

PAYMENT REQUEST EXAMPLE

***USE THIS FORMAT FOR BILLING AGAINST WORK ORDERS ISSUED UNDER TWDB**

MASTER SERVICES AGREEMENTS

Contractor Name _____

TWDB Contract/Work Order ID _____

Invoice No _____

Invoice Date _____

Invoice Amount _____

Service Dates Range _____

Professional Services Summarization

Personel	Hours This Period	Rate	Cost this Period
Project Manager	10	\$ 100.00	\$ 1,000.00
Engineering Staff	15	\$ 75.00	\$ 1,125.00
Labor Subtotals			\$ 2,125.00

Direct Non-Labor Expenses	
Subcontractors*	\$ 10,000.00
Travel	\$ 2,000.00
Other	\$ 200.00
Total Non-Labor Expenses This Period	\$ 12,200.00

* Please ensure that your invoice reflects the full subcontractor expense without any retainage deductions.

TOTAL EXPENSES THIS PERIOD \$ 14,325.00

Less Retainage \$ (716.25)

TOTAL AMT DUE THIS INVOICE \$ 13,608.75

TASK AND EXPENSE CATEGORY BILLING

#	TASK CATEGORY	TOTAL BUDGET	EXP THIS PERIOD	PREVIOUS EXP	ACCUMULATED EXP	BAL REMAINING
1	Project Management and Coordination	\$45,000.00	\$0.00	\$0.00	\$45,000.00	\$0.00
2	Data Collection and Review	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$0.00
3	Hydrologic and Hydraulic Analysis	\$75,000.00	\$0.00	\$0.00	\$75,000.00	\$0.00
4	Mitigation Alternatives Development	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$0.00
5	Stakeholder Engagement and Public Outreach	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00
6	Reporting and Deliverables	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00
	TOTALS	\$300,000.00	\$0.00	\$0.00	\$300,000.00	\$0.00

#	EXPENSE CATEGORY	TOTAL BUDGET	EXP THIS PERIOD	PREVIOUS EXP	ACCUMULATED EXP	BAL REMAINING
n/a	Salaries and Wages	\$160,000.00	\$0.00	\$0.00	\$160,000.00	\$0.00
n/a	Fringe	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00
n/a	Travel	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00
n/a	Other Expenses	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00
n/a	Overhead	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00
n/a	Profit	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$0.00
	Subcontract Services (BCME Services)	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00
	Subcontract Services (NewSub Engineering)	\$28,000.00	\$0.00	\$0.00	\$28,000.00	\$0.00
	TOTALS	\$300,000.00	\$0.00	\$0.00	\$300,000.00	\$0.00

Sec. 660.007. CONSERVATION OF FUNDS.

(a) A state agency shall minimize the amount of travel expenses paid or reimbursed by the agency.

The agency shall ensure that each travel arrangement is the most cost effective considering all relevant circumstances.

<https://fmxcpa.texas.gov/fmx/travel/texttravel/index.php>

MILEAGE EXPENSE	* must include online mapping service (Google maps) or odometer reading				
Start/End Date	From/To	Justification	Mileage	Rate	Amount

Total for this Request

MEALS	*must include legible itemized meal receipts - tips and alcohol are prohibited reimbursements				
Date	Location	Justification	Attendees	Rate	Amount

Total for this Request

AIRFARE	*should utilize 14-day advance or other lower cost fares for planned travel (Business Select rate not eligible)				
Dates	Location	Justification	Attendees	Airline	Amount

Total for this Request

LODGING	*must include hotel statement - amounts must not exceed GSA rates for location				
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VEHICLE RENTAL	*must include complete paid receipt issued by rental company				
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GAS & PARKING	*must include legible receipts				
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OTHER EXPENSES	*must include legible receipts for eligible expendables				
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