

National Association of County and City Health Officials
Instructions for Invoice Submission

Invoice Submission Requirements

This section provides important details for completing the *Subaward Financial Report*, an Excel spreadsheet with two sheets: Contractor Financial Report (or CFR) and Detailed Report.

- The **CFR** should include the total request for payment and the associated line item subtotals. The subrecipient should be sure to accurately complete all sections of the report, including the information at the top of the document (name, contract number, etc.). The columns labeled *Line Items* and *Approved Budget* should also be completed and edited, as necessary, to directly match the budget that was submitted to NACCHO. For example, add rates for fringe and indirect and label the line items for “Other” to match your submitted budget.
- The **Detailed Report** should include individual expenses for each line item in your budget.

Invoices must include documentation verifying the expenses for which reimbursement is being requested. Examples of the type of documentation that should be submitted for each line item include:

- **Personnel**
 - A copy of a paystub or payroll schedule that shows the amount being paid to the employee; AND
 - Payroll reports or employee rosters listing each employee, their title, number of hours per week employee works or percentage of time devoted to the project, hourly wage or annual salary, and salary charged to the project.
- **Fringe Benefits**
 - A copy of your current federally approved fringe benefits rate, if you have one.
 - If there is no federally approved fringe benefit rate, submit proof that the fringe benefits costs were incurred, and the amount of costs incurred for each individual listed in the Detailed Report. Documentation should include a breakdown of the expenses included.
 - Examples of fringe benefits: insurance, commuter benefits, retirement plan costs, and dental insurance.
- **Travel**
 - Travel expense receipts must be submitted after completion of travel. NACCHO cannot pay prior to the actual travel event. Proof of reservation is not sufficient.
 - If multiple trips occurred or multiple staff traveled, it should be clear what charges are associated with a trip or individual, such as by making notes on the receipts, providing trip/traveler information in the Detailed Report, or by submitting a memo that details travel expenses submitted for reimbursement.
- **Supplies and Equipment**
 - Documentation of purchase or payment. For example, receipts for purchased supplies and equipment, copies of credit card statements, or general ledger report.
- **Consultant/Contractual**
 - A copy of the fully executed contract; AND
 - Proof of payment to the consultant/contractor.
- **Other**

- This section should only be used when the expenses are in the approved budget submitted to NACCHO and do not fall under other line items provided in the CFR.
- **Indirect Rate**
 - A copy of your current federally approved indirect rate and information about the expenses included in your indirect rate, if you have one.
 - If there is no federally approved indirect rate, submit proof that the indirect rate costs were incurred and the amount of costs incurred for each individual listed in the Detailed Report.
 - Examples of indirect rate costs: internet technology and other administrative costs that are not included in the above charges.

If an amount requested for reimbursement is a portion of the total amount shown on the documentation submitted, the portion requested for reimbursement should be clearly noted, such as by including a legible handwritten note on the documentation or a typed document with explanation about what is being requested for reimbursement.

Written explanation must be provided for expenditures that deviate in excess of 15% from the approved budget.

Invoice Submission

Invoices should be submitted by email and the email must be sent by one of the signers of the CFR. The email should include a signed copy of the *Subaward Financial Report* and documentation for all expenses. Documentation should be submitted in separate attachments (e.g., PDF files) for each line item in the budget with clearly labeled document file names. For example, all personnel documentation should be submitted as a single file with the name "Personnel", all travel documentation should be submitted as a single file, etc. All documentation must be legible and clearly labeled.

If submitting by mail, the invoice and supporting documentation should be similarly organized and mailed to:

National Association of County and City Health Officials
 Attn: Ade Hutapea
 1201 Eye Street NW, 4th Floor
 Washington, DC 20005

Tips for Successful Invoice Submission

- Clearly label all supporting documentation. It should be clear which line item in the Detailed Report the documentation corresponds to.
- Do not include receipts if they do not correspond with an expense that is being requested for reimbursement.
- Thoroughly review the invoice prior to submission to make sure all fields of the *Subaward Financial Report* are completed, and all supporting documentation is accounted for and clearly labeled.