

10. d. IWRP INVOICE CHECKLIST & REQUIREMENTS

IMPORTANT NOTE: Any invoice that does not conform to the requirements below or that is for work that was completed without the proper approvals (see “Project Lead Responsibilities and Approval Process,” Section 10.a), will be returned without payment.

- Name, address, and phone number of submitting entity
- Invoice date
- Invoice billing period (billing periods may not overlap)
- Invoice reference number
- Project name and id code
- RCD contract number
- Itemized tasks:
 - Task number – use the format: D/P (Proj Id) Task 1, etc.
 - Staff position(s)
 - Hourly rate(s)
 - Number of hours per task
 - Total cost this invoice
 - Total remaining
- Itemized expenses with proper backup documentation (see below)
- Subcontractor costs – list total on invoice and attach subcontractor invoices as backup.
- Total invoice amount
- Less 10% withhold (see below)

- Receipts –
 - Submit legible copies of all receipts. Make sure date is visible.
 - Keep originals in case of audit or questions.
 - Circle the amount being invoiced and correlate to itemized expenses on invoice.
 - If a receipt covers expenses for multiple projects, clearly identify which costs are being billed to the project being invoiced.
 - Credit card receipts and statements are not considered valid receipts.

- Send invoice and deliverables to both the RCD and the D/P Coordinator (see “Who To Contact For More Information”).

ADDITIONAL REQUIREMENTS

Monthly Status Reports – Whether or not an invoice is being submitted, the Project Lead is required to submit a status report at the end of each month to both the RCD and the D/P Coordinator (see “Monthly Status Report template,” Section 10.e).

Deliverable-based Disbursement - Invoices are to be submitted at the completion of each task, pending acceptance of the deliverables, unless prior written approval has been received from the RCD. If this is too long a period to go without payment, work with the RCD to design the work program to include interim subtasks and deliverables.

Invoicing Frequency - Invoices may not be submitted more frequently than monthly. If not invoicing until the end of a project, the Project Lead will still need to submit task deliverables for

approval (see “Project Lead Responsibilities and Approval Process,” Section 10.a) before proceeding to next tasks, and also submit monthly status reports (see above).

Billing Periods – Do not bill for work done prior to contract date unless there is written approval from the RCD. Billing periods must be sequential, with no overlapping dates.

Overhead Costs – Overhead costs must not exceed 10% of invoice total and must be factored into the total project budget.

Expense Limitations –

- ❑ Any individual expense over \$100.00 must be pre-approved by the RCD.
- ❑ No food or drink costs will be reimbursed.
- ❑ Furniture, computers, conference fees, and other non-project-specific costs will not be reimbursed unless approved in advance by the RCD.

If travel is required:

- ❑ Mileage may be reimbursed at the state rate of \$0.34/mile with backup documentation indicating number of miles and purpose of trip.
- ❑ Lodging rates may not exceed \$84.00/night and must have a valid receipt.
- ❑ Meals may be reimbursed for actual costs up to the maximum rate: breakfast \$6.00, lunch \$10.00, dinner, \$18.00, incidental \$6.00 and must have a valid receipt.
- ❑ Rental cars may not exceed \$65.00/day and must have a valid receipt.
- ❑ Credit card receipts and statements are not considered valid receipts.

10% Withhold – Ten percent will be withheld from each invoice and released once all permits have been issued and/or written approval has been granted by the IWRP Program Coordinator and the RCD Executive Director signifying that the contract has been satisfactorily completed.

Subcontractors – Subcontractors are bound to these same invoicing requirements, including backup documentation for expenses. Subcontractor invoices should be attached to the primary invoice, with the total corresponding to the total subcontractor costs listed on the primary invoice.

Reimbursement Timeline – Expect to receive reimbursement approximately 8-10 weeks after submitting an invoice, assuming all information is accurate and deliverables are approved. Any invoice that does not meet the requirements listed in this document, or is not accompanied by satisfactory deliverables, will be returned for correction.

Maintaining Records – The Project Lead should maintain all invoices, receipts, and backup documentation for three years in case an audit is required.