November 6, 2013

Subject: Rural Planning Organization – Invoicing

Dear …

Pursuant to Articles 7 and 12 of the Agreements between the State of Alabama and all Rural Planning Organizations in Alabama, the Bureau of Transportation Planning and Modal Programs, Metropolitan Planning Section, requires that Rural Planning Organizations (RPOs) provide additional information with all State Planning and Research (SPR) invoices submitted to the Department for funds reimbursement on a monthly, quarterly, or annual basis.

Effective this date, for all timesheets, revenue and expenditure reports, or status of expenditure statements, or similar, in which individual hours, rates, wages, salaries, fringe benefits, indirect costs or activities are accumulated subsequent to submission to ALDOT, RPOs must provide a complete description of the activity or work performed by all staff members shown. This is applicable to all full time and part time workers and independent contractors.

The RPOs may attach the required information to the invoice by spreadsheet, MS Word summary or custom template, and forwarded in the usual manner to the attention of Robert J. Jilla, P.E., Bureau Chief, Transportation Planning and Modal Programs, Montgomery.

Invoices received by the Metropolitan Planning Section that are not accompanied by timesheet activity descriptions will not be processed until the necessary information is received.

If you require further information, please call Jim Doolin at 334-242-6097 or email doolinj@dot.state.al.us.

Sincerely,

Robert J. Jilla
Bureau Chief
Transportation Planning and Modal Programs

By: ________________________________
Dr. Emmanuel C. Oranika
Metropolitan Transportation Planning Administrator

RJJ: ECO: vj
File: RPO-FY2014