Invoicing and Payment Instructions and Procedures (Time and Material (T&M))

DTNH2217R00005

Behavioral Safety Research for Traffic Safety

1. **SUBMISSION OF INVOICE INFORMATION**

In order to be considered a “proper invoice,” the following information must be included:

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. 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:
   - Contract Line Item Number (CLIN)
   - Labor Category Title
   - Number of hours worked for each Labor Category billed (as applicable)
   - Associated Labor Rate for each Labor Category billed
   - Identification of Other Direct Costs
   - Total reimbursement requested for that specific invoice
   - Cumulative Total of reimbursements to date for that Contract
10. Itemization 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. Other Direct Costs are to be substantiated by individual receipts. Both types of documentation shall be retained by the contractor and made available for the Government’s inspection on an “as-required” basis.
11. Name and address of Contractor official where questions regarding payment should be referred.
12. 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.

13. Contractor TIN

14. Contractor DUNS Number

15. 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.”