

# INVOICING GUIDELINES FOR CONTRACTORS

*Invoice templates are available upon request*

## 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 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:**
  - Any financial documentation (i.e. expense forms, receipts, itinerary, etc.)
  - 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):**
  - 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

## Invoice Allocations Based on the Financial Terms

- **Time and Materials Contracts:**
  - Invoice amounts allocated by Task as indicated in the Purchase Order, Exhibit A (Statement of Work), or as specified in the contract terms.
  - Include the number of hours worked and hourly rate for each contributor (as detailed in Exhibit A or Purchase Order).
  - 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:**
    - Invoice amounts as indicated in the Purchase Order, Exhibit A (Statement of Work), or as specified in the agreed upon payment schedule.
    - 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**
  - 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