



INDIANA DEPARTMENT OF TRANSPORTATION

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Mike Braun, Governor
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DIVISION OF EXTERNAL AUDITS

Documentation Requirements for Billing for Indiana Department of Transportation Contracts

Required documentation varies by the type of expense.

1. Labor

For billed labor, the hours of labor billed must be documented by employee timesheets, including supervisor approval.

When the firm has submitted a Cognizant Audit Report or letter of Cognizant Concurrence from another state, or has submitted a CPA audited Indirect Cost Statement and the CPA's labor testing work papers to INDOT, a job cost system labor detail report will be accepted in lieu of the individual timesheets, except when overtime is allowed by the contract and billed for the invoice period.

2. Travel Expense

Mileage:

Mileage for all company owned or leased vehicles must be supported by a vehicle mileage log. The log must:

1. identify the vehicle,
2. show the date, driver name, business purpose of the trip,
3. the beginning and ending odometer readings,
4. and the project number.

This log must account for all vehicle miles, including unallowable personal miles and miles driven for unallowable activities.

Mileage for an employee's Personally Owned Vehicle (POV) must be supported by a reimbursement voucher showing the date, driver's name, business purpose of the trip, the total miles traveled, the amount of reimbursement, and the project number.

Lodging:

Lodging expenses must be supported by a lodging invoice showing:

1. the employee's name,
2. date of stay,
3. itemized charges, and
4. must indicate a zero balance.

PerDiem:

Per Diem charges must be supported by a reimbursement voucher showing the:

1. employee's name,
2. date, departure time, return time, and
3. business purpose of the trip.

In order to claim per diem, overnight travel is required, evidenced by a lodging receipt.

3. Purchased Goods and Services

Purchased goods and services require submission of a receipt or invoice as documentation. Sub-consultant invoices are subject to audit for compliance with Federal Acquisition Regulations (FAR), cost proposals, and the contract.

