1. **PAYMENT/COST REIMBURSEMENT**

   The Contractor may request interim payments for costs incurred during the performance of the task order. A statement of costs incurred by the Contractor in the performance of tasks under the task order and claimed to constitute allowable costs shall support each interim payment request.

   The Contractor shall submit Monthly Requests for Reimbursement. Requests for reimbursement must correspond to the Contractor’s submission of a Monthly Progress Report for the period of performance being invoiced.

   Any request for reimbursement that does not correspond to a progress report detailing task order activity for the period of time being invoiced is cause for rejection by the NHTSA COR(TO). If a request for reimbursement is rejected by the NHTSA COR(TO), the Contractor must resubmit the invoice after it has submitted the corresponding progress report to the NHTSA COR(TO).

2. **SUBMISSION OF INVOICE**

   The following data shall be included in invoices to be considered proper for payment:

   1. Name and address of the Contractor.
   2. Invoice date and invoice number. The Contractor should date invoices as close as possible to the date of the mailing or transmission.
   3. Timeframe covered by the invoice.
   4. NHTSA Contract number. **TBD**
   5. NHTSA Task Order number. **TBD**
   6. NHTSA Contracting Officer’s Name. **TBD**
   7. NHTSA Contract Specialist’s Name. **TBD**
   8. NHTSA Contracting Officer’s Representative’s, Task Order name. **TBD**
   9. Itemization of costs to include:
      - Number of hours worked for each Labor Category billed;
      - Associated Labor Rate for each Labor Category billed;
Other Direct Costs incurred for that invoice period and associated indirect costs (if applicable.);

Total reimbursement requested for that specific invoice;

Cumulative Total of reimbursements to date; and

Labor charges are to be substantiated by individual daily job time cards or a record of time worked showing personnel used, hours worked, and amounts charged, with such records to be retained by the Contractor and made available for the Government’s inspection on an “as-required” basis.

10. Name and address of Contractor official to whom questions regarding payment should be referred.

11. The Contractor shall certify that the hours worked and individuals being charged to the Government are correct, and that the dollar amounts invoiced were incurred for the work billed.

12. To be acceptable for payment, each invoice must contain the following certification:

“I hereby certify that the information submitted in this invoice, and accompanying documentation, is accurate and conforms to the billing requirements set forth in this Contract.”