

Guidelines and Tips for Invoicing Success

**September 21, 2016 | Colorado Foundation for Public Health and the
Environment**

Webinar Objectives

After this technical assistance session awardees will be able to:

- 1. Become familiar with the basics of federal cost guidelines.**
- 2. Recognize the importance of invoicing and invoicing in a timely manner.**
- 3. Understand how to invoice CFPHE correctly.**
- 4. Understand budget revisions and how to initiate them.**

Federal Cost Guidelines...

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- ▶ These are cost reimbursable awards (right)
- ▶ These costs must be:
 1. Allowable
 2. Allocable (related)
 3. Reasonable
 4. Necessary



The Importance of Invoicing...

Why Invoicing Matters

- ▶ Invoicing reflects the work your project is doing
- ▶ Don't wait until the end
 - ▶ *CFPHE prefers monthly invoices*



Invoicing us here at CFPHE...

Send all invoices to finance@cfphe.org and remember to cc your TA Lead.

Paying for Supplies

- ▶ **We need a receipt + business purpose for everything in an invoice.**
- ▶ **Anything not clearly outlined in the original budget justification needs an explanation. We need to know why.**
- ▶ **We need an explanation (email is fine) for any extraordinary occurrences.**



Paying for People's Time

- ▶ **Payroll**

- ▶ **Backup documentation = time log, paystub**

- ▶ **Independent contractors**

- ▶ **Backup documentation = hours and rate**

- ▶ **Stipend**

- ▶ **If you are under a Contract with CFPHE, backup documentation = proof that each person received the stipend**
 - ▶ **If you are under a Letter of Agreement (fiscal sponsorship) with CFPHE, backup documentation = proof that event/work took place (e.g. meeting agenda, focus group guide, etc.). CFPHE will then track receipt of stipends.**

Paying for People's Time with Gift Cards

Contract

- ▶ **Keep your receipt!**
- ▶ **Signatures or initials from everyone who receives a gift card (we cannot pay for gift cards that don't have signatures)**
- ▶ **Confirm receipt of giftcard with patient partner in writing (ie. email confirmation or signed piece of paper)**

Letter of Agreement

- ▶ **We need:**
 - ▶ **Proof of work (meeting agenda, focus group guide, etc.)**
 - ▶ **Recipient list, gift card amount, how to get them to recipients**

Paying for Food

- ▶ **You need the Hat Trick!**
 - ▶ Agenda
 - ▶ Sign in
 - ▶ Receipt
- ▶ **Did fewer people show up than you planned for?**
 - ▶ **Tell us! We need it in writing.**



Paying for Travel

- ▶ **Applies to driving, flying, rental cars, taxis, etc.**
 - ▶ **If driving, miles on invoice MUST match miles on map provided**
- ▶ **Hotels**
 - ▶ **Per Diem - <http://www.gsa.gov/portal/category/100120>**
 - ▶ **Any explanation as to why you had to go over hotel per diem**
- ▶ **Meals**
 - ▶ **Per Diem - <http://www.gsa.gov/portal/category/100120>**



Tips for working with a University

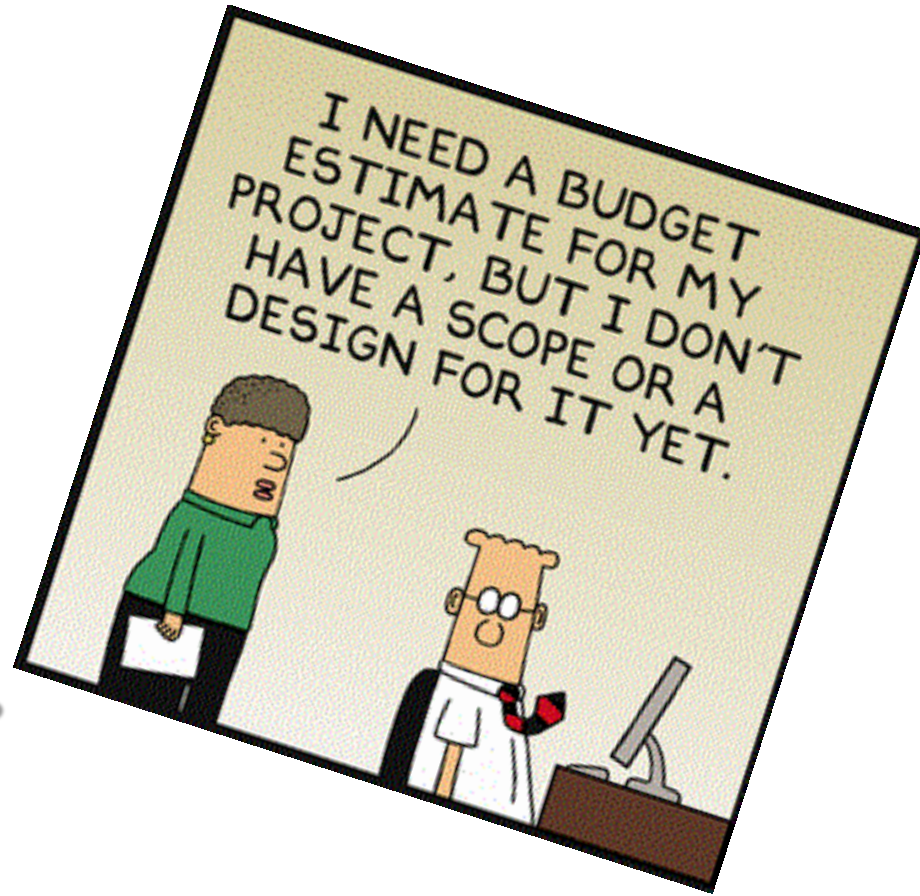
- ▶ **Coordinate with your University finance department**
 - ▶ **Who is your Fiscal Contact?**
- ▶ **Keep a copy of everything**

Overall Invoicing Tips

- ▶ **If you put it on the invoice, there NEEDS to be a document to go with it.**
 - ▶ **ONLY two exceptions:**
 - ▶ **Salary for consultants written into the budget who are getting an hourly rate. Then we need hours and rate and a brief explanation of the work.**
 - ▶ **Indirects**
- ▶ **When in doubt, more documentation is better than too little.**



Budget Revisions...



Budget Revisions – How To

- ▶ **Any change over 10% to a line item comes to CFPHE**
- ▶ **There's a template**
 - ▶ **Note: the bottom line MUST stay the same after revision.**

Expense Category	Current Budget	Revised Budget	Difference	Description
Personnel Expenses	\$10.00	\$15.00	50%	
Non-personnel Expenses	\$5.00	\$2.00	-60%	
Travel & Meeting Expenses	\$15.00	\$18.00	20%	
Misc. Expenses	\$5.00	\$0.00	-100%	
Indirect Fees (not to exceed 10%)	\$5.00	\$5.00	0%	
TOTAL:	\$40.00	\$40.00	0%	

- ▶ **Typical towards end of project, but the sooner you can see this coming the better**

Questions? Comments?

<http://www.cfphe.space.org/fiscal-tools.html>

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