



TIRCP Invoice Package Instructions

TIRCP Invoice Package Checklist

Below is an overview of what should be included in the invoice package. The list below is intended to be an overview only and may need to be further tailored for individual agencies that need to provide additional guidance.

<p>A. Signed Agency Letter</p>	<p>Provide a signed agency letter that identifies the following:</p> <ul style="list-style-type: none"> - Addressed to CalTrans - Include remit to address - Project title - Program Supplement number - EA Number - Invoice period (start and end date) - Invoice number - Amount requested for reimbursement. - Primary contact name - Phone number - Email address
<p>B. Complete the Project Progress Payment Notice Form</p>	<ul style="list-style-type: none"> • Complete and sign the Progress Payment Notice form. • For assistance in completing this form, contact the Caltrans Contract Project Manager who can access the form HERE by searching for DOR-0005.
<p>C. Brief Narrative</p>	<ul style="list-style-type: none"> • Write a narrative summary supporting the application of each cost in the invoice to the funded project. • Information provided should be streamlined to be as clear as possible to the Caltrans Project Manager. • Provide a brief narrative of charges and work occurred. <ul style="list-style-type: none"> - The narrative should identify the start and end date the work occurred. This can be a separate attachment or incorporated in the agency letter or billing summary. • For more detail on what should be included in the narrative, see the Guidance section.
<p>D. Confirm reimbursement expenses are eligible under CTC allocation.</p>	<p>Refer to Reimbursement & Invoicing section.</p>



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E. Billing Summary	<p>Provide a billing summary including:</p> <ul style="list-style-type: none"> – Total project expenditures by funding source – Invoiced amount to date – Current invoice amount – Total amount requested for reimbursement on the current claim. – When applicable, the reimbursable percentage should be identified and correspond with the Program Supplement invoicing condition. – If submitting an invoice for multiple EA's, amounts for each individual EA should be clearly identified and separated.
F. List of Itemized Charges	<p>Provide a list of itemized charges which should include:</p> <ul style="list-style-type: none"> – The date(s) work occurred and brief description for each itemized charge. – Indirect costs should be clearly identified and separated from direct costs. – Labor should be separated and include hours worked, pay rate, and purpose of labor. – If submitting an invoice for multiple EA's, itemized charges for each EA should be separated. – Note: If indirect costs are being submitted, please ensure an Indirect Cost Allocation Plan (ICAP) has been approved prior to your submission.
G. Copy of Contractor's Invoice Billing	Provide a copy of the contractor's billing invoice.
H. Proof of Payment	Provide proof of payment to the contractor.
I. Supporting Documents	Provided as needed or as requested.
J. Deliverables	All deliverables are submitted and approved as per the project schedule as defined in the Program Supplement.
K. Reporting	Confirm that all reporting is up to date (CARB and Quarterly).
L. Email Invoice Package	Email Invoice package to the assigned Contract Project Manager.
M. Local Agency Tracking Sheet	and provide an invoice tracking summary. Refer to the format below as an example .
N. First Invoice for Const. Capital	If this invoice is first invoice for Construction Capital please include Exhibit 15-L: Local Agency Contract Award Checklist .



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Narrative Guidance

The Narrative Should Include:

The narrative summarizes project expenses to show how the work moves the project towards completing the scope described in the Program Supplement. Please organize expenses appropriately to show the relevance to the overall progress of the project.

1. List the dates covered by this invoice (invoice period).
2. If the invoice period overlaps a prior invoice period for the same funding source (EA number), please explain to avoid confusion and/or reimbursing duplicate charges.
 - a. For example: Differing contractor billing timelines, milestone payments, corrections, etc.
3. Invoice amount should include and summarize total project expenditures, including:
 - a. Total indirect costs
 - i. Note: If indirect costs are being submitted, please ensure an Indirect Cost Allocation Plan (ICAP) has been approved prior to your submission.
 - b. Total direct costs related to the program supplement (from all funding sources)
 - c. Total TIRCP expenditures
 - d. Funding match expenditures and reimbursement ratio, if applicable
4. List staff time by name, rate, and hours for each day worked
 - a. Add all staff costs (including fringe benefits) into a single fully-loaded rate per staff member.
 - i. *What's a fully-loaded rate?* Including all payroll charges for the same employee's reported hours on a given day (such as Wage, Allocated Fringe, Allocated Paid Time Accrual, or Allocated Overhead) into a single line item for the employee.
5. Does this invoice include travel for staff? If yes, see [Travel Reimbursement Guidance](#)
6. Summarize any other agency expenses such as reprographics, delivery service, and equipment rental and explain their relevance to the project.
7. List all contractors used, summarize the work they performed, and state total billing amounts for the invoice period.



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- a. Include only a single contractor invoice cover sheet as supporting documentation
 - b. If the contractor addresses a brief description of work completed, this may be included as additional documentation, but should not replace the narrative summary of contractor charges.
8. If applicable, Describe any adjustments within the current invoice that are made to correct errors in previous invoices.

The Narrative Should Not Include:

The DRMT Rule of Thumb: If supporting documentation is confusing/redundant/non-value added, it should be left out of the invoice package. A clear, concise invoice will likely be processed faster than a long, convoluted invoice.

1. References to detailed subtask numbers not included in the program supplement
2. Staff's weekly time sheets (see item 4 under "The Narrative Should include:" item 4.).
3. Contractor or invoice materials beyond the invoice cover sheet requested in "The Narrative Should include:" item 8.
 - a. Local agencies shall retain detailed contractor/subcontractor invoices in preparation for audit, but these are not needed to request reimbursement.
4. Subcontractor invoice materials.
 - a. The local agency and contractors are still required to hire and administer contractors and subcontractors in accordance with the Master Agreement on file.
5. Detailed supporting information not referenced in the associated program supplement.
6. Email correspondence about specific charges. The comprehensive narrative summary should capture any discrepancies in invoice charges.

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Expense Reimbursement

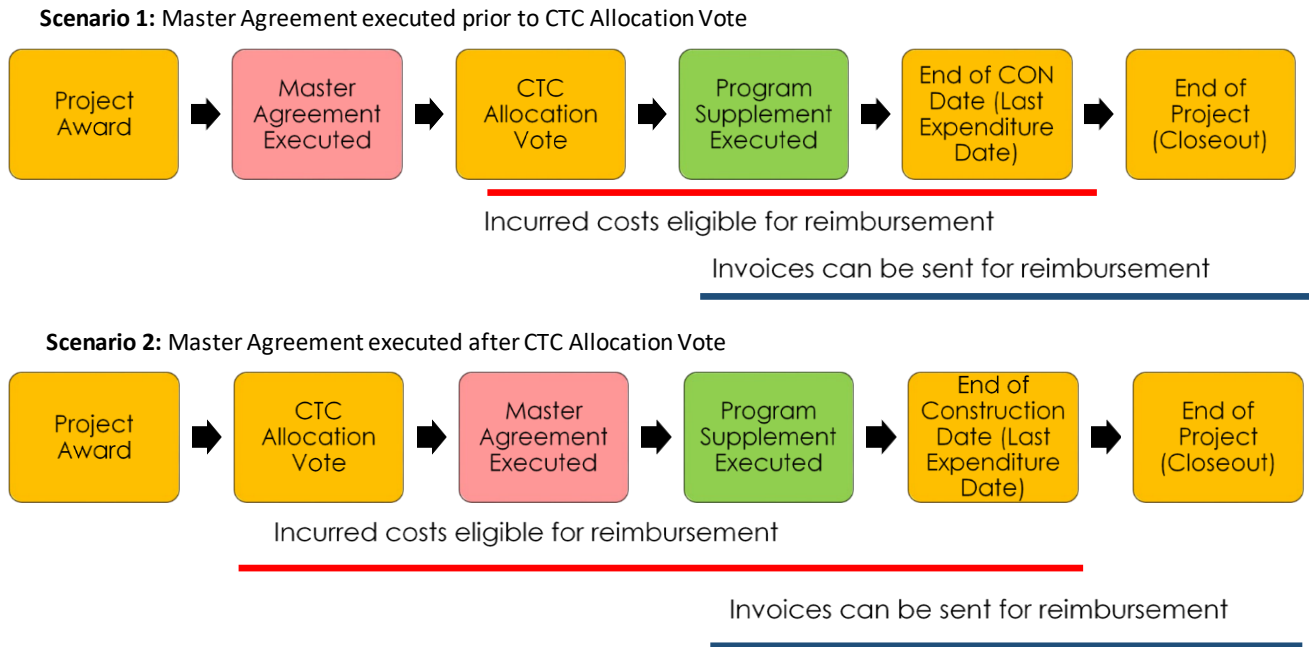
Expenses are eligible for reimbursement only after the allocation has been approved by the CTC, and the Program Supplement has been executed.



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Local Agencies can begin incurring costs following the CTC vote; however, reimbursement cannot occur without an executed Program Supplement (contract). Costs incurred outside of the approved scope of work are ineligible for reimbursement.

Figure 1 – Periods During Which Costs are Eligible for Reimbursement



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Travel Reimbursement Guidance

This guidance only applies to staff of local agencies working on the project. While contractors and subcontractors' travel is reimbursable and shall adhere to the same guidelines, they are not required to submit travel costs for reimbursement, as it is already captured in their contractor invoices to the local agency.

Not all receipts are required when submitting travel invoices for reimbursement. Be sure to explain the relevance of the travel expense related to the project in the narrative summary.

List staff expenses and provide receipts only when required by 2 CCR § 599.625.1:

- a. Receipts for all lodging,
- b. No receipts for meals. Local agency staff and contractors can claim the following per staff, per day of travel (maximum allowable rate)



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- i. Breakfast \$6
- ii. Lunch \$10
- iii. Dinner \$18
- iv. Incidentals \$6
- c. Receipts for all airfare
- d. No receipts for train and bus travel under \$25
- e. Receipts for rental cars and gas for state vehicles and rental cars
- f. No receipts for parking and all other transit and taxis when they are under \$10.

Organize receipts on as few pages as possible, with numbered or lettered references to the list of receipts.

Note: Receipts not required for invoices (contractor/subcontractor travel) shall be retained by local agency for three years after final invoice for auditing purposes, per Master Agreement (Article III, Section 2, Sub-Section B. Record Retention)

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Local Agency Tracking Sheet

RESOLUTION: TIRCP-1819-02
 PHASE: NETWK INTEG
 E.A.: R386GE
 AWARD: 992719
 Amount \$ 10,000,000.00

\$ 4,535,793.29 reimbursed/requested

PPPI	invoice	date	amount	reimbursed	balance	
1	1007365	4/27/2020	\$708,975.47	\$ 708,975.47	\$	9,291,024.53
2	1008135	10/1/2020	\$814,615.86	\$ 1,523,591.33	\$	8,476,408.67
3	1008670	1/28/2021	\$574,154.49	\$ 2,097,745.82	\$	7,902,254.18
4	1008893	4/14/2021	\$293,290.69	\$ 2,391,036.51	\$	7,608,963.49
4	1008895	4/14/2021	\$38,812.36	\$ 2,429,848.87	\$	7,570,151.13
4	1008896	4/14/2021	\$127,376.52	\$ 2,557,225.39	\$	7,442,774.61
4	1008894	4/14/2021	(\$40,009.74)	\$ 2,517,215.65	\$	7,482,784.35
4	1009286	6/15/2021	\$119,152.14	\$ 2,636,367.79	\$	7,363,632.21
4	1009295	6/15/2021	\$37,905.21	\$ 2,674,273.00	\$	7,325,727.00
5	1009646	8/31/2021	\$1,195,952.46	\$ 3,870,225.46	\$	6,129,774.54
6	1009859	10/14/2021	\$321,346.54	\$ 4,191,572.00	\$	5,808,428.00
7	1010097	12/8/2021	\$249,474.66	\$ 4,441,046.66	\$	5,558,953.34
8	1010535	2/28/2022	\$94,746.63	\$ 4,535,793.29	\$	5,464,206.71
9	1010778	5/16/2022	\$95,002.25			
						PPPI #4 TOTAL
						\$ 576,527.18