Wisconsin Department of Transportation

Policy, Safety First and WHRP Research Programs

Invoice Information

Schedule

WisDOT research contracts require that invoices be submitted on a quarterly basis. Approval to pay invoices is dependent upon POC Chair approval of a QPR. QPRs are submitted on a quarterly basis. Invoices can be submitted with the QPR or separately. See Quarterly Progress Report Instructions for further details regarding QPRs.

If there are any delays or issues that could potentially affect the budget contact the WisDOT Research and Library Unit. Any changes to the budget must have prior written authorization from the WisDOT Research and Library Unit.

Quarter	Dates of Service	Invoice Submittal (suggested)
Quarter 1	January 1 – March 31	April 15
Quarter 2	April 1 – June 30	July 15
Quarter 3	July 1 – September 30	October 15
Quarter 4	October 1 – December 31	January 15

On the QPR, the Principal Investigator will report the Project Expenses for the Current Quarter. Please coordinate with the Principal Investigator to calculate these expenses. There are various scenarios where invoicing may be delayed a quarter or more after the dates of service. As long as the project expenses are reported on the QPR and approved by the POC Chair, the invoice for those expenses can be submitted and paid at a later time up to 90 days after the project end date.

Invoice Submission

- **Send invoices to research@dot.wi.gov**
- Email is the preferred method for receiving invoices
- Include the Project ID and Title on the invoice email subject line
- Prior to paying an invoice, WisDOT requires a Quarterly Progress Report (QPR) documenting the expenditures submitted to and approved by the POC Chair
- Invoices can be submitted only once per quarter, preferably with or after the QPR is submitted
- If mailing, use the address listed below to ensure it is routed correctly
  Wisconsin Department of Transportation
  Research and Library Services Unit
  4822 Madison Yards Way, 9th Floor, S.911
  Madison, WI 53705

Invoicing Details

- Include the following information upon invoice submission:
- WisDOT's project ID and research project title on the invoice and invoice email
- Supplier/agency/institution name
- Mailing address
- Invoice number
- Date of invoice
- Date range of services provided
- Description of services or goods provided
- Charges for the quarter
- Cumulative charges to-date
- Name and email of the person to contact if there are any questions

Final 10% of Payments

- Once the project expends 90% of the budget, the payment of project invoices will be put on hold until all final deliverables have been met
  - For example, if for project 0092-24-0X, the total budget is $100,000
  - When the expenditures reach $90,000, the remaining 10% will be retained
- We do not split or do partial payments on an invoice. If the 10% is included in an invoice, but the project work has not been completed, the invoice will be returned for correction

Final Invoice

- Label the last invoice as "Final Invoice".
- Please do not submit the final invoice until after the Approved Final Report and all deliverables have been submitted
- Submit the final invoice within 90 days of the project end date

Required Documentation and Invoice Payment

WisDOT authorizes payment of an invoice after all required documentation, including QPRs and the Final Report, are submitted by the PI, reviewed by the POC and approved by the POC Chair. Payment of an invoice is dependent upon receipt of documents or materials required to be returned or furnished to the department, and verified by the department.

If you have further questions, please email research@dot.wi.gov and a Research & Library staff member will respond.