provided above.

If you have any questions about how to complete the LPA Invoice-Voucher, please contact the district's assigned Program Coordinator, Local Program Director, or Project Manager.

LPA INVOICE VOUCHER
State Form 52663 (R2 / 6-26)
INDIANA DEPARTMENT OF TRANSPORTATION
Appoved by State Board of Accounts, 2026
Approved by Auditor of State, 2026

INDOT USE ONLY

PS Receipt No. ____________

PS Voucher ID No. ____________

INDOT Invoice No. ____________

LPA'S NAME AND REMIT TO ADDRESS

1.

PO Number: 3.

Net Amount of Claim: 4.

Vendor Code: 5.

CFDA Number: **20.205**

TO: **INDIANA DEPARTMENT OF TRANSPORTATION**
CARE OF: 2.
ADDRESS: **100 North Senate Ave N758**
Indianapolis, IN 46204

EXEMPT PER I.C. 5-17-5-2

PO Number	Invoice Number	Amount
3a.	6.	7.
3a.	6a.	7a.
3a.	6b.	7b.

1 Claim No. 8. Des. No. 9.
2 Phase: 10. Contract Expiration: 10a.
3 Project Description: 11.
4 Period covered by this claim. From: 12. To: 12.
5 Gross amount of previous claims. $ 13.
6 Net amount of previous claims. $ 14.
7 This (is) (is not) a final claim. 15.
8 Gross amount of this claim. $ 16.
9 Federal Share Reimbursable (Line 8 x Fed. %) 17. % $ 17a.
10 Net amount of claim. $ 18.
11 List PED (Project End Date): 19.
12 Last reimbursement submitted within last 6 months: 20.

Note: If funds are removed, no reimbursement will be given

RECOMMENDED FOR APPROVAL

INDOT OFFICIAL INITIATING THE CHARGE ____________ DATE (Month, Day, Year) ____________

I certify that this claim is correct and valid and is a proper charge against the State Agency indicated.

Authorized Signature of State Agency	*Date (Month, Day, Year)*

Pursuant to the provisions of Indiana Code 5-1-10-1, I hereby certify that the amount claimed is legally due after allowing all just credits, and that no part of the said has been paid.

Signature of Vendor	Official Title	Date (Month, Day, Year)
21.	22.	23.

Purchase Order
INDOT Consulting
Indiana Department of Transportation

Approved by Encompass Leadership Team – 2011

Order #	Date	Required Date	Page
3.			1 of 1

Requisition Number:
Vendor ID: 5.
Agency: 00800 Transportation
Pay Terms: 35 Days in Arrears
Fund/Object/Center: 63200/ 583110 / 467010

Vendor 5.

Remit to: 1.

Ship To: Dept Of Transportation

Vendor Name Address:

Bill To: Transportation
Dept Of Transportation

Vendor Contact:
Name:
eMail:
Phone:

Buyer:
Name:
eMail:

Purchase Order Instructions & Comments

Purchase Order Line Details

Item No	Description (FOB Destination)	Qty Ordered	Qty Recd	UOM	Unit Price	Extended Amt
	19.					

Deliveries acceptable only between 8:00 AM and 4:30 PM, Monday through Friday

Units of Measure, Handling, Totals, Signatures

The following UN/CEFACT Unit of Measure
Common Codes are used in this document:
EA Each

This area left blank

Total PO Amt. $

Issued by the Indiana Department of Transportation	CONFIRMATION OF RECEIPT
	I certify that the items listed above were received. All commodities appeared to conform to specifications and showed no patent defects, except as otherwise noted.
	Signature of State Employee Receiver / Date Signed(Month/Day/Year)

FUNDING ENCUMBERED BY THE AUDITOR OF STATE

I certify that there is sufficient unencumbered balance in the above account to cover the amount of this order, and that funds have been set aside for payment thereof.