Invoicing Guide

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

<table>
<thead>
<tr>
<th>All invoices must provide the following:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Contract Number</td>
<td>☐ Invoice period or dates being charged</td>
<td>☐ Total amount being invoiced</td>
</tr>
<tr>
<td>☐ Cumulative amounts charged under the contract to date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

*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.

4/25/2024