

# Invoicing Guidelines for Contractors

Updated 12/1/2016

## Contents of Monthly Invoice Package

- **Invoice Due:** By the 5<sup>th</sup> calendar day of the month following the month in which the expenses were incurred.
- **Required Information:**
  - Date of invoice
  - Contract number
  - Month of service
  - Unique Invoice number (use the same invoice number if invoice is revised)
  - Clearly labeled dollar amounts as allocated in the agreed upon contract terms:
    - See “Financial Terms” below for information on “*Time and Material Contracts*”
    - See “Financial Terms” below for information on “*Fixed Fee Contracts*”
    - *Purchase Orders*: Invoiced amount allocated as indicated in the Purchase Order
  - Financial documentation (i.e. expense forms, receipts, itinerary)
  - Progress reports:
    - Template complies with the format and requirements provided in the Exhibit C of the Contract terms or as otherwise agreed with NEEA contract owner.
    - Purchase Orders are generally exempt from this requirement.

*Invoice templates are available upon request.*

## Submittal of Invoice Package

- **To submit electronically (preferred method):**
  - E-mail to: [Billing@neea.org](mailto:Billing@neea.org)
- **To send by mail:**
  - Northwest Energy Efficiency Alliance  
Attention: Accounts Payable  
421 SW Sixth Avenue, Suite 600  
Portland, OR 97204

## Financial Terms

- **Time and Material Contracts:**
  - Hours worked and rate per hour per individual as detailed in the Exhibit A (Statement of Work) or Purchase Order.
  - Project Costs
    - Subcontractor invoices – follow same Invoicing Guidelines
    - Business meetings -- all meals require itemized receipts (even if under \$75), meeting agenda and list of attendees.
    - Cell phone, event charges, other miscellaneous charges to be listed on invoice. Itemized receipts required for charges over \$75.
  - Invoice amounts allocated as indicated in the Purchase Order, the Exhibit B task list of the contract, and/or the Exhibit A (Statement of Work).
  - Receipts for all requested reimbursements organized in appearance as on invoice.
- **Fixed Fee Contracts:**
  - Invoiced amount allocated as indicated in the Purchase Order or as specified in the agreed upon Contract terms and/or Exhibit A (Statement of Work).

### Reimbursable Expenses for Business-related Travel

Requests for reimbursement **over \$75** must have detailed receipts and proof of purchase (i.e., charge card receipt with last four digits of card number). NEEA will pay for work-related expenses as follows:

- **Transportation**

- Airfare: Detailed itinerary with proof of purchase
- Train: Detailed itinerary with proof of purchase
- Car (select one):
  - *Mileage*: Calculate mileage reimbursement as published by the US General Services Administration at [www.gsa.gov/mie](http://www.gsa.gov/mie)
  - *Car rental*: Rental and gas receipts
- Parking: Receipts
- Taxi/Public Transportation: Receipts

- **Lodging**

- Hotel: Itemized receipts
  - Meals, internet and personal charges included on the lodging bills will not be reimbursed.
  - We do not require the use of the US General Services Administration limits for lodging but do ask that Contractors consider accommodations competitive with the rates for that region.

- **Meals**

- Per diem reimbursement only - no receipts. Calculate per diem reimbursement as published by the US General Services Administration at [www.gsa.gov/mie](http://www.gsa.gov/mie)

### Non - Reimbursable Expenses

As a non-profit organization receiving Federal funding, NEEA is subject to the OMB Circular 2 CFR 200 and may not use any of our funding for the following categories of Expenses:

- Personal services such as valet services and "trip insurance"
- Entertainment costs including amusement, social activities, or any associated costs
- Alcoholic beverages
- Meals or beverages for individuals not working for NEEA
- First class travel or business upgrades except in extreme cases with written preapproval
- Any costs not directly related to NEEA programs/projects