## Invoicing Guide
*(for Cost Type Contracts with Universities)*

This guide details the proper elements of an invoice for review/approval of allowability, allocability, and reasonability.

### All invoices must provide the following:

- **Contract Number**
- **Invoice period or dates being charged**
- **Total amount being invoiced**
- **Cumulative amounts charged under the contract to date**

### Break out invoice charges into the following categories (at a minimum):

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

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*Please refer to the Property Management Guidance ([https://www.bnl.gov/ppm/docs/property-mgmt-guidance.pdf](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.

**May be requested and required on a case-by-case basis to determine price allowable, allocable & reasonable or as required for audit purposes in accordance with contract clauses.*

5/13/2024