**ClearLane**

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# Carrier Invoice Audit Checklist

Run these checks on every carrier invoice before payment approval, in order: the early ones catch the most money. Industry experience puts AP overpayment at 1-3% of carrier spend when invoices are paid as billed.

## The universal 12-point checklist

- Match line-haul to the rate confirmation, not to the invoice.
- Verify the fuel surcharge: correct base, correct percentage, correct week.
- Detention: arrival and departure times documented, free time correct, rate per the rate con.
- Layover: authorized in writing and billed at the agreed rate.
- Lumper: receipt attached, amount matches, not also billed to the shipper.
- TONU: only where the rate con allows it, at the stated amount.
- Duplicate check: invoice number and load number against payment history.
- Extra stops: count and rate match the rate confirmation.
- Math: line items sum to the total. Watch hand-keyed invoices.
- Remit-to: matches the carrier packet or a verified factoring NOA.
- Quick pay: discount actually applied when quick-pay terms are taken.
- Signed POD attached before approval. It protects you on rebills.

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