



# Invoicing FAQs

## How do I calculate site superintendent mileage?

If traveling more than 50-miles from the headquarters office vehicle mileage can be claimed per the rate on the most recent OFM per diem rate table or map.

## When are construction manager hours allowed on the construction invoice?

If the construction manager is acting as a site superintendent, DES PM should be notified as soon as possible, and a note included on the construction invoice stating CM was “acting site superintendent for the day”.

## Do I have to provide a W-9 form?

DES requires the tax identification number to be included on the invoice, some Owners request a separate W-9 be submitted before paying an invoice. Discuss with DES and the Owner before submitting an invoice.

## When can per diem be claimed?

In order to claim per diem the site superintendent must be in travel status for 11-hours and traveling during the meal period; or have an overnight stay. The invoice needs to indicate whether the site superintendent was in travel status for 11-hours and during which meal periods they were traveling. Drive time is included in the time calculation.

**Example:** the site super leaves the headquarters office at 6:00 am. They would need to be in travel status until at least 5:00 pm to claim per diem. And with this example, they can only claim breakfast and lunch because they were not traveling during dinner.

The meal periods are defined as follows:

Breakfast:	6:30 am – 8:00 am
Lunch:	12:00 pm – 1:00 pm
Dinner:	5:00 pm – 6:30 pm

To make invoicing easier, if the site super is in travel status for 11-hours or overnight stay, it is allowed for the invoice to include the total per diem amount for that meal period or day without a receipt. For example, instead of breaking out per attached receipts, you would just put the



daily per diem amount allowed X dollars. If this methodology is used, the ESCO must pay the site superintendent the per diem value for meals rather than reimbursing for actual cost.

## How do I determine the allowed lodging rate?

When booking lodging related to the project work site superintendent should request a government rate when booking a hotel room. This rate must match the hotel rate on the most recent OFM per diem rate table or map. Only the rate shown on the OFM plus taxes can be invoiced.

## What if my site superintendent is covered by a union agreement that requires a per diem rate greater than the OFM rates?

Provide the union agreement before submitting the invoice and discuss it with the DES PM.

## Is there a time limit for requesting per diem and lodging charges?

Per diem and lodging expenses must be submitted within 90-days of the date of the expense.

## Can subcontractor progress billing be included on the construction invoice?

No, all charges must be substantiation of actual work performed or equipment delivered and properly stored.