Reviewer: Project Name:

Consultant: Project No.:

Date Received: Invoice No.:

Date Reviewed: Date to CM:

1. Are the following Direct Expenses charged correctly? Yes No N/A

Lodging – (Allowable charge is Contract Specific) , see [www.gsa.gov](http://www.gsa.gov)

Mileage – (max. IRS rate set January 1 each year)

Meals – (actual receipt not to exceed GSA rate), see [www.gsa.gov](http://www.gsa.gov)

1. Is Percent of Work complete within 10% of the Labor/Hours expended?

Is this acceptable?

Is the PROGRESS REPORT & NARRATIVE attached?

Has the maximum DIRECT LABOR allowed been exceeded?

Is the MAXIMUM FEE (the ‘Not to Exceed” amount) correctly stated?

(apply above questions to On-Call Statewide contracts as well)

1. Any contract amendments/changes/corrections regarding:

If “Yes” what has changed Yes No

Fixed Fee %

Overhead Cost %

Completion Date

Direct Labor/Direct Expenses

Hourly Rate/Billing Rate

Reallocation of Funds

1. Is the APPLICATION FOR PAYMENT Sheet signed by the Consultant?
2. Is the PROJECT NAME, NUMBER, TASK ORDER NUMBER and WCC correct?
3. Is NHDOT NOTICE TO PROCEED LETTER(s) attached?
4. Is the OVERHEAD RATE % correct?
5. Is the FIXED FEE PERCENT/FORMULA correct?
6. Is the Invoice APPROVED for Payment?

COMMENTS/ANYTHING UNIQUE TO THIS CONTRACT? Click here to enter text.