

Invoice Checklist

The list below includes some examples of reasons that invoices for reimbursable items may be rejected by USTDA. This is not meant to be an exhaustive list, it is, however, common errors that are seen frequently. Asking these questions prior to submission of an invoice and cross-checking may help avoid these mistakes and delays in approval and payment.

<i>Banking information is active in Sam.gov and is up to date?</i>	Banking information must be active and up to date in SAM.gov or will be rejected.
<i>Obligation number is correct?</i>	Ensure the obligation number is correct on the invoice and matches what is in your contract.
<i>Did you submit an invoice alongside each request for payment in IPP?</i>	Each request for payment must be accompanied by an invoice from the Contractor to USTDA. This invoice should list the items claimed (e.g., interpreter costs), the CLIN under the task order, and the total amount.
<i>Does the invoice number match the invoice number input into IPP?</i>	The invoice number entered on the IPP entry sheet must match the number on the invoice submitted to USTDA. If the invoice number is "RB001," this is the number on the invoice that must be entered into IPP.
<i>If resubmitting your invoice, does the invoice number convey that this is a resubmission?</i>	Best practice is to add an "A" to the invoice number in IPP entry sheet and your invoice.
<i>Does the dollar amount on the invoice match the amount entered in IPP?</i>	The dollar amount entered on the IPP entry sheet must match the dollar amount on the invoice submitted to USTDA.
<i>Do the line-item amounts claimed match the amount of the receipts submitted?</i>	Any invoice that has a mathematical error, whether it is in the favor of USTDA or the Contractor, will be rejected. Care should be taken to ensure the amount entered on the invoice for reimbursement matches the sum total of all receipts.
<i>Are all required receipts attached?</i>	Supporting receipts, such as invoices from travel agencies or interpretation services, must accompany the relevant invoice. There is an exception for receipts under \$75, for which a certification is required along with the amount claimed.
<i>For items claimed with no receipts, are they under the maximum amount and is the appropriate certification included?</i>	Please see the IQC Manual for the required certification that should accompany all claims for which receipts are unavailable.
<i>Is reimbursement being sought for something that is included in fixed costs?</i>	When submitting receipts for reimbursable expenses, ensure that what is being claimed does not fall under the fixed price cost of the contract. An example could be for signage that is typically included under fixed cost

	marketing, or business center fax costs that are included under communications costs.
<i>If reimbursement for flights is being invoiced, have copies of the tickets been included?</i>	An overall invoice from a travel company or airline is not sufficient for reimbursement. Best practice is to include copies of each ticket purchased for each delegate.
<i>If reimbursement for flights is being invoiced, are all charges for each leg of the visit included?</i>	Unless international and domestic flights are being invoiced for separately, ensure that all flights for each delegate are included, and each ticket included in the supporting documents.
<i>Are any service fees included in the invoice?</i>	As per the IQC manual and federal contracting rules, service charges are not permitted and must be removed from the total amount being invoiced. Inclusion of service fees will result in a rejection.
<i>If hotel charges are being invoiced, are each individual delegate's room charges attached?</i>	An overall invoice for charges for rooms (whether delegate, contractor, or other supporting personnel included in the contract) is not sufficient. Individual receipts for each room/individual must be attached.
<i>If hotel charges are being invoiced, have personal charges been removed from the total amounts claimed?</i>	When submitting room charges, it is important to ensure that any personal charges that were charged to the individual (e.g., room service, laundry) are removed from the total amount claimed.
<i>Do the room charges match up to delegate attendance?</i>	USTDA RTMs include high-level government officials and executive management personnel, who may need to curtail attendance or may only attend for part of the RTM. Check to ensure that charges are only for each individual for the amount of time spent with the delegation. Any short-term penalties for emergencies should be cleared in advance with the Contracting Officer, in writing, and if applicable a copy of any correspondence indicating this charge would be covered by USTDA should be included with the invoice.
<i>Do the receipts contain any charges for non-USTDA sponsored travelers?</i>	Occasionally, an organization will ask to send multiple delegates at its own expense. While these travelers generally make their own international flight arrangements, the Contractor will include them in the hotel block reservation and make reservations for domestic travel. A delegate may also bring her or his spouse, who may share accommodations with the delegate, but is not

	included in the meetings and itinerary. Any spouse costs are the responsibility of the delegate. Neither self-pay nor spouse costs should be included in the amount of the total invoice to USTDA.
<i>If a spreadsheet is being submitted, does the math “check out?”</i>	Cross-check to ensure all costs add up. USTDA will reject it if the costs are inaccurate. Do the receipts line up with the spreadsheet.
<i>If flights have been booked with an exception to the Fly America Act, is authorization attached to the invoice?</i>	All flights booked that do not comply with the Fly America Act must have prior approval, in writing, from the Contracting Officer. This permission must accompany any invoice that includes non-compliant flights.
<i>Do any supporting documents that support an individual receipt that is included in the invoice match the amount charged for that receipt?</i>	For example, if a spreadsheet accompanies an invoice for translation charges, does the amount in the spreadsheet add up to the amount being invoiced? This would require an amendment from said vendor but would avoid a rejection by USTDA. Labeling receipts can help the reviewer quickly identify the corresponding spreadsheet amount.
<i>Are the number of contract personnel for whom flights, per diem, or hotels being invoiced for equal to or less than the amount in the contract?</i>	Typically, USTDA contracts provide for at least two individuals to accompany an RTM.
<i>Were the individuals for whom the charges are being invoiced for included in the Contractor’s initial proposal or have they been otherwise approved by USTDA?</i>	All individuals working on the activity should have been included in the initial proposal, particularly those who would be traveling with the delegation. If, for example, the sector expert is replaced, a new CV must be submitted to USTDA and formal approval given for the replacement, otherwise, that individual is not covered by reimbursement. Likewise, if a staff member is sent to travel with the delegation but has not been included in the original proposal or USTDA has not been notified of their addition to the Contractor’s team, that person is not covered.
<i>Exchange Rates</i>	Often contractors will incur charges in a currency other than USD. Exchange rate identification such as credit card statement will need to be submitted.