

Invoicing Guide

The following is a guide of the elements of a properly detailed invoice for review and approval of allowability, allocability, and reasonability

All invoices must provide the following:	<input type="checkbox"/> Contract Number <input type="checkbox"/> Invoice period or dates being charged <input type="checkbox"/> Total amount being invoiced <input type="checkbox"/> Cumulative amounts charged under the contract to date
Break out invoice charges into the following categories (at a minimum):	
Labor/Salary – must include:	<input type="checkbox"/> Name of individual, or in some cases, labor category will be accepted (if individuals not named in contract or proposal) <input type="checkbox"/> Level of effort in hours or % of FTE support given
Fringe (if above rate not fully burdened) – must include:	<input type="checkbox"/> Amount (\$) <input type="checkbox"/> Rate (%) charged
Equipment* - For property/equipment: (including computers/laptops or computer peripherals)	<input type="checkbox"/> A fully filled out property form must be attached to the invoice; Subcontract Property Form is available on the BNL PPM website <input type="checkbox"/> Receipts may be required
Materials/Supplies (including credit card purchases) must include:	<input type="checkbox"/> Description of item purchased <input type="checkbox"/> Quantity of item purchased <input type="checkbox"/> Receipts may be required
Travel Costs – these must include: Costs should be included in the approved budget prior to travel and in accordance with terms of contract. Costs not included in original approved budget may require contractual modification.	<input type="checkbox"/> Purpose of travel <input type="checkbox"/> Preapproval for Foreign Travel <input type="checkbox"/> Hotel receipts <input type="checkbox"/> Transportation receipts <input type="checkbox"/> Conference registration confirmation (including meals provided) <input type="checkbox"/> Traveler's name <input type="checkbox"/> To/From destinations of travel <input type="checkbox"/> Dates of travel
Subcontracts/Consultants – these must include: Costs not included in original approved budget may require contractual modification. If subcontracted labor, include:	<input type="checkbox"/> Vendor/Company Name <input type="checkbox"/> Description of work performed <input type="checkbox"/> Price Paid <input type="checkbox"/> Service Period of Performance <input type="checkbox"/> Invoice from subcontractor that shows labor category and laborer's name <input type="checkbox"/> Hours worked <input type="checkbox"/> Rate charged
Other Direct Costs (if applicable) - must include:	<input type="checkbox"/> Description <input type="checkbox"/> Receipts may be required
Tuition (if applicable) - must include:	<input type="checkbox"/> Student's name <input type="checkbox"/> Dates or semester tuition covers <input type="checkbox"/> Tuition type being charged (e.g.; grad/undergrad).
Indirect Costs/Facility and Administration Costs – must include:	<input type="checkbox"/> Amount (\$) <input type="checkbox"/> Rate (%) charged

*Please refer to the Property Management Guidance (<https://www.bnl.gov/ppm/docs/property-mgmt-guidance.pdf>) if there are any questions about what is considered equipment under this contract. Please note that what is considered equipment under this contract may not match exactly with your institutional definition of what equipment is.