



Highway Maintenance Manual
Chapter 02 Administration
Section 25 Cost Invoicing
Subject 30 County Invoicing

Bureau of Highway Maintenance
December 2017

1.0 Authority

1. The County shall submit monthly itemized invoices to the Regional Office, within one month of the period during which the work was performed, as required by Section 84.07(2), Wisconsin Statutes.
2. The composition of cost shall include the general costs defined in Policy 02-20-05 and presented in other Chapter 2 documents. Some specific costs in Chapter 2 are reimbursed by separate check rather than the monthly invoice. These specific items include salt storage, General Liability Insurance (GPL), and radio equipment.
3. Payments shall be made after verification of invoices by the regional office in accordance with POLICY 02-25-15. All payments for services rendered are subject to audit by the Department.

2.0 Definitions

1. An invoice is a detailed statement of expenditures filed by a county highway department with the department for reimbursement for work done on state highways.
2. A paysheet is a summary statement of expenditures by state project ID filed by a county highway department with the department for reimbursement for work done by the county.

3.0 Responsibility

1. Each County Highway Department shall be responsible for submitting monthly itemized invoices to the Regional office, within one month of the period during which the work was performed.
2. The Regional Maintenance Office and the Bureau of Business Services in the Expenditure and Accounting Section shall be responsible for reviewing and approving the payment of monthly invoices for authorized maintenance work performed by county highway departments on state highways.

4.0 Reimbursable Expense

Reimbursement will be for county employees at the current rate of pay, the equipment used at the current rental rate and the actual cost of materials used. Other eligible expenses shall be enumerated in the Maintenance Manual, Chapter 2, Administration.

5.0 Exceptions

1. Exceptions to the monthly invoice requirement are made for salt storage (Policy 02-20-35), GPL insurance (Policy 02-20-15), and radios (Policy 02-20-10), which are separately discussed in Chapter 2 of the Highway Maintenance Manual.