Contents of Monthly Invoice Package
• Invoice Due: By the 5th calendar day of the month following the month in which the expenses were incurred.
• Required Information:
  o Date of invoice
  o Contract number
  o Month of service
  o Unique invoice number (use the same invoice number if invoice is revised)
  o Clearly labeled dollar amounts as allocated in the purchase order, Exhibit A (Statement of Work), or as specified in the contract terms:
    ▪ See “Financial Terms” below for “Time and Materials” invoice requirements
    ▪ See “Financial Terms” below for “Fixed Fee” invoice requirements
• Attachments:
  o Any financial documentation (i.e. expense forms, receipts, itinerary, etc.)
    ▪ For gift card expenses, invoice must include additional documentation itemizing the gift card denomination, recipient name, recipient email address or physical address, date provided to recipient, and description of incentivized activity.
  o Progress Report:
    ▪ Template complies with the format and requirements provided in Exhibit C of the contract or as otherwise agreed upon with the NEEA contract owner.
    ▪ Purchase Orders are generally exempt from this requirement.

Submittal of Invoice Package
• To submit electronically (preferred method):
  o E-mail to: Billing@neea.org
• To send by mail:
  o Northwest Energy Efficiency Alliance
    Attention: Accounts Payable
    421 SW Sixth Avenue, Suite 600
    Portland, OR 97204

Invoice Allocations Based on the Financial Terms
• Time and Materials Contracts:
  o Invoice amounts allocated by Task as indicated in the Purchase Order, Exhibit A (Statement of Work), or as specified in the contract terms.
  o Include the number of hours worked and hourly rate for each contributor (as detailed in Exhibit A or Purchase Order).
  o Project Costs and Expenses:
    ▪ Itemized Subcontractor Invoices (following the same invoice guidelines)
    ▪ Itemized Project Costs:
      ▪ Cell phone, event charges, and/or other miscellaneous charges to be listed on invoice
      ▪ Business meetings: All meals require itemized receipts (even if under $75), meeting agenda and list of attendees
      ▪ Itemized receipts required for charges over $75
• Receipts for all requested reimbursements organized in the order of appearance on invoice
  ▪ See “Reimbursable Expenses for Business-Related Travel” for additional reimbursement requirements

• Fixed Fee/Hybrid Contracts:
  o Invoice amounts as indicated in the Purchase Order, Exhibit A (Statement of Work), or as specified in the agreed upon payment schedule.
  o If the contract terms include an amount for reimbursable expenses:
    ▪ Itemized expense amounts allocated as specified in Exhibit A (Statement of Work) included on the invoice
    ▪ See “Reimbursable Expenses for Business-Related Travel” for additional reimbursement requirements

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

• Lodging
  o 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
  o Per diem reimbursement only - no receipts. Calculate per diem reimbursement as published by the US General Services Administration at 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:
  o Personal services such as valet services and “trip insurance”
  o Entertainment costs including amusement, social activities, or any associated costs
  o Alcoholic beverages
  o Meals or beverages for individuals not working for NEEA
  o First class travel or business upgrades except in extreme cases with written preapproval
  o Any costs not directly related to NEEA programs/projects