

# Supporting Documentation for Reimbursable Utility Relocations

The following documentation is needed for the Tollway to properly process invoices submitted for reimbursable utility relocation work. Submitting this information will significantly speed up the payment process.

The supporting documentation that must be submitted is:

1. General and administrative costs breakdown and percentages;
3. A copy of all invoices for contracted work. The copy of the contractor's invoice must be marked paid. The amounts must be clearly identified as belonging to the work performed for each location on the Tollway project if the invoice from the contractor includes multiple jobs for the Tollway or other jobs for the company. The amounts that are identified on the contractor's invoice must match the amounts included on the invoice to the Tollway.
4. A copy of vendor, rental, material and equipment supplier invoices. The invoice must be marked paid. The amounts must be clearly identified as belonging to the work performed for the Tollway if the invoice from the supplier includes multiple jobs for the Tollway or other jobs for the company.
5. A certified computer listing of company labor expended on the Tollway project. The computer listing must clearly identify labor expended on the Tollway project when other projects are included in the listing.
6. A certified computer listing of materials taken from company stock and used on the Tollway project. Materials used on the Tollway project must be clearly identified if multiple jobs are listed.
7. An accounting of vehicle and equipment costs charged to the job;
8. Credit for the cost of installing additional facilities or facilities of better quality than the existing facilities (betterment);
9. Credit for the used life of facilities removed and not relocated and credit for the salvage value of facilities that were removed;
10. Credit for the company's portion of the total cost based on percentage reimbursement agreements;
11. Approved A-28 utility change authorizations for any changes or increases in cost over the cost estimate that occur during construction;

Each invoice must cover a single relocation job at one location within a Tollway improvement project. A copy of the original approved Tollway order for utility work form and job the utility job number must be included with the invoice. A final invoice for the work must be marked FINAL.