INVOICING GUIDELINES FOR CONTRACTORS

Invoice Package Requirements

- **Invoice Due**: By the 5th calendar day of the month following the month in which the expenses were incurred (unless otherwise agreed to in the Contract terms).
- **Required Information**:
  - Date of invoice
  - Contract number
  - Month of service
  - Unique invoice number (use or reference the same invoice number if invoice is revised)
  - See "*Financial Terms*" below for additional invoicing requirements for both "Time and Materials" and "Fixed Fee" contracts.
- **Attachments**:
  - Financial documentation including:
    - For **gift card/cash/check incentive expenses**, invoice must include additional documentation itemizing the gift card/cash/check denomination, recipient name, recipient email address or physical address, date provided to recipient, and description of incentivized activity.
  - Progress Report:
    - Template in compliance with the format and requirements provided here, unless another format is agreed upon with the NEEA contract owner.

Submittal of Invoice Package

- **Send to: Billing@neea.org**

Invoice Allocations Based on the Financial Terms

- **Time and Materials Contracts**:
  - Invoice amounts need to be allocated by Task as indicated in the Purchase Order, Exhibit A (Statement of Work), or agreement.
  - Include the number of hours worked and hourly rate and title for each contributor (as detailed in the agreement).
  - Project Costs and Expenses:
    - **Receipts for all requested reimbursements must be organized in order of appearance on invoice**.
    - Itemized subcontractor invoices (following the same Invoice Package Requirements above).
    - Include separate expense reports, with receipts, for each individual contributor for whom expenses are included with the invoice.
    - Include all expense forms, receipts, itinerary, etc. that support items on the invoice.
    - Itemized project costs:
      - Cell phone, event charges, and/or other miscellaneous charges must be listed and described on invoice, if applicable.
      - Business meetings: All meals require itemized receipts (even if under $75), meeting agenda and list of attendees.
      - Itemized receipts required for charges over $75; or a brief explanation of purchase for charges under $75.
    - See "*Reimbursable Expenses for Business-Related Travel*" for additional reimbursement requirements.

- **Fixed Fee Contracts**:
  - Invoice amounts must be allocated by Task or Milestone and match the invoice schedule indicated in the Purchase Order, Exhibit A (Statement of Work), or agreement.

- **Hybrid Contracts**:
  - See "Time and Materials" and "Fixed Fee" instructions above.

Reimbursable Expenses for Business-Related Travel

- NEEA will reimburse reasonable and necessary business-related expenses at its discretion.
- Receipts for all requested reimbursements must be organized in order of appearance on invoice.
- Requests for reimbursement **over $75** must have detailed receipts and proof of purchase (i.e., detailed charge card receipt with last four digits of card number); or a brief explanation of purchase if the amount is under $75.
- **Transportation**
  - Airfare or 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 (rate changes annually on January 1st). For multiple mileage reimbursement claims, please provide a spreadsheet itemizing for each trip, who, when, where/why, miles claimed.
    - *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.
    - NEEA does 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. NEEA reserves the right to request destination lodging comparison pricing to ensure rates charged are reasonable.
- **Meals**
  - Per diem reimbursement only - no receipts. Calculate per diem reimbursement as published by the US General Services Administration at www.gsa.gov/mie (rate changes annually on October 1st).
  - The date of the meal and the city/county used for calculating the per diem rate must also be provided.

Non-Reimbursable Expenses

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

- Personal services such as valet services, travel booking fees, and "trip insurance."
- Entertainment costs including amusement, social activities, or any associated costs.
- Alcoholic beverages.
- Meals or beverages for individuals that do not work on behalf of NEEA.
- Meals or beverages for NEEA employees.
- First class travel or business upgrades except in extreme cases with written preapproval.
- Any costs not directly related to NEEA programs/project.